

School-Related Student Trips

INSTRUCTIONAL FIELD TRIPS DEFINED

All trips away from the school building/campus shall be considered instructional if:

1. There is a direct relationship to the Kentucky Core Academic Standards, **AND**
2. There is a direct relationship to a class that the students are taking. All trips that do not meet both criteria are considered non-instructional.

Instructional field trips shall not be used as rewards for academic or social behavior as they are an integral part of the instructional program.

GENERAL PROCEDURES

1. Educational field trips and tours shall be considered a part of the school curriculum, and shall have the same status as classroom activities. However, the only student trips to be taken during the school day are those that can be justified educationally.
2. The faculty member in charge of a school-sponsored trip and the Principal shall be responsible for reporting to the appropriate homeroom or classroom teacher any student who is absent.
3. All students shall be eligible to attend all instructional field trips unless they are suspended from school on the day(s) of the trip or assigned to SAFE (Suspension and Failure Eliminated) on the day(s) of the trip.
4. The length of any instructional field trip shall not exceed three (3) consecutive school days.
5. Using the transportation request process communicated by the transportation office, the Principal or designee will request buses for the trip based on availability and at least two (2) weeks prior to date of trip.
6. School organizations must receive approval from the Superintendent and the Board before accepting invitations to represent the school system in state, national or international events or contests. All requests shall be made in writing by the Principal as far in advance of the date of the trip as possible.

EXTENDED TRIP PROCEDURES

The following additional requirements shall apply for trips over one hundred fifty (150) miles, overnight trips out-of-state trips (including international trips):

1. All instructional and school-related field trips must be reviewed by the School Based Decision Making (SBDM) Council reflected as SBDM council agenda item and recorded in SBDM council minutes.
2. Trips shall be directly related to the instructional program and have educational value to students. Clubs and groups shall be permitted to participate in non-instructional attractions, i.e., amusement parks, as long as these attractions are in the vicinity of the trip site or if the group attends on non-school days. However, no District-sponsored groups shall be permitted to attend "Senior Nights" at amusement parks.

School-Related Student Trips**EXTENDED TRIP PROCEDURES (CONTINUED)**

3. Groups and classes shall be limited to using no more than five (5) school days per semester for extended field trips.
4. Sponsors and the Principal shall make arrangements to assist students financially that are eligible for the trip, but cannot afford to pay.
5. Sponsors and the Principal shall complete the EXTENDED FIELD TRIP REQUEST (See 09.36 AP.21.); provide a list of participating students and chaperones; and furnish a trip itinerary and information concerning financial arrangements, as well as other plans for the trip. This form shall be forwarded to the School Director in time to be placed on an agenda of the Fayette County Board of Education prior to the planned trip date.
6. Prior to submitting the completed EXTENDED FIELD TRIP REQUEST to the School Director, the Principal or designee of the school group requesting the use of school buses shall contact the Division of Transportation concerning the availability of such buses.
7. Contracts for related services (transportation, lodging, etc.) for extended field trips will be processed after approval of the trip by the Board.
8. With the exception of the Cincinnati, Ohio area, Fayette County school buses shall not be used for out-of-state or international trips.
9. Sponsors and the Principal may submit a request for an exception to these guidelines, on an individual basis, to the School Director for consideration.
10. The EXTENDED FIELD TRIP REPORT (09.36 AP.23) shall be submitted to the School Director according to the following schedule:
 - By September 15th for all 1st Semester trips
 - By December 1st for all 2nd Semester trips
 - Amendments to extended trip plans for the year must be made to the appropriate School Director prior to winter break.

The above scheduling requirements do not prohibit schools from submitting extended field trip plans for the entire year by September 15th.

11. It is strongly recommended that instructional field trips include weekends to avoid loss of instructional time in other classes. It is strongly recommended that all non-instructional field trips take place at times other than the regular instructional day. Appropriate times for these trips would include after school hours, weekends and winter and summer breaks.
12. Generally, a 10 - 1 student-chaperone ratio is recommended for most field trips. Exceptions would include large performance events, athletic competitions, etc. The appropriate School Director will approve the appropriate level of supervision.

An 8-1 student-chaperone ratio is required for the following:

 - Trips to large cities or international destinations.
 - Trips that will involve students walking more than a block on city streets.
 - Other situations that warrant strict supervision as determined by the Principal and approved by the appropriate School Director.

