

School-Related Student Trips

The Board encourages school-related trips that are of an educational nature and do not disrupt the regular transportation of students to and from school. Such trips are to be an extension of the regular classroom work and an integral part of the educational program. This also applies to trips made by groups representing the school.

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 TO APPROVE

The school Principal shall have the authority to approve school-related 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 school-related trips made within a 250 mile radius of the school.

PRIOR APPROVAL

All school-related trips within the above guidelines shall have the prior approval of the Principal and the Director of Transportation. Overnight trips shall also have the prior approval of the Superintendent. ~~No academic trips may be taken after Memorial Day each year.~~

PRIOR APPROVAL FOR OTHER TRIPS

Any trips not falling within the guidelines above shall require recommendation by the Superintendent and prior approval by the Board.

BOARD REGULARLY INFORMED

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

REQUESTS FOR VEHICLES

Requests for use of Board-owned vehicles shall be channeled through the Principal to the Superintendent or the Superintendent's designee at least ~~three-five~~ (53) days prior to the trip.

DRIVERS/VEHICLES

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

DRIVING RECORD

Under procedures developed by the Superintendent, any person who drives a Board-owned vehicle and/or who transports students shall provide the Board with a copy of his/her driving record from the Kentucky Department of Transportation.

VEHICLES

Only Board insured vehicles and appropriately certificated common carriers shall be used for transporting students.³ All vehicles must be picked up at and returned to the bus garage or designated location.

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

PASSENGERS

Participants, their teachers, coaches, directors or leaders, and those serving as chaperones or supervisors may be transported by Board-owned vehicles. Spectators, rooters, parents and others not associated with the activity shall not be transported by Board-owned vehicles. For the transportation of secondary students outside the school district, buses will maintain a maximum of two-thirds (2/3) capacity.

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.

FEES

School vehicles are for the transportation of pupils to and from school but may be used for official school-related trips and limited 4-H activities.

School groups shall be responsible for paying bus drivers at rates determined by the Superintendent or the Superintendent's designee and approved by the Board.

Non-school-related groups using Board vehicles for transportation shall be required to pay a mileage rate and the cost of the driver according to rates approved by the Board.

School-Related Student Trips

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, 702 KAR 7:125

RELATED POLICIES:

03.1321, 03.213, 06.15; 06.35, 06.5, 09.15; 09.122, 09.221; 09.2241

School-Related Student Trips

TEACHERS' RESPONSIBILITIES

1. Field 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 from each student's parent(s) or guardian.
6. Prior to the trip, a list of students taking the trip shall be provided to the Principal and School Nurse.

TRANSPORTATION

Transportation requests shall be made by the Principal/designee.

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 exceptionally 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.

EVALUATION

~~Following a field trip, the teacher(s) shall complete the School-Related Student Trip Evaluation Form (09.36 AP.23).~~

RELATED PROCEDURES:

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

Transportation Request Form
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP
(Submit to Transportation Department at least ~~three-five~~ (53) days prior to date of departure.)

SCHOOL _____ REQUESTED BY: _____

CLASS/ORGANIZATION: _____

Departure Date and Time: _____

Return Date and Time: _____

Destination: _____

Purpose/Expected Benefits: _____

Is a Bus or Car Needed? _____ Has a Driver Been Contacted? _____

Number of Students: _____ Number of Chaperones: _____

Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☐ YES ☐ NO

APPROVED AS SUBMITTED: _____

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment _____ Other _____
(name of account)

Principal's Signature

Date

Board Approval/needed for overnight trips

Date

RELATED PROCEDURES:

09.36 ~~AP.211~~(all procedures)

~~09.36-AP.212~~

~~09.36-AP.23~~

STUDENTS _____

09.36 AP.23

School-Related Student Trip Evaluation Form**SUBMIT THIS FORM TO THE PRINCIPAL WITHIN****☐ ONE WEEK ☐ TWO WEEKS ☐ OTHER, SPECIFY _____ AFTER THE TRIP.****FACULTY MEMBER(S) SPONSORING TRIP** _____**TYPE OF TRIP (CHECK ONE):**☐ Classroom Field Trip ☐ Class (i.e., junior, senior) Trip, specify _____☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____**DESTINATION** _____ **DATE(S) OF TRIP** _____**NUMBER OF:** STUDENTS _____ FACULTY SPONSORS _____ OTHER CHAPERONES _____ **TOTAL** _____**PURPOSE/EDUCATIONAL VALUE** _____**HOW DID THIS DESTINATION MEET THE EDUCATIONAL OBJECTIVES ESTABLISHED IN THE BOARD GOALS?**_____

_____**WHAT FOLLOW-UP ACTIVITIES DID YOU DIRECT IN THE CLASSROOM TO REINFORCE THE STUDENTS' FIELD TRIP EXPERIENCE?**_____
_____**WAS PUPIL BEHAVIOR OR SAFETY A PROBLEM ON THE TRIP?** __________
_____**WOULD YOU RECOMMEND THIS DESTINATION TO A COLLEAGUE OR REPEAT THE EXPERIENCE YOURSELF?**_____
_____**IF DISTRICT-PROVIDED TRANSPORTATION WAS USED,**☐ DID THE DRIVER ARRIVE AT THE DESIGNATED TIME? ☐ YES ☐ NO☐ WAS THE DRIVER COURTEOUS AND POLITE? ☐ YES ☐ NO☐ DID THE DRIVER OPERATE THE VEHICLE IN A SAFE AND PROFESSIONAL MANNER? ☐ YES ☐ NO☐ WAS THE BUS CLEAN AT THE ONSET OF THE TRIP? ☐ YES ☐ NO**ON A SCALE OF 1–10, WITH 10 BEING THE HIGHEST, HOW WOULD YOU RATE THIS EDUCATIONAL EXPERIENCE?** 1 2 3 4 5 6 7 8 9 10_____

Sponsor's Signature _____ *Date* _____