

Section: 5000 Academic Achievement

Title: School Trips Policy

Code: 5004

Status: Active

Adopted:

Revised:

School trips designed to engage student interest and inquiry can be valuable supplemental extensions of the classroom. School trips can help meet the educational goals of the North Carolina Educational Foundation by connecting learning with experience outside of the classroom.

All eligible students will be given the opportunity to participate in school trips. No student will be denied participation because of economic hardship or because the student has a disability.

A. Authorization of School Trips

A school trip occurs when a student or group of students leaves a school campus under the sponsorship of the school and under the supervision of school employees to extend the educational experiences of that student or group. This includes such trips taken by extra-curricular groups but does not include trips by athletic teams to participate in athletic events or competitions. The principal and CSUSA State Director or designee, must approve all school trips in advance. To be approved, a school trip should (1) provide an effective method for accomplishing curriculum objectives; (2) be consistent with the educational goals of the school and charter; and (3) keep to a minimum any disruptions of other educational programs and/or loss of instructional time.

B. Parental Notice and Consent

All students who participate in a school trip must provide signed parental consent forms to participate, unless a student is officially emancipated, in which case the student can consent on his or her own behalf. A student who fails to provide a signed consent form may be denied participation in the trip. No student's grade may be lowered or raised based on parental consent to participate in the school trip. The school principal shall develop procedures to ensure parents are given proper notice of trip details and opportunities to chaperone.

C. Costs

Students must not be charged a fee for a school trip for which credit is granted or is a required part of the core curriculum. The school may impose fees for other non-required school trips, to the extent allowed by the Charter. No student shall be denied the opportunity to participate in a school trip due to financial hardship. Any fees imposed for school trips will be waived or reduced for students who demonstrate economic hardship. The principal is authorized to use funds from the individual school account to pay the costs for students when necessary.

D. Student Safety and Discipline

The Board policy to provide a school environment that is safe and secure and that promotes the health and well-being of its students extends to school trips. Students are also subject to the relevant requirements set forth in the Parent and Student Handbook, including the student behavior policies. The school principal or designee shall develop any additional regulations necessary to provide for student safety, appropriate supervision, and to clarify student behavior standards.

E. Transportation and other Accommodations

All contracts with outside companies to provide transportation, lodging, or other accommodations related to a school trip must be approved in accordance with CSUSA risk management policies.

F. Chaperones and Volunteers

All chaperones and volunteers accompanying students on school trips must meet the background check standards established and listed in the Parent and Student Handbook for volunteers. The school principal or designee shall develop any necessary additional regulations governing chaperones and volunteers on school trips.

G. Non-school Sponsored Trips

A non-school sponsored trip is a trip or tour organized and sponsored by (1) an individual teacher or group of teachers acting as private citizens and not as school employees, (2) a travel agency, or (3) any other individual or association not employed by, sponsored by, or under contract with the board. The board and the school assume no responsibility or liability for non-school sponsored trips.

Non-school sponsored trips may be promoted or advertised in the schools. Promotional materials may be displayed or distributed in the schools without interruption to the instructional day and with the approval of the school principal. All promotional materials for non-school sponsored trips must prominently state that the trip is not sponsored or endorsed by the school or the board. Moreover, any employee who sponsors or recruits students for a non-school sponsored trip shall notify the students and their parents or guardians that the trip is not sponsored or endorsed by the school or the board and shall obtain a signed acknowledgement from each parent that the trip is not school-sponsored.

School employees shall not engage in any planning or administrative tasks associated with a non-school sponsored trip during the employee workday. School employees who want to use school facilities to hold a meeting concerning a non-school sponsored trip must obtain prior approval from the school principal. School employees must use eligible leave for any time missed from work during a non-school sponsored trip.



School employees are prohibited from participating in non-school sponsored trips that conflict with instructional school days or are scheduled fewer than 10 school days prior to final exams or other state-mandated assessments.

Students will not be required to participate in any non-school sponsored trip. Students are discouraged from participating in non-school sponsored trips that conflict with instructional school days or are scheduled fewer than 10 school days prior to final exams or other state-mandated assessments. Absences for non-school sponsored trips will be designated as excused or unexcused in accordance with North Carolina attendance policies.

Adopted:

Reviewed:

Revised:

Legal Reference: