

Lancaster Community School District

Instruction

**FIELD TRIPS
(Major Magnitude)**

Field trips of major magnitude may be undertaken with permission of the Board of Education. A field trip of "major magnitude" shall be defined as being a distance in excess of 250 miles from Lancaster, Wisconsin. Such trips may be educational, recreational, or a combination of both. Plans should be developed which require a minimum of teacher/student loss of school time. It is preferred that such trips be taken when school is not in regularly scheduled session (i.e., Christmas, Easter, summer breaks).

The initial contact for any school organization contemplating a major magnitude field trip shall be with the building principal. He/she shall establish a meeting to clearly outline the conditions which must be met prior to approval of the proposed trip.

The second contact for any school organization contemplating a major magnitude field trip shall be with the District Administrator. The principal shall establish a meeting with the District Administrator to clearly go over the conditions of the trip prior to approval of the proposed trip.

Board approval for planning must be granted prior to any promotion or organizing of students being undertaken. The District Administrator, upon receipt of a request for a "major magnitude" trip, shall notify the Board of the proposed trip. At the next Board meeting, the Board shall either reject the request or shall authorize planning for formal presentation to the Board in accordance with policy. Planning authorization on the part of the Board shall not be construed as tentative approval of the proposed trip but, rather, as an indication of the Board's interest in considering the matter in greater depth in order to determine the degree to which the District shall become involved.

Subsequent meetings shall be conducted by the District Administrator, or his/her designated representative, with sponsors, participants and parents/guardians of students who are contemplating participating in the trip. The purpose of the meetings shall be to clearly explain the contents and ramifications of the administrative rule that governs and explains the planning and preparation necessary for the trip if it is to gain District approval.

The final proposal shall be prepared in accordance with the provisions of the administrative rule and will receive consideration by the Board only upon completion and conformity in entirety with these provisions. This final proposal must be presented to the District Administrator, in writing, at least 10 days prior to the Board meeting at which the proposal is to receive consideration.

Within 30 days of formal presentation of a proposed trip, the Board shall take formal action either approving the trip as proposed, approving the trip as amended, or rejecting the proposal and assuming no legal or financial responsibility for the trip.

In the event approved trips necessitate teachers being absent during the school year, substitute teachers shall be provided by the District.

No commitment either express or implied is to be made on behalf of Lancaster Community School District prior to formal action by the Board, and the District will take whatever action is necessary to insure that the position of the District is not misrepresented.

Any trip not rejected by the Board shall conform to all District regulations to provide proper audit and control of the activity.

A preliminary informal report following trip completion shall be made to the District Administrator, the appropriate building principal, and the Board President within 72 hours following return. A formal report following completion of the trip shall be made by the sponsor/director at a regularly scheduled Board meeting at the earliest convenient date following return.

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

LEGAL REF: Sections 120.13(1) Wisconsin Statutes
895.437

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

APPROVED: May 11, 1988

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