

3.6320 SCHOOL TRIPS

Legal References: G.S. 115C-47, -288, -307

Cross References: 1.5100-4.3000-7.2700 SCHOOL SAFETY
4.3600 CODE OF STUDENT CONDUCT
4.6000 STUDENT FUNDRAISING
4.9000 STUDENT FEES, CHARGES, AND FINES
5.0150 SCHOOL VOLUNTEERS

I. TRIP OBJECTIVES

The board believes that school trips designed to accomplish the following objectives are both appropriate and necessary to the mission and objectives of the school:

- establish connections between classroom instruction and relevant real-world conditions and/or circumstances;
- promote and stimulate student interest and inquiry;
- enhance and enrich the substance and details of the curriculum;
- give instruction about the history and culture of the society in which we live; and
- facilitate student participation in events and activities that enrich their lives.

All off-campus trips and travel involving Falls Lake Academy students which are approved and authorized by the school administration and which are conducted, directed, and/or accompanied by FLA personnel shall have one or more of these objectives as their primary reason and focus.

II. SCHOOL TRIPS DEFINED

A. School Trips: A school trip occurs when one of the following events occur:

1. A student or group of students leave(s) the school campus under the sponsorship of the school and under the supervision of school employees for the specific purpose of participation in an event approved, authorized, sponsored, and/or conducted by the school and during which the student(s) is/are directed and/or supervised by FLA personnel.
2. A student or group of students meet(s) at an off-campus location for the specific purpose of participation in an event approved, authorized, sponsored, and/or conducted by the school and during which the student(s) is/are directed and/or supervised by FLA personnel.

B. Non-school Trips: An event which attracts students by virtue of their interest and/or participation in a school-sponsored activity, event, or group but which is not approved, authorized, sponsored, and/or conducted by the school, and to which students travel by way of their own arranged transportation, is **NOT** a school trip, even if FLA personnel, authorized parent volunteers, and/or other students are present and participating. **Falls Lake Academy and Falls Lake Academy, Inc. assume no liability with regard to FLA students' presence and/or participation in such events.** [Example: students who attend an athletic event at another school involving an FLA team.] In such cases, however, FLA students who are attending such events in their capacities as FLA students are subject to the provisions of Board policy 4.3600 CODE OF STUDENT CONDUCT.

III. APPROVAL AND AUTHORIZATION

A. Approval and Authorization Defined: All school trips which meet one of the definitions in section IIA1-2 above are subject to

- approval: permission granted by the Principal for the trip to occur; and
- authorization: specific designation by the Principal of one or more staff supervisors who bear responsibility and authority to conduct and direct the trip, supervise the participating students, and make decisions under the authority of the school administration with regard to student movement and safety while on the trip.

B. Approval: The Principal must approve all school trips in advance. **School trips that involve an overnight stay must also receive prior approval from the Board.** To be approved, a school trip must:

1. be designed to provide for the continuing safety of all participating students;
2. provide an effective method for accomplishing curriculum objectives;
3. be consistent with the Board objectives outlined in Section I;
4. keep to a minimum any disruptions of other educational programs and/or loss of instructional time; and
5. include provisions for meeting all costs of the trip in accordance with Board policies 4.6000 STUDENT FUNDRAISING and 4.9000 STUDENT FEES, CHARGES, AND FINES.

The chief FLA administrator shall develop procedures for the request and approval of school trips.

C. Authorization: Once approved, all school trips require specific authorization of one or more FLA personnel who are responsible for organizing and directing the trip, supervising the participating students, coordinating the activities and assignments of volunteers and chaperones (if any), and providing for the safety of those involved. While operating in this capacity of authorized trip supervisor, the FLA employee so authorized carries the full operational and custodial authority of the Falls Lake Academy Principal under which he/she is authorized with regard to all trip provisions and all participating students.

The chief FLA administrator shall develop procedures for the authorization of trip leaders and supervisors of school trips.

IV. TRIP OPERATIONS

A. Student Safety and Discipline: Board Policies 1.5100-4.3000-7.2700 SCHOOL SAFETY and 4.3600 CODE OF STUDENT CONDUCT apply to all students, school employees, and volunteers while they are taking part in school trips.

B. Chaperones and Volunteers: All chaperones and volunteers accompanying students on school trips must meet the standards established by Board policy 5.0150 SCHOOL VOLUNTEERS.

C. Standard of Supervision: FLA personnel authorized by the Principal as trip leaders and supervisors are responsible for the active, effective, and continuous supervision of all participating students from the trip's outset through to the end of the trip, and for the safe and secure delivery of students back to the school and/or their parents' physical custody.

The chief FLA administrator shall develop additional processes and procedures to ensure that all necessary operational protocols, as well as all the provisions of this policy, are effectively addressed and administered.