

Lancaster Board of Education
Instruction

Student Field Trips (Major Magnitude)

Regulations here stipulated are divided into two categories:

1. Applicable for all major magnitude trips within United States.
2. Applicable for all major magnitude trips to foreign countries

A. Regulations/All Trips

1. List of contemplated participants
 - a. Name
 - b. Age
 - c. Parents
 - 1) Address
 - 2) Telephone number
 - d. Known physical defects
 - e. Allergies, etc.
2. Certificates of expressed interest, approval and request that the student be permitted to participate signed by the parent/guardian.
3. Time schedule relating to trips shall be as follows:
 - a. Initial request directed to the District Administrator not less than one hundred twenty (120) days in advance of the contemplated trip.
 - b. Final plans, in detail, submitted to the District Administrator not less than ten (10) days prior to the meeting that the proposal will be considered by the Board.
 - c. Final detailed proposal to be acted upon by the Board not less than thirty days prior to the contemplated trip unless specifically waived by the Board of Education.
4. List of contemplated chaperones - one chaperone for each 15 students must be arranged. If the event includes one or more overnight stays, and both genders are represented on the trip, at least one chaperone from each gender must be present on the trip. One official trip chaperone must be a full-time employee of the District. When possible, chaperones should be named from the building from which the student group is drawn.

- *5. Name, address and contact of involved travel agency.
 - 6. Participation voluntary and not a criteria for future group participation.
 - 7. Trip budget (in detail).
 - **8. Trip itinerary (United States 10 days maximum)
 - 9. Plans for meeting budget.
 - 10. Limited spending money per participant.
 - 11. Emergency finances (traveler's checks).
 - 12. If participating in meets or contests, a listing which has sanction, in writing, from appropriate governing bodies - Wisconsin State High School League, etc.
 - 13. Assurance of appropriate "blend" of education and recreational activities (contained in the itinerary).
 - 14. Approved list of fund raising proposals.
 - 15. Breakdown of financial responsibility.
 - a. Activity group
 - b. School district
 - c. Parents
 - d. Solicitations/list of contributors (confidential)
 - 16. Orientation sessions for students, parents/guardian and chaperons.
 - 17. Certificate of parental or guardian permission.
 - 18. Emergency contact procedures.
- B. Regulations/Foreign Trips
- 1. Medical requirements for exit and return to United States.
 - 2. Medical requirements for entry and return from foreign nation to be visited.
 - 3. Obtain required passport/visa documents.
 - ***4. Appropriate foreign travel insurance (obtained by parent).

5. Recommended duration of trips (maximum)
 - **a. North America - 14 day maximum
 - *b. Other nations - 30 day maximum

6. Orientation sessions for parents, students and chaperones:
 - a. Severe peril of law violations in foreign nations.
NOTE: Special emphasis on drug offenses.
 - b. Trip information.

7. Regulations/foreign trips.
 - a. Initial request directed to the District Administrator not less than one hundred eighty (180) days in advance of the contemplated trip.
 - b. Final plans, in detail, submitted to the District Administrator not less than ten (10) days prior to the meeting that the proposal will be considered by the Board.
 - c. Final detailed proposal to be acted upon by the Board not less than sixty (60) days prior to the contemplated trip.

* A representative of the involved travel agency may be present at the meeting when the proposal is presented for Board consideration.

** Time restrictions may be waived by specific action of the Board of Education.

*** Parents/Guardian, in writing, shall indemnify and shall save the Lancaster School District, its Board of Education, administrators, and teachers harmless against any and all claims, demands, suits, or other forms of liability, including court costs, arising out of said Major Magnitude Field Trip.

C. Incident Procedures

In the case that incidents during the course of a "Major Magnitude" trip occur, the procedure to be followed by the sponsor/director in consort with the trip chaperons is outlined below. Such incidents may include, but are not restricted to:

1. Theft, either by a student participant, or perpetuated upon a student.
2. Illness or injury if deemed serious.
3. Use of drugs, alcohol, tobacco, or related substances.
4. Misconduct or unwillingness on the part of student participants to behave in accordance with all normal school regulations or special rules and regulations relating to the trip.
5. Other "incidents" which in the judgment of the trip sponsor/director or chaperons need the attention of the following procedure.

In general, the following procedure should be followed by the trip sponsor/director/and chaperons in consideration of the foregoing instances:

1. Immediate and appropriate remedial action should be taken by chaperons in the event of any emergency.

2. School authorities such as the building Principal, assistant principal, or District Administrator should be notified of any such incident and consulted regarding possible action on the part of chaperones.
3. Parents and guardians of students involved should be notified immediately by the chaperons, or by local school authorities, if it is deemed to be in the best interest of speedy communication.
4. Local school authorities and parents/guardians should be notified of follow-up progress of the incident as deemed important by the chaperons.
5. A final report regarding each individual incident must be filed, in writing, to the building Principal with a copy to the District Administrator within ten (10) days of the return of the group.

Approved: May 11, 1988

Revised: October 11, 1995
August 13, 2003

REVIEWED: November, 2015