

Field Trips and School Related Trips

Educational field trips and other school related trips shall be planned and conducted in accordance with the following guidelines:

1. The sponsor shall review the educational value of the trip with the administrator and receive the administrator's approval prior to making arrangements for the trip.
2. A parental permission slip is required for each student participating in the trip, including walking or bicycling excursions. Slips will be available from a student's teacher. Permission slips will contain a statement that the Student Code of Conduct applies to students traveling to and from trips, as well as at the location of the activity.
3. The sponsor will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a trip will extend beyond a single day or on non-school days.
4. Participating students will pay a pro rata share of costs for any special transportation, admission fees, etc. Alternative sources of funds will be explored through the administrator for students needing assistance with such expenses.
5. One or more adult chaperones, at least 21 years or older, in addition to the sponsor will accompany each class on trips unless otherwise approved by the administrator. The administrator may specify more chaperones based on the age of students. Sponsors are responsible for informing accompanying adults of their duties and responsibilities:
 - a. Students must remain with chaperones at all times and must be supervised at all times while at charter school-sponsored events unless supervision is provided by the event organization.
 - b. Transitions between the events and/or venues must be supervised.
 - c. Students must use the buddy system with at least 2 people at all times. At any time the buddy system is not adhered to, it must be immediately reported to a chaperone.
 - d. All school rules apply on charter school-sponsored events. Smoking or drinking alcohol is not permitted by students or chaperones on the trip.
 - e. Chaperones must account for all students in their charge regularly (at least every hour) and before changing activities (count, count, count!).
 - f. For the protection of both the student and the chaperone, chaperones should not be alone with a single student.
 - g. For overnight trips, all students in the charge of a particular chaperone should be housed together or in adjacent rooms, and a chaperone of the same gender must stay in the room or adjacent room with door open between the rooms if at all available. At the very least, chaperones will perform visual room checks at curfew, and students will not be permitted to visit other rooms after hours or to leave his/her room without permission from a chaperone. Chaperones will not retire until all students are checked in for the night. Hotels are bedrooms, and under no circumstances should students of opposite gender visit, play cards, or entertain guests in their hotel rooms. Chaperones or sponsors should have a key card for all student rooms.
6. The sponsor should review acceptable standards of conduct with the students in advance of the trip. The sponsor has primary responsibility for the conduct of the students. Other arrangements may be necessary for students who cannot follow the standards of conduct or who have demonstrated consistent lack of appropriate behavior.

7. Students who do not participate in the trip will not come to school that day.
8. Students' safety will be a primary consideration, with first aid kits required on all trips.
9. Teachers shall be required to carry a cell phone or radio on field trips to be used in cases of emergency. Should an emergency occur, the sponsor is responsible for notifying the administrator by telephone as soon as possible.
10. School vehicles (from other schools) ordinarily will be used for transportation. Commercial carriers may be used for certain trips with prior administrative approval.
11. The use of private vehicles by staff members and parents for transporting small groups of students may be authorized in certain instances. The driver must provide a copy of the required liability insurance and a copy of their driver's license to be on file with the front office, and have permission from the administrator prior to travel. (Policy EEAG-E)
12. Requests for school bus transportation will be channeled through the administrator to the Business Manager.
13. Students will not be permitted to leave the field trip during or after the trip unless they have prior written permission on file in the office per the permission slip, signed by the parent/guardian. Students cannot be released to a person other than a parent or guardian. Parents should fill out a form ahead of time to take their student at any time during the course of a field trip. These forms are available in the office.
14. If students return to the school from a trip after school hours, the sponsors and the administrator will make provisions for their safe departure home, taking into account the hour and the age of the students.
15. Because of liability concerns, siblings may not accompany parent chaperones on field trips.
16. Adult chaperones supervising small groups of students need to complete a Colorado Bureau of Investigation background check, including fingerprinting, and receive clearance before accompanying students on a trip.

CROSS REFS.: EEAG, Student Transportation in Private Vehicles
EEAG-E, Student Transportation in Private Vehicles
JJH, Student Travel

First Reading: 5-14-19

Adoption Date: 5-14-19

Lake George Charter School