

Lancaster Community School District

Instruction

GUIDELINES FOR EDUCATIONAL FIELD TRIPS

A. General Conditions

1. The intention is to make educationally-oriented field trip experiences available to all grade levels, in accordance with the guidelines outlined below.
2. Any trips involving overnight lodging require the approval of the District Administrator. In addition, at his/her discretion, the sanction of the Board of Education may be required.
3. Prior Board approval is required if:
 - a. the trip is beyond 250 miles; and/or
 - b. the trip does not fall within budgetary limits.
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 an employee of the District. When possible, chaperones should be named from the building from which the student group is drawn.

B. Elementary School (grades K-5)

All elementary field trips require the prior approval of the building Principal

1. Funding

- a. The cost of the trip must be: (1) provided for within the budget; or (2) at no cost to the District.
- b. In the event that more than one trip per year is desired for any group of students, funds for said trip must be provided from the Winskill Elementary School instructional budget.

2. Parent/Guardian Permission

- a. Parent/guardian permission to take students on any school sponsored field trips, including walking trips, will be obtained during initial school registration.
- b. Walking Trips. Field trips within walking distance of school can be classified into three categories:
 - 1) Last minute trips within a near radius of the school grounds to do such things as go to a mail box, look at a nearby structure or gather leaves.
 - 2) Very short excursions that are planned in advance and do not involve the crossing of dangerous streets.
 - 3) Longer excursions that involve the crossing of one or more dangerous streets enroute to nearby facilities (e.g., a store, park, etc.).

Teachers may want to inform parents/guardians regarding the trip. In any of these cases, a brief note home explaining the walk would be most considerate and informative for the parents/guardians. If there would be an objection to a child participating, the parent/guardian would then also have ample time to notify the teacher.
- c. Field trips within the District requiring bus transportation. Information regarding the trip should be sent home to parents/guardians a few days prior to the trip.
- d. Field trips outside the District. Information must be sent to parents/guardians with a signed permission slip returned to school prior to the trip.

C. Middle School (grades 6-8)

Field trips require the prior approval of the building Principal.

1. Funding

- a. The cost of the trip must be: (1) provided for within the budget; or (2) at no cost to the District.
- b. In the event that more than the designated number of trips is desired during any given year, funds for said trip must be provided from the Middle School instructional budget.
- c. No overnight lodging may be required, except as approved by the District Administrator or his/her designated representative as outlined above.

2. Parent/guardian permission to take students on school-sponsored field trips is required.

C. High School (grades 9-12)

Field trips require the prior approval of the building principal

1. Funding

- a. The cost of the trip must be: (1) provided for within the budget; or (2) at no cost to the District.
 - b. In the event that more than the designated number of trips is desired during any given year, funds for said trip must be provided from the Senior High School instructional budget.
 - c. No overnight lodging may be required, except as approved by the District Administrator or his/her designated representative as outlined above.
2. Information regarding field trips outside the District must be sent to parents/guardians with a signed permission slip return to school prior to the trip.

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