

FIELD TRIPS

Policy 340

I. PURPOSE

This document serves as a finance policy about the school field trip fund and provides general, practical information about school-sponsored field trips at Lakes International Language Academy (“the School”).

II. PHILOSOPHY

- a. The School seeks to provide students with rich, quality educational experiences both inside and outside the school.
- b. It is the School board’s general expectation that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested.

III. STATEMENT OF POLICY

a. Instructional Trips

- i. These trips take place during the school day, relate directly to a course of study, and **require student participation**.
- ii. Instructional trips are subject to review and approval of the Executive Director, Director or Curriculum Coordinator and are to be **financed by school funds** within the constraints of the school budget. Fees may not be assessed against students to defray direct costs of instructional trips. (MN Statute 123B.37, Prohibited Fees)

b. Supplementary Trips

- i. Supplementary trips may or may not take place during the regular school day. They involve curriculum enhancement and student activities.
- ii. Teachers and instructors may not test or grade students on information gained solely through participation in a supplementary field trip.
- iii. Supplementary trips are subject to review and approval of the Executive Director, Director or Curriculum Coordinator.
- iv. Financial contributions by students may be requested. (MN Statute 123B.36, Authorized Fees) Students or families for whom any requested fees might cause a hardship may request a scholarship for the trip. They may contact the student’s teacher, the school finance office, building principals or the Executive Director.
- v. Financial contributions shall be requested prior to each trip for that trip alone, unless clearly specified otherwise. Incoming kindergartners may be asked to contribute fees at the time of enrollment, in an amount specified by school administration.

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- vi. Teachers will send notifications to student’s parents or guardians indicating an upcoming field trip. Payment or request for scholarship is considered permission to participate. In the event that neither is received, the student will not be allowed to participate in the field trip.
- vii. If a student has paid and is absent the day of the field trip, a partial refund may be given, less the transaction service fee.
- viii. Any contributions leftover after the trip shall be held in the field trip fund for use toward a future trip. Any balance remaining shall be added to a future field trip cost. Each grade’s financial contributions shall be accounted for by the school, and shall follow the class as a whole as it moves up through the grade levels. Any funds remaining in the class fund at the end of 12th grade shall go to the school’s general fund.

c. Extended Trips

- i. Extended trips involve one or more overnight stops. They may be instructional or supplementary, and must be requested well in advance of the planned activity.
- ii. Extended trips must receive approval from the Executive Director. Exceptions to the approval policy may be granted or expedited to accommodate contingencies (such as tournament competition).
- iii. The school board acknowledges and supports the efforts of booster clubs and student fundraising drives in providing extended trip opportunities for students within the context of school liability disclaimers. All fundraising activities must be approved by the Executive Director

IV. REGULATIONS

- a. Rules of conduct and discipline for students and employees shall apply to all student trip activities.
- b. The school administration shall be responsible for providing more detailed procedures, including parent/guardian involvement, supervision, and other factors deemed important and in the best interest of students.
- c. A commercial carrier or the School’s bus shall furnish transportation. Private vehicles should not be used other than the transport of a child by his or her own parent or guardian, not for other children or for reimbursement.

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- V. Chaperone Expectations
 - a. All chaperones must complete a background check.
 - b. Chaperones may not bring additional children, including siblings, of any age, on the field trip.
 - c. Chaperones must remain attentive to students on the field trip
 - i. Phones/texting are to be used only in the case of emergencies
 - ii. Students must be supervised by a chaperone at all times.
 - d. When more chaperones volunteer than are needed, those who have not chaperoned before will be given priority over those volunteers who have (provided they responded before the deadline provided by the teacher).
 - e. Step-parents may chaperone only on days when their spouse (the parent) has custody of the child, or with permission of both parents of the child.
 - f. Parents who are not chaperones may not join the group at the field trip site.
 - g. Parents or guardians may take their own child home from the field trip if pre-approved by the school.

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