

Memorandum

To: Members of the Board of Education

From: Charles Adams, Superintendent

RE: School-Related Student Trip Policy

Redbook regulations do not allow students to fundraise to cover the cost of District operations. District operations include any cost associated to the students' regular courses of instruction, i.e. salaries, classroom materials and supplies, instructional field trips, etc... Those learning activities that are part of the teachers' lesson plans are considered instructional costs.

Educational opportunities provided by clubs and organizations, i.e. FFA, FCCLA, FBLA, etc., are not considered instructional costs as they are not part of the student's regular coursework as mentioned above. Therefore students can fundraise for the educational activities provided through their club or organization.

Our current policy addresses instructional field trips and restricts their approval to an instructional purpose and an extension of classroom work and connection to our core curriculum. Policies of surrounding counties were reviewed and found that none contain the Educational Value section. To avoid any conflict between Redbook regulations and our District policy concerning school-related student trips, a revision to our policy and applicable procedures has been prepared for your review and approval.

Educational Field Study/Special Event Learning**School-Related Student Trips****PRINCIPAL TO APPROVE**

The school Principal shall have the authority to approve field study/special event learning trips which fall into the following categories:

1. All regularly scheduled athletic events,
2. All athletic trips which are part of a tournament or play-off in which the school is a participant, and
3. All in-state, ~~day instructional field~~ **school-related student** trips.

Prior approval of the Principal is required for each of the above trips

FEES

~~Field~~ **Student** trip fees are considered student fees and require Board approval. The amount collected from students for a ~~field~~ trip must only include the actual expenses for the trip. When calculating the per-student cost, the total cost of the trip is to be divided by the total number of participating students. The amount may be rounded to the nearest dollar. In-state, ~~instructional~~ day trips, with a per-student cost of \$15 or less, may be approved by the Principal without further Board approval. Any ~~field~~ **student** trip with a per-student cost in excess of \$15 will require Board review and approval.

BOARD REGULARLY INFORMED

The Board shall be regularly informed of any trip falling within these guidelines.

BOARD APPROVAL

Any out-of-state, overnight, or out-of-country trips shall require prior Board approval. Out-of-state trip requests shall be submitted to the Central Office by the Principal at least fifteen (15) calendar days prior to the Board meeting and shall include the same information as provided to the SBDM council. Except in special circumstances specifically approved by the Superintendent, all trip destinations shall be limited to the forty-eight (48) contiguous states and no ocean cruises shall be considered. A student, students, or group making requests must be deserving of the trip by virtue of achievements. Cost of participation to the school or District shall be weighed against the benefits to the school or district as a whole. Board-approved out-of-state or out-of-country trips shall be subject to change when the Department of Homeland Security issues a security advisory of conditions that warrant reconsideration. When this occurs, the Board will no longer sponsor or endorse the trip. The parent/guardian must then determine whether their student will still participate in the trip and, if so, the parent/guardian must assume complete financial and full personal responsibility.

Prior approval of the Board is required before organizations make payments towards or begin fund-raising activities for out-of-state or out-of-country trips.

Educational Field Study/Special Event Learning**School-Related Student Trips****EDUCATIONAL VALUE**

~~The Board encourages school-related trips that are of educational value. School trips shall be for instructional or performance purposes and an extension of the regular classroom work and connected to the core curriculum. Out-of-state, out-of-country, and overnight trips that are not competitive in nature shall require academic expectations/connections for Board consideration.~~

SCHEDULING

~~Trips should be planned in a timely manner and scheduled to cause minimal disruption to the regular school day. Whenever possible, these trips should occur when school is not in session.~~

DRIVERS

~~All District-owned 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~~

NON-SCHOOL DISTRICT TRANSPORTATION

~~The District shall provide transportation in District-owned vehicles or by Board-approved certificated common carrier service for all school-sponsored or school-endorsed trips whether in-state, out-of-state, or out-of-country. All school-endorsed trips shall be funded by the school activity and/or student.~~

~~Parents/guardians shall be permitted to decline use of District provided transportation for their child going to, or returning from, any school-sponsored or school-endorsed trip taken after the school day. Parents/guardians who make the voluntary choice to decline District-provided transportation shall be required to sign a waiver on a form created for that purpose by the District.~~

~~The school Principal shall determine the date, no later than two (2) days prior to the trip, that the signed and dated waiver must be received by the Principal/designee. Waivers must be kept on file at least one (1) calendar year from the date of receipt. Waivers shall not be accepted for trips taken during the school day.~~

~~In no event and under no circumstances shall a Principal/designee accept a form waiving school District-provided transportation, the effect of which would lead to a student being transported in a vehicle to be driven by an enrolled District student or anyone under the age of twenty-one (21). If District-provided transportation to a school-sponsored or school-endorsed trip is declined by parents/guardians for their child, the District expressly hereby advises that neither it nor its employees or officials will assume liability or otherwise be held accountable for either the means or safety of the transportation chosen as an alternate to District-provided transportation.~~

Educational Field Study/Special Event Learning**School-Related Student Trips****SUPERVISION**

A certified or classified staff member 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 A certified employee shall accompany students on out-of-state athletic trips.

MINIMUM NUMBER OF CHAPERONES

For Day Trips: One (1) adult for every ten (10) elementary students, one (1) adult for every fifteen (15) middle school students, or one (1) adult for every twenty (20) high school students.

For Overnight Trips: One (1) adult for every five (5) elementary students, one (1) adult for every ten (10) middle school students, or one (1) adult for every ten (10) high school students.

Male and female chaperones shall be required for overnight trips involving both male and female students.

INSURANCE

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

CERTIFICATED COMMON CARRIERS

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

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.

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 written approval for students to participate in school-sponsored trips.

Educational Field Study/Special Event Learning
School-Related Student Trips

REFERENCES:

¹[KRS 156.153](#)

²[KRS 161.185](#)

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](#)

RELATED POLICIES:

03.1321; 03.2321; 09.15; 09.221; 09.2241

Adopted/Amended: 9/22/2014
Order #: 68

School-Related Student Trips

TEACHERS' RESPONSIBILITIES

1. Field ~~Field~~ **School-related student** trips shall ~~be related to the course of study and~~ have educational value.
2. Teacher(s) shall complete a School-Related Trip Request Form (09.36 AP.21) and submit to the Principal for approval.
3. Prior to the trip, the teacher(s) shall prepare the students by:
 - a. Explaining the purpose of the trip.
 - b. Developing background and reference materials, including materials to be used on the trip, if applicable.
 - c. Pointing out highlights to observe on the trip.
 - d. Instructing students to observe safety precautions while on the bus and while at the ~~field~~ trip destination.
4. Students shall not be denied the trip because of an inability to pay.
5. The teacher(s) shall secure prior written permission for the trip and a medical release (09.36 AP.211) from each student's parent(s) or guardian.
6. Two (2) weeks prior to the trip, a list of students taking the trip shall be provided to the Principal, school nurse, if applicable, and the bus driver, if applicable.

TRANSPORTATION

Transportation requests shall be made by the teacher by completing a Vehicle Request Form (09.36 AP.212).

Discipline on the bus shall be the responsibility of the teacher or administrator in charge. Drivers are responsible for enforcement of bus rules and regulations. The sponsoring group will be charged for extra cleaning time if the bus is left in dirty condition after the trip.

No items may be transported on a school bus that are not secure in underframe storage or empty seats (i.e., lunches, cooler, sporting equipment). Aisles must be kept clear.

TRANSPORTATION FEES

The following fees apply for school-related student trips:

1. ~~Mileage shall be charged at \$.93 per mile~~ **Fuel cost** which shall be paid to the Transportation Department.
2. The driver shall be paid his/her regular rate of pay. If the driver's hours exceed 40 hours per week, then the driver shall be paid overtime pay. The driver's time shall start fifteen (15) minutes before the scheduled time for departure (for a pre-trip information meeting) and shall end fifteen (15) minutes after return arrival (for securing and cleaning the bus). Bus driver time sheets for extra-curricular trips shall be attached to the driver's regular time card and shall be submitted to the Central Office every two (2) weeks. The driver shall receive pay for all transportation services every two (2) weeks. The school shall reimburse the Central Office monthly for the bus driver's time **plus applicable benefits**.

School-Related Student Trips

TRANSPORTATION FEES (CONTINUED)

3. The sponsor shall provide the driver's meals, excluding snacks.
4. The sponsor shall provide the driver with single-room accommodation for overnight trips.

RELATED PROCEDURES:

- 09.2241 (all procedures)
- 09.36 (all procedures)

Review/Revised:8/25/11

School-Related Student Trip Request Form**SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP.**

SCHOOL _____ FACULTY MEMBER(S) SPONSORING TRIP _____

TYPE OF TRIP (CHECK ONE):☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____

DESTINATION _____ ADDRESS _____ PHONE _____

☐ Out of State ☐ Out of County ☐ Within County☐ Overnight; give name, address, phone of lodging _____

DATE(S) OF TRIP _____ DEPARTURE TIME _____ RETURN TIME _____

PURPOSE/EDUCATIONAL VALUE _____

SOURCE OF FUNDING FOR TRIP _____

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.**BILL TRIP EXPENSES TO:**☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

NUMBER OF STUDENTS _____ FACULTY SPONSORS _____ OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS _____

MODE OF TRANSPORTATIONIS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.☐ CERTIFICATED COMMON CARRIER; SPECIFY _____☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (Attach list of names of adults accompanying students on trip.)

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☐ Yes ☐ No_____
*Signature of Faculty Sponsor*_____
*Date*Trip has been ☐ approved ☐ disapproved. Reason for disapproval __________
*Signature of Superintendent/Designee*_____
Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

FIELD TRIP CHARGES~~\$.93 per mile~~ – **Fuel cost.**Meals provided by sponsor: ☐ Yes ☐ NoRegular hourly rate for driver, plus overtime if driver's hours exceed 40 per week, **plus applicable benefits.**

Competition trips (athletic/academic) Driver salary plus \$15

Send copy to lunchroom: ☐ Yes ☐ NoAdmission to event provided by sponsor: ☐ Yes ☐ No

Bus limits: 2 persons per seat

Overnight lodging: Single room

Driver time starts 15 min. before departure and ends 15 min. after arrival

Driver requested: 1. _____ 2. _____ Number of buses requested: _____

RELATED PROCEDURES:

09.36 AP.211. 09.36 AP.212

Review/Revised: 9/22/03