

School-Related Student Trips

The Board encourages school-related trips that are of an educational value. 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.

Trips that are primarily recreational in nature shall not be made during the school hours.

APPROVAL

Prior approval by the Principal shall be required for the following school-related trips:

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, educational field trips taken during the school day.

The Superintendent shall give prior approval to all school-related trips not covered by the above guidelines.

ELEMENTARY/MIDDLE SCHOOL TRIPS

Trips must follow the guidelines set forth above and in Policy 09.15. All elementary and middle school extracurricular trips are limited to less than four hundred (400) miles in distance from the school. The Board will only approve elementary and middle school extracurricular overnight trips for weekends or days when school is not in session.

BOARD REGULARLY INFORMED

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

REQUESTS

Requests for educational field trips shall be made in writing, shall include justification for the trip, and shall be submitted in advance to the Principal for approval.

TRANSPORTATION

School buses shall be used to transport student groups of ten (10) or more to school-related activities. An exception to use of buses may be made for trips at the high school level if vehicles assