

Lewis Center for Educational Research

BP 6153 INSTRUCTION SCHOOL SPONSORED TRIPS

Adopted: December 11, 2023

Revised:

The Lewis Center for Educational Research (“LCER”) Board of Directors recognizes that school-sponsored trips are an important component that can supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the LCER's course of study or school-related social, educational, cultural, athletic, school performance group activities, military science, or other extracurricular or co-curricular activities.

Most enrichment opportunities can be offered without requiring extended trips to distant locations. However, there may arise occasions when exceptional educational and/or experiential opportunities may arise that would require an extended trip (including overnight accommodations, several days, distant locations, etc.). In such cases, an extended school-sponsored trip may be authorized contingent upon funding, student safety and other requirements outlined in this policy.

1. Specific Learning Objectives

The need for any school-sponsored trip shall be evaluated based on the impact the time students will spend out of class and its relationship to the schools’ LCAP Goals. All school-sponsored trips authorized by the Board or the President/CEO must be designed to serve educational purposes. It is the responsibility of the school principal to assure the President/CEO or designee that field trips will be approved only after specific learning objectives for trips are explicitly stated. Time and effort expended on school-sponsored trips should be commensurate with the educational values anticipated.

2. Approval of Field Trips

Requests for field trips shall follow the LCER Field Trip Standing Operating Procedure, be made on fully completed proper forms, and shall be approved by the school principal.

Staff members must provide information regarding anticipated activities, chaperones, travel arrangements, lodging arrangements and funding source for the trip to be approved. All accommodations must be where students are in gender specific rooms.

All overnight, out of state and trips involving water activities shall also require the approval of the Board. This includes overnight activities on campus and trips returning the following day (past midnight). The President/CEO, however, is authorized to approve these trips when circumstances prevent a timely request to the Board. Administrative discretion will be used when determining the circumstances and presenting the request to the President/CEO.

Overnight and out of state field trips shall allow no more than two days out of class for nonacademic trips (i.e., athletics, band, choir, etc.). Attempts should be made by all groups to schedule their two days out of school with a school break (i.e., winter, spring, President's Day, etc.).

3. Signed Parent/Guardian Permission Forms

It is the responsibility of the staff member to have signed parent/guardian permission forms for all participating students prior to the trip. If a student will need to take medication on the trip, the medication

required shall be identified on the permission slip. Staff will need to take the required medication in an appropriate carrying case and administer the medication to the student as prescribed. The medication shall remain in their custody at all times.

The staff member should retain the forms in their possession for the duration of the trip. A copy of all permission forms must be left with the school administration and must be kept at the school site for one year from the date of the trip.

3. Funding

Staff may ask for donations for field trips, but students shall not be required to pay their own expenses. No student shall be prevented from participating in a school-sponsored field trip because of lack of sufficient funds.

4. Transportation

When transportation is required students may be transported in accordance with LCER BP 3540 and AR 3543. Parents cannot ride on the bus or van with students unless they are approved and designated chaperones. However, parents/guardians may transport their own children, but not other students, with prior written notification to the principal/designee. When LCER sponsored transportation is not available, the President/CEO or designee may arrange for the transportation of students by private automobile. Students are not permitted to transport themselves or other students on field trips.

5. Conduct and Discipline

All LCER and regulations for behavior shall be maintained when a student is traveling with a school group. Violation of such regulations shall result in appropriate disciplinary action, up to and including expulsion.

6. Non-LCER Sponsored Student Trips

The Board does not endorse, support or assume liability for any trips not approved by the Board, President/CEO, Principal or designee.

Staff are limited from using their influence or position to enlist students for non-LCER sponsored field trips. No LCER employee shall falsely represent to students or parents that the trip is a LCER approved and/or sanctioned trip. Staff are prohibited from soliciting student or parent participation on campus during school hours or within one hour before or after school.

A staff member's communication with students and parents regarding unofficial trips must be independent of the school and of the staff's employment with the LCER. Trips organized by individual staff members must be clearly identified as non-school-sponsored activities on all communications in order to avoid LCER liability. School letter head and/or logos should not be used for communications.

The Board is aware that commercial opportunities for school-aged children to travel out-of-state and to other distant locations for educational purposes are available. This policy is not designed to encourage nor to discourage students or employees from involvement in travel, tours, or trips for educational purposes. However, this type of excursion/trip shall not be supported by LCER resources and shall be completely outside the purview of the Board. LCER personnel shall not engage in any activities to manage, promote or participate in such trips during work hours nor represent the LCER as agents to arrange or provide the program.