School-Related Student Trips**SUPERVISING TEACHERS AND/OR STAFF MEMBERS**

- Will provide the Principal, bus driver, and school nurse, if applicable, ridership information including names and emergency contact numbers for all individuals participating in the trip (bus manifest).
- Will have in their possession completed medical forms for each student participating in the trip.
- Will plan the trip itinerary to include as little unstructured time as possible.
- Will emphasize to students that the trip is a school activity and that all District and school policies, procedures and rules will apply to student behavior on the trip. (Supervising teachers may limit specific items of personal property that students may bring with them on trips and may confiscate personal property on trips as needed to avoid disruptive or unsafe situations.)
- Will meet with adult chaperones prior to the trip to discuss the trip itinerary, assignment of students to chaperones (including individual medical and/or other student issues) and expectations for adult supervision of students.
- Will make all parents and other chaperones aware that any student behavior issues that cannot be immediately resolved on the trip may result in the student being sent home with a chaperone and subject student to school and/or District disciplinary action. Arrangements will be made with family regarding student and chaperone travel costs at family expense (if applicable). The process for this situation will be reviewed with families.
- Shall serve in role of parent (in loco parentis) for the participating students and shall be responsible for monitoring the behavior of both students and other chaperones at all times and cannot relinquish responsibilities for the students to anyone other than a supervising teacher, staff member, or designated chaperone.

OTHER ADULT CHAPERONES

- Must be approved by the Principal.
- Shall undergo orientation by staff sponsor prior to serving as a chaperone.
- Shall read and sign the Adult/Sponsor Chaperone Acknowledgement Form.
- Must successfully complete the FCPS volunteer application process which includes a criminal background check to be eligible to participate in the trip.
- Must agree to supervise students in accordance with instructions provided by the supervising teacher.
- Shall be responsible for students at all times on the trip and shall not use alcohol, tobacco, or illegal drugs while chaperoning. Chaperones in violation of school District expectations may be removed from the trip and may be required to make and pay for arrangements to travel home.

School-Related Student Trips**OTHER NOTES**

- Chaperones cannot relinquish responsibility at any time during the field trip to anyone other than a supervising teacher, staff member, or designated chaperone.
- 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.
- When traveling, chaperones are to be seated throughout the bus, providing adequate coverage in the front, middle, and back of the bus. Late evening and overnight bus rides require separation of students by gender (front/back, side/side or separate buses for large groups).
- When students of both genders participate in the trip, they must be accompanied by chaperones of both genders.
- Children of chaperones who are not otherwise members of the group of students participating in the trip may not be permitted to accompany their parents on the trip.
- All students transported via District/school sponsored trips must be transported back to the original departure location using the same District/school vehicles used to transport the students unless prior written approval is obtained.

GUIDELINES FOR OVERNIGHT TRIPS

- No school-designated chaperone shall share overnight lodging with students on overnight field trips unless approved by the school director prior to the trip.
- Chaperones shall stay on the same floor as the students. Field trip participants shall be lodged as a group with specified supervisors and chaperones.
- Specific supervision schedule and security procedures must be written and communicated to the group for the trip.

FINANCING TRIPS

Required trips are enriching in nature and serve as a supplement to or an extension of the regular school program. Student participation in required trips is mandatory and failure to participate may affect the student's grade.

Students shall not be assessed for transportation or admission expenses for required trips. The school shall finance these trips from the fee replacement account or other school activity funds, except that students may be requested to pay the cost of their own food and lodging, if any.

Board-furnished replacement fees shall not be used for the cost of food or lodging.

School-Related Student Trips**CULTURAL ENRICHMENT/COCURRICULAR TRIPS**

Students may be assessed for transportation and admission costs for cultural enrichment or cocurricular trips, under the following conditions:

1. Participation is voluntary and is not necessary to fulfill the requirements of any course of study;
2. The activity is of a type authorized by the Board of Education;
3. The sponsor and/or Principal has arranged to pay such charges for those students who could not otherwise participate;
4. The program or trip is for other than an athletic activity; and
5. Students who are unable to pay fees are permitted to participate, with charges to be covered through other means.

Trips for which students are assessed a charge shall be approved in advance by the School Director.

USE OF PRIVATE VEHICLES

Transportation of students by private vehicles shall be allowed only for those for school-sponsored trips ~~involving a traveling membership of twenty (20) or fewer persons~~ when use of a school bus or commercial transportation is not feasible.

Sponsors shall give parents written notice of the plan to transport students in private vehicles, and that students will not be covered by liability insurance purchased by the Board.

When private vehicles are to be used to transport student athletes, their parents shall be notified in writing prior to the first scheduled event. One (1) signed and dated copy of this notification shall be for the parents; one (1) copy must be returned to the coach who shall be responsible for appropriate filing.

Sponsors shall give written notice to drivers and owners of private vehicles used to transport students that they are assuming vehicle liability for the transportation of all passengers and provide proof of insurance coverage consistent with the minimum coverage required by law.

REFERENCES:

KRS 160.340
702 KAR 3:130

RELATED PROCEDURES:

09.36 AP.21, 09.36 AP.211, 09.36 AP.23