

## **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.

All school-related trips of a duration of more than one (1) day shall be scheduled during the summer months or other time when school is not in session, so as to minimize disruption to other non-participating students with the understanding that the policy may be waived as appropriate.

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**

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

1. All regularly scheduled competitive events;
2. All trips which are part of a tournament or play-off in which the school is a participant;
3. All school-related trips of more than one (1) day duration and those with a destination in the Greater Cincinnati area. Trips exceeding these limits also shall require the prior approval of the Superintendent; and

Approval must be secured in the school year in which the trip will be taken. Prior approval of a school-related trip in a previous year does not guarantee its approval in a subsequent year.

### **BOARD REGULARLY INFORMED**

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

### **BOARD APPROVAL**

Prior Board approval is required for the following proposed trips:

1. Out-of-state trips, except for those to the Greater Cincinnati area,
2. Overnight trips, or
3. Out-of-country trips.

Approval must be secured in the school year in which the trip will be taken. Prior approval of a school-related trip in a previous year does not guarantee its approval in a subsequent year.

### **POST APPROVAL BY BOARD**

In extraordinary cases involving extenuating circumstances which prevent obtaining prior Board approval for common carrier trips and/or any student-related student trips, the Superintendent is authorized to give approval, provided full details are made available to the Board at the regular Board meeting immediately following such trips.

### **TRIPS SUBJECT TO SECURITY ADVISORIES**

Board-approved out-of-school, 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.

### **School-Related Student Trips**

The Superintendent/designee shall monitor the frequency of trips made outside the county to promote equity in opportunity for different student groups to make such trips. First priority for approval shall be given to trips involving students who have completed their junior year and are preparing for their senior year.

#### **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.<sup>1</sup> Students shall not be permitted to drive on school-sponsored 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.<sup>2</sup> Consistent with the requirements of the trip, an adequate number of chaperones, as determined by the Principal, shall be provided.

#### **INSURANCE**

Board-insured vehicles or appropriately certificated common carriers shall be used for transporting students.<sup>3</sup> Additionally, if the school-related trip is an out-of-country trip, then all participants must procure and maintain throughout the trip separate travel insurance and liability insurance over and above the District's insurance policy. The cost of such supplemental insurance should be factored into the individual participant's overall cost for the trip.

#### **USE OF PRIVATE VEHICLES**

Under procedures developed by the Superintendent, students may be transported on school-related trips in private vehicles with prior approval of the Principal or Superintendent.

Procedures shall require notification of drivers that they will be required to provide the Superintendent with a copy of their driving record from the Kentucky Department of Transportation.

#### **PRIOR APPROVAL FOR OTHER TRIPS**

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

#### **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.<sup>3</sup>

#### **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.

**School-Related Student Trips****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 District, 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 prior written approval for students to participate in school-sponsored trips.

Prior to the student's or group's departure, the teacher 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.

**REFERENCES:**

<sup>1</sup>[KRS 156.153](#)

<sup>2</sup>[KRS 161.185](#)

<sup>3</sup>[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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