

Special Events Policy

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Parties

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the Assistant Principal/Dean of Students a minimum of 2 weeks prior to its planning. Approval for one year does not carry over to the next. However, birthday celebrations are limited to non-academic times as designated by the teacher or classroom coordinator. Please see your teacher or classroom coordinator for rules regarding appropriate food items.

Guest Speakers

Guest speakers utilized during the school day must speak on topics covered in the course or grade. Students should be in process of studying the topic to be presented.

The Assistant Principal/Dean of Students must approve the guest speakers prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

The Assistant Principal/Dean of Students must screen the guest speakers who cover controversial topics. The screening may include an interview of the guest by the Assistant Principal/Dean of Students. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the curriculum. Parents may have students excused from such presentations. The student will be supervised apart from the presentation. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

Field Trips

Field trips must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. The Principal must approve field trips a minimum of 2 weeks prior to planning. The teacher must submit the Field Trip Approval Form to the Principal or director of curriculum and obtain a signed approval prior to notifying students, parents, and front office of the event. The business office must review and sign the Field Trip Approval Form to verify costs and cost estimates prior to notifying

students, parents, and front office of the event.

A permission slip signed by the parent/guardian of each student must be obtained prior to occurrence of the field trip.

Parents may not drive students outside Larimer County.

Only under specific circumstances (field trip cannot occur because the number of students make contracted transportation impossible) in which a limited number of students are involved may parents transport students outside of Larimer County.

Whenever parents are driving each driver must complete Volunteer Field Trip Driver Application, which includes submitting a copy of their driver's license, vehicle registration, and proof of insurance a minimum of 1 week in advance.

Under no circumstance will students or a student organization plan field trips. Teachers must adhere to these guidelines:

- The chaperone to student ratio must be a minimum of 1:10.
- Chaperones must submit a copy of their current driver's license and be registered with TSD as a volunteer.
- The following must be completed and submitted to the business office prior to the event:
 - Document of Rules, signed by students
 - Document of Responsibilities, signed by chaperones
 - Established Discipline Policy
 - Written Emergency / Accident Procedures

If any of the aforementioned criteria are not met, the field trip will be canceled. The Principal must meet with the field trip sponsor a minimum of 5 school days in advance of the trip to verify the completion of the requirements. Five minutes prior to departure, the Principal or his designee will approve or deny departure. If the trip is canceled due to violation of the field trip policy the school will refund the students.

Extended field trips will follow TSD guidelines and must be approved by the LCS BOD.

Extended Field Trips

All extended field trips require individual board approval a minimum of 90 days (180 days outside US) prior to the trip. All students attending the extended field trip must have unanimous approval of the administrators of LCS. For upper school students, the trip must include coursework and/or lesson plans and all students must be awarded credit and a letter grade, which will be based on the accompanying coursework as well as their behavior on the trip. All extended field trips must have liability insurance protecting all the trip attendees, the

school, and TSD. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees by trip participants.

LCS is bound to the TSD policies regarding extended field trips and LCS guidelines for extended field trips.

Students and their parents will be given current copies of the relevant TSD policies by the sponsoring faculty member. The sponsoring faculty member is responsible for assembling those policies and presenting them, with their field trip request, to the LCS board before an extended field trip can be approved. The sponsoring faculty member must show a working knowledge of the relevant TSD policies and complete familiarity with the LCS guidelines.

Everywhere the TSD policies state "TSD"; it is to be understood as LCS. Everywhere the policies state "TSD superintendent/administrator/Principal," it is to be understood as the LCS board/Principal. Everywhere the policy references curriculum; LCS is exempt. The sponsoring faculty member must adhere to these changes, as well as follow the guidelines below:

Guidelines for Extended Field Trip

Field trips are for the educational enhancement of LCS students. Field trips shall be directly related to a course or area of study in accordance with established curriculum guidelines and shall be based upon clearly stated, educationally related objectives.

The field trip shall include instruction by a LCS staff member and/or tour guide. Such instruction will begin prior to departure and must be accounted for upon submitting a final report.

All TSD policies that have not been waived by LCS apply to extended field trips, and teacher and student behavior must be followed. The field trip sponsor should contact the Principal/Principal designee to receive a current list of all applicable policies.

Upper school students participating on extended field trips may receive course credit and a letter grade that will appear on their transcript. The principal determines the number of credits earned prior to the trip.

Overnight trips may be exclusive to all males or all females when only one sponsor is available for the trip. In trips where male and female students attend, both an adult male and female sponsor shall be required. In selecting adult chaperones, priority will be given to LCS staff members. Exceptions will be made when there are not enough qualified adults to meet chaperone needs. A sufficient number of adult chaperones, as determined by the Principal, must accompany the extended field trip to ensure the safety and good conduct of students. The required ratio is one adult chaperone for every 10 or fewer students. The trip sponsor(s) are responsible for informing accompanying adults of their duties and responsibilities. The Principal

is responsible for final approval of all adult chaperones.

LCS staff members, other adults, parents, siblings, and LCS alumni may accompany students on extended field trips if they receive prior approval by the Principal to do so. These participants may not share lodging with LCS students unless the Principal grants permission. All participants are expected to follow the same tour itinerary, comply with the same behavioral expectations that apply to LCS students, and pay their own expenses. Participants who are not LCS faculty, staff or students must be registered LCS volunteers. All parent participants should be willing to serve as chaperones if needed.

Under no circumstances shall any person be included in an extended field trip that has not been approved by the Principal.

Responsibilities for Trip Sponsor(s)

The trip sponsor shall hold required orientation meetings with parents/guardians, students, chaperones and other trip participants prior to departure in order to clarify the responsibilities and review the acceptable standards of conduct of all participating parties. At this meeting, copies of the following documents will be given to the parents/guardians of each participant:

- Behavior Contract/Document of Rules (Document of Responsibilities for chaperones)
- Extended Field Trip Release, Indemnity, Assumption of Risk and
- Power of Attorney
- Medical History

Completed and signed forms must be submitted with the first payment for the trip and are required for all trip participants who are not LCS employees.

The trip sponsor(s) shall prepare a roster that includes the address and telephone numbers of parents/guardians and pertinent medical information for all students on the tour. The trip sponsor(s) shall take one copy of the roster on the trip and shall leave a second copy with the Principal/Principal designee. This information will be used to contact parents/guardians if an emergency should occur.

Prior to departure, the trip sponsor will obtain a minimum \$100 cash for emergencies. If the trip is to a foreign country, the cash will be in the currency of the first destination country.

The trip sponsor(s) shall handle medical and other emergency situations while on the extended field trip and will be responsible for the welfare of the group. Receipts and claim checks must be completed for medical or other insurance claims. First aid kits shall be required on all field trips. It shall be the responsibility of the trip sponsor(s) to alter the itinerary or program of the extended field trip if local circumstances endanger the welfare of participants. Should an emergency occur, the trip sponsor(s) is responsible for notifying the Principal by telephone as soon as possible.

The trip sponsor(s) shall assume responsibility for student conduct consistent with the school's policies and regulations governing student behavior. Use of the "buddy system" or similar partner system is required to ensure constant awareness of each student's whereabouts, needs, and participation.

Upon returning from the extended field trip, the trip sponsor(s) shall complete a Student Field Trip Evaluation form, including a summary of the itinerary and instructional activities, and shall submit the report to the Principal. A detailed final accounting of receipts and expenditures must also be filed with the business office within five business days after returning from the trip.

Remuneration and Other Conditions for Tour

Director(s) and Chaperones

LCS personnel on the extended field trip who are under contract with LCS shall be considered a part of the regular school faculty and shall be governed by the policies, procedures, rules, and regulations established for all LCS employees.

Neither the trip sponsor(s) nor other LCS employees shall accept or receive compensation other than the cost of their portion of the trip and incidental expenses (meals, taxes, and tips) incurred on the trip. The cost of the trip to participating students may reflect no more than the legitimate expenses expected to be incurred by the student and a portion of the legitimate expense of the tour director(s) and other adult chaperones and supervisory personnel.

All extended field trips must have liability insurance protecting all the trip attendees, the school, and TSD. If not covered by the existing LCS insurance policy, the cost of this insurance must be covered by the fees collected from the participants or other fundraising sources.

Students

Participating students must comply with all LCS policies and regulations governing student behavior and with other conditions and directions of the trip sponsor(s) and/or adult chaperones. Students are prohibited from the possession or use of weapons; possession, purchase, or consumption of alcoholic beverages, tobacco, drugs (other than those prescribed by a physician), and/or toxic vapors at any time. The LCS Student's Guidelines of Behavior will be enforced on all field trips. A student who has been expelled or suspended from school is ineligible for participation in an extended field trip, depending on the length of suspension/expulsion. Only the Principal may grant permission for such a student to participate in an extended field trip.

Students will not be permitted to leave the field trip group during the trip unless they are released by the trip sponsor(s) to parents/guardians.

If students return to the school from a trip after school hours, the trip sponsor(s) will make provisions for their safe departure home, taking into account the age of the students and the hour of arrival at the school.

Students whose conduct is disruptive to the trip and in violation of the above requirements may be disciplined or sent home by the trip sponsor(s). A student may not, however, be sent home without prior arrangement with the Principal/Principal designee and the student's parents/guardians. The student's family is responsible for any additional cost incurred in sending a student home early. Students whose conduct is disruptive may receive an F for the course associated with the trip that will appear on their permanent transcript.

LCS Policy Adopted: July 18, 2011

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