Field Trips

2340.00

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips: (a) value of the activity to the particular class/group(s); (b) relationship of the field trip activity to a particular aspect of classroom instruction; (c) suitability of the activity and distance traveled in terms of the age level; (d) mode and availability of transportation; and (e) cost.

Field trips shall be planned and approved in accordance with established procedures. Consideration must be given to the effect the trip will have on other classes, school programs and activities. Although field trips may be of benefit to a particular student group or study area, the involvement of a number of teachers and students in such field trips can result in absences from other classes and nonparticipation in other school programs and co-curricular activities.

Field trips shall be planned keeping in mind the following standards:

1. A field trip may be a district curricular component or it may be teacher-initiated.
2. Objectives shall be set for the field trip experience.
3. Readiness for the field trip shall be provided and appropriate follow-up activities shall be developed. Such follow-up shall reflect the fact that the field trip experience represents a significant part of satisfying the learning objectives of the curriculum.
4. Adequate adult supervision shall be provided for all field trips.
5. Every reasonable effort shall be exerted to make field trips as safe and as free from hazards as is possible.
6. Appropriate evaluation procedures should be used to determine the effectiveness of the field trip.
7. Field trips within the state must be approved by the building principal.
8. Board approval shall be required for trips to contiguous states, field trips to states which are not contiguous to Wisconsin, and international field trips.

All field trip participants shall be under the direction and control of the designated school official(s) during the entire field trip.

Legal References:	Wisconsin Statutes	Sections	118.001 120.12(2) 120.13(1)

Cross References:

Approved: April 9, 2003

Revised: