

**Lewis Center for Educational Research**

**AR 6153      INSTRUCTION  
SCHOOL SPONSORED TRIPS**

**Adopted:      December 11, 2023**

**Revised:**

When planning field trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, expense, transportation, and supervision requirements. Principals shall not approve activities on a school-sponsored trip that they consider inherently dangerous to students or that pose unacceptable, unmitigated risks. International travel will be approved based on U.S. Department of State Travel advisories. The LCER reserves the right to cancel travel at any moment prior to the trip due to safety concerns.

Field Trip Request Forms shall be submitted for approval a minimum of eight (8) weeks before the intended trip, or twelve (12) weeks if LCER Board approval is required. If the trip is not approved it will not move forward.

All students participating in school-sponsored trips must be enrolled in a Lewis Center School and a member of the participating class or club. Additional siblings or friends are restricted from participating in field trips. Exceptions may be made by Administrative approval.

Students shall not be required to participate in fundraising as a stipulation to be eligible to participate in the field trip. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to field trips that are deemed a part of the instructional program.

If students will be off campus during the lunch hour, a procedure for all students to buy/receive lunch to take on the trip must be in place. Students have the option to bring food from home. Students on free or reduced meal programs must be provided with an appropriate lunch. Staff must communicate with their school's food service staff regarding trip needs at least one (1) week prior to the school-sponsored trip.

Principals shall plan for field trip participation by students with disabilities. If a student with a disability needs an accommodation or related aids and services to participate in a field trip, those services must be provided. If there are concerns that a student's participation may be unsafe or a risk to the student or others, the school should consider providing accommodations and related services to support the student's participation.

Principals may exclude from a school-sponsored trip any student whose presence on the trip would pose a safety or disciplinary risk.

The school shall provide an alternative educational experience and appropriate supervision for students whose parents/guardians do not wish their student(s) to participate in a school-sponsored trip or for those students who do not have a signed field trip permission form on file for the trip.

A staff member must accompany students on all school-sponsored trips and shall assume responsibility for their proper conduct. They shall make provision for adequate supervision of students. Other staff and approved chaperones may be asked to participate in trip supervision and may be asked to attend preparation training sessions and/or other meetings. The Principal or designee shall verify that all chaperones are on the approved volunteer list. Volunteers must complete a chaperone waiver form that shall be kept with the student waivers.

The ratio of adults to students on a school-sponsored trip is at least one (1) adult to ten (10) students; or at least one (1) adult to eight (8) students for overnight, out-of-state or trips involving water activities. A higher ratio may be required depending upon the nature of the trip. This ratio may be revised to ensure closer supervision of students appropriate to their ages and skills. For overnight and out-of-state field trips, male and female chaperones are required if male and female students are in attendance.

LCER or school site funds may be used for expenses of teachers, administrators, chaperones or other staff participating in overnight or out-of-state trips as sponsors or chaperones; the payment of these expenses shall follow the LCER's administrative regulation for travel.

LCER or school-sponsored international trips must have an administrator present for student safety and oversight. Funding for the administrator who will accompany the group on an international trip must be provided by LCER or the school site, not through student fundraising.

While on a school-sponsored field trip, staff, students and volunteers shall not consume alcoholic beverages, use tobacco products or non-prescription controlled substances including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products for the duration of the school-sponsored trip.

When students return to school from a school-sponsored trip after the school day, a staff member shall remain with the students until every student has left the premises