

Lancaster Community School District

Instruction

**FIELD TRIPS  
(Educational)**

Learning experiences take place in many settings. The school is an important learning setting, however, there are a vast quantity and variety of learning resources that exist outside the walls of the school. Field trips, when properly carried out, supervised and integrated into the educational program, may provide students with the kind of firsthand knowledge that often cannot be gained in the classroom setting.

In order to provide students with additional learning opportunities, the District allows field trips to nearby points of interest and community resources. The Board of Education has developed this policy on field trips to establish the legitimacy of field trips as a form of instruction, to set forth appropriate limitations (distance, financial, frequency, etc.) on the use of field trips, and to outline Board requirements for safety and conduct.

Transportation for educational field trips shall be provided at minimal cost to students.

All educational field trips exceeding budgetary allocations shall receive prior approval of the District Administrator or his/her designated representative.

Field trips should be planned at least two weeks in advance of the trip.

The following guidelines are used to decide if an educational field trip may be taken:

- a. The experience will supplement and extend the District's instructional program.
- b. The educational benefits are greater than any loss of learning due to lost class time, as assessed by the teacher through a written report.
- c. The cost to students is not discriminatory.
- d. The expected experiences, including travel, are appropriate to the age and experience of the students involved.
- e. The trip, or the place to be visited, has provisions for the safety and well-being of participants.

Students participating in educational field trips are required to abide by established standards of conduct.

LEGAL REF: Sections 120.13(1) Wisconsin Statutes  
895.437

CROSS REF.: 352.1-Rule, Guidelines for Educational Field Trips  
352.2, Field Trips (Recreational)  
352.3, Field Trips (Major Magnitude)  
443, Student Conduct

APPROVED: May 11, 1988

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