

School-Related Student Trips

EXTENSION OF CLASSROOM

The Board encourages school-related trips that are of significant educational value. Such trips are to be an extension of the regular classroom work and an integral part of the educational program. School-related student trips shall include all trips, excursions and events under the sponsorship of the school, including those during which a student represents the District.

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

PRINCIPAL/DESIGNEE

Prior approval of the **Principal**/designee is required for all trips. The school Principal/designee shall have the authority to approve school-related trips which fall into the following categories:

1. All **regularly scheduled** competitive events **within the state and Greater Cincinnati area**;
2. All trips which are part of a **tournament or play-off within the state** in which the school is a participant; and
3. All **school-related trips of less than one (1) day duration** and those with destinations within the state and the Greater Cincinnati area.

Any trip approved by the Principal's designee shall then be reported to the school Principal.

SUPERINTENDENT/DESIGNEE

Any school-related trips not falling within the guidelines above shall require prior approval of the Principal/designee and the **Superintendent**/designee, including **overnight** and international trips and those made **outside the state** (except for the Greater Cincinnati area).

As part of the Board meeting agenda, the Board shall be notified of all trips that have been approved and any trip requests that were not approved by the Superintendent/designee.

Any trip approved by the Superintendent's designee shall then be reported to the Superintendent.

DRIVERS/VEHICLES

All District-owned and insured vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.¹ Students and their parents/guardians shall be responsible for providing their own transportation for such trips in compliance with procedures adopted by the District in the event that the District does not provide transportation.

INSURANCE

Only Board-insured vehicles or appropriately certificated common carriers shall be used for transporting students.³

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PRIOR APPROVAL FOR OTHER TRIPS

Any school-related trips not falling within the guidelines above shall require prior Board approval.

Each year, the Board will approve a list of common carriers that may be used to provide student trip transportation.

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.³

SUPERVISION/CHAPERONES

A **District employee must accompany students** on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.² Consistent with the requirements of the trip, an adequate number of chaperones (age 21 or older), as determined by the Principal, shall be provided.

Only students currently enrolled in the District may participate in school-related or endorsed trips. Once students graduate from the District, they may only participate in such trips as a chaperone, provided they have reached the age of 21 and meet all other requirements.

Adults who voluntarily contribute their time to serve as chaperones on field trips shall be under the direct supervision of school personnel assigned to the activity. Chaperones are expected to act as reasonably prudent adults in providing for the safety of students. The certified staff member(s) in charge of the trip shall serve in loco parentis for the participating students and shall be responsible for monitoring the behavior of both students and chaperones. All chaperones must meet all statutory requirements for school volunteers including background checks.

All participants (students, staff, and chaperones) shall be required to comply with District policies and procedures. The same standards of conduct shall apply to chaperones as apply to employees on a trip, including, but not limited to, those pertaining to alcohol and drug use.

Chaperones volunteering to assist with supervision for trips shall attend training designated by the Superintendent prior to serving as a chaperone.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

When students requiring medication participate in a field trip, at least one (1) employee who has completed the required medication training must accompany students on the trip.

School-Related Student Trips**SAFETY OF STUDENTS**

The safety of students shall be the primary concern of all individuals participating in school-related student trips. The Principal or designee shall notify the school nurse of the trip and obtain from the nurse essential first aid supplies and materials to be taken on the trip.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give prior written approval for students to participate in school-sponsored trips.

Prior to the student's or group's departure, the teacher/coach/sponsor supervising the trip shall file written parental permission slips with the Principal. The teacher also shall provide the Principal with a listing of participating students and a copy of the complete itinerary, including times and destinations.

On all trips, the teacher/coach/sponsor/staff member in charge shall take a student roster that includes the names of all students, emergency contact information, and pertinent medical information. Athletics, teams, clubs, and organizations that have on-going events shall have one permission form on file that is obtained annually. If the parent wishes to rescind permission, he/she must submit a written notice to the club sponsor or coach.

REFERENCES:

¹[KRS 156.153](#)

²[KRS 161.185](#), [702 KAR 005:080](#)

³[702 KAR 005:060](#)

[KRS 158.110](#), [KRS 158.838](#); [KRS 160.340](#), [KRS 189.125](#); [KRS 189.540](#)

[702 KAR 001:160](#); [702 KAR 003:220](#), [702 KAR 005:030](#), [702 KAR 005:080](#), [702 KAR 005:130](#)

[702 KAR 007:125](#)

RELATED POLICIES:

03.1321; 03.2321

09.122; 09.221; 09.2241

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