

Educational Field Study/Special Event Learning

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 instructional field trips.

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

FEES

Field 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 trip with a per-student cost in excess of \$15 will require Board review and approval.

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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**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**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.

STUDENTS

09.36
(CONTINUED)

Educational Field Study/Special Event Learning

REFERENCES:

¹KRS 156.153

²KRS 161.185

³702 KAR 5:060

KRS 158.110, KRS 158.838; KRS 160.340, KRS 189.125; KRS 189.540

702 KAR 1:160; 702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

RELATED POLICIES:

03.1321; 03.2321; 09.15; 09.221; 09.2241