

# ***Stanley-Boyd Area Schools***

**JAMES B. JONES, DISTRICT ADMINISTRATOR  
507 EAST 1<sup>ST</sup> AVENUE  
STANLEY, WISCONSIN 54768  
715-644-5534**

**HIGH SCHOOL**  
507 E. 1<sup>st</sup> Avenue  
Stanley, WI 54768

**MIDDLE SCHOOL**  
507 E. 1<sup>st</sup> Avenue  
Stanley, WI 54768

**STANLEY ELEMENTARY**  
507 E. 1<sup>st</sup> Avenue  
Stanley, WI 54768

**BOYD ELEMENTARY**  
303 E. Park Street  
Boyd, WI 54726  
715-667-3221

## **Administrative Rule: Trips Out of the District**

**Written By: Jim Jones, District Administrator**

**Date: February 23, 2007**

The building level principals and supervisors shall be responsible for field trips taking place within the school day. The athletic director shall be responsible for all trips associated with athletics including tournament series competition.

All field trips requiring students to travel beyond the state border shall require pre-approval from the District Administrator.

Chaperones shall be responsible for basic field trip requirements such as maintaining emergency contacts, collecting permission slips, and similar duties. The building principals and or athletic director shall be responsible for ensuring building expectations are set and adhered to.

All overnight trips shall adhere to the following expectations:

- The main chaperone shall discuss chaperone plans with an administrator prior to approval being given.
- Adults on the trip will not engage in the use of alcohol/drugs at any time.
- Students will be directly chaperoned by adults at all times.
- Though it is difficult to provide direct supervision of students at night (in hotel rooms) the District expects a concerted effort by chaperones to assure that students remain in their rooms under supervision.

The belief of the District is that students are just that, students. Therefore, students should never be left on their own without some basic level of supervision. For example, this does not mean that a chaperone must sit directly by a student during a play event. It does, however, mean that an adult chaperone must be at the same event as the student and be aware at all times where that student is.