

Adopted: July 12, 2016

Revised: _____

LAFAYETTE CHARTER SCHOOL POLICY No. 6.7 FIELD TRIPS AND TRAVEL

I. PURPOSE

Properly planned, well-conducted, and carefully supervised trips can be an important part of education. Trips with a sound educational basis and that are directly related to a school activity are supported by Lafayette Charter School. The purpose of this policy is to define the process and procedures for student field trips and travel.

II. GENERAL STATEMENT OF POLICY

Lafayette Charter School supports student field trips and travel that are properly planned, well-organized, and carefully supervised. Students participating in approved field trips and travel will be permitted to prepare assignments in advance and make up work missed. All field trips and travel require parent or guardian authorization, except for students who are of legal age. This policy is in effect whether or not school is in session.

III. DEFINITIONS

- A. An “extended trip” is a trip that includes one or more overnight stay. An extended trip may be an instructional, supplementary, or activities-related trip.
- B. An “instructional field trip” is a trip that takes place during the school day and is required as a part of a basic education program or course.
- C. A “supplementary trip” is a voluntary trip and is optional, but enhances a basic education program or course. These trips may take place during or outside the regular school day. Examples of trips in this category include class trips, class activities, school-sponsored clubs, teams and other recognized and approved special interest groups.
- D. A “tentative trip proposal” is a draft of a proposed extended trip.
- E. A “final trip itinerary” is a final draft of an extended trip proposal that is to be submitted for review and approval.

- F. An “organizer” is the Lafayette Charter School employee responsible for the field trip or travel. The organizer may be a head coach, teacher, administrator, or activities advisor.

IV. TYPES OF TRIPS AND TRAVEL

A. Instructional Field Trips

1. An instructional field trip is a trip that takes place during the school day and is required as a part of a basic education program or course. Because instructional field trips are required for a basic education program or course, Lafayette Charter School pays the costs associated with instructional field trips and may not charge the parent or student. (See Minn. Stat. §123B.36 -Authorized Fees, Minn. Stat. §123B.37 - Prohibited Fees). Lafayette Charter School may receive support from booster clubs or similar organizations to cover part or all of the costs of these trips. A parent, guardian, or adult student may request that reasonable alternative instruction be provided to a student in lieu of the instructional field trip.
2. The application for an instructional field trip should be submitted, in writing, to the building principal at least two weeks prior to the date of the trip. If the instructional field trip includes an overnight stay, the requirements for extended trips must be followed. The building Lead Teacher will complete the review and decision regarding the instructional field trip.
3. Students will be transported to instructional field trips on Lafayette Charter School provided transportation.

B. Supplementary Trips

1. A “supplementary trip” is a voluntary trip and is not part of required course work. As such, Lafayette Charter School may require the parent or student to pay some or all of the costs associated with a supplementary field trip. Supplementary trips may also be financed by contributions from booster clubs or similar organizations
2. The application for the supplementary trip should be submitted in writing to the building Lead Teacher at least four weeks prior to the date of the trip. If the supplementary field trip includes an overnight stay, the requirements for extended trips must be followed. The building Lead Teacher will complete the review and decision regarding the supplementary field trip.
3. Students will be transported to supplementary field trips on Lafayette Charter School provided transportation.

V. CHAPERONES AND SUPERVISION

The organizer has the primary responsibility for the trip. The organizer has responsibility for student discipline. The number and gender of adult chaperones must be appropriate to the level, gender, and needs of the students. The ratio of one chaperone for every 12 students is recommended. At least two chaperones are required for all trips involving an overnight stay. Chaperones are considered school volunteers and are responsible for the supervision of students. Chaperones are selected by, and are under the supervision of, the organizer. All chaperones are considered school volunteers and must comply with Lafayette Charter School policies and regulations, including, but not limited to, Chemical Health, Tobacco-Free Schools, and Weapon-Free Schools.

VI. STUDENT CONDUCT

The organizer is responsible to ensure that all appropriate parent/guardian permission forms have been received. All students who participate in trips will be required to comply with all school rules while on the field trip. Any student who violates school rules while on the trip may be sent home from the trip, with a chaperone if necessary, at parent/guardian expense.

VII. HEALTH-RELATED SERVICES

The organizer must endeavor to act in the best interest of the students' health, safety and welfare during a field trip or travel. Student medication necessary during the trip must be stored and administered in accordance with Policy 5.5.8– Student Medication In School.

Legal References: Minn. Stat. §123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Curricular and Extracurricular Activities; Insurance)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy _ (Discipline, Suspension and Dismissal of School District Employees)
Policy _ (Employee – Student Relationships)
Policy _ (Student Discipline)
Policy _ (Student Medication)
Policy _ (Student Fundraising)
Policy _ (Community Organizations, Parent Organizations and Booster Clubs)
Policy _ (Student Transportation)

This policy does not constitute legal advice; any questions regarding this policy should be directed to your attorney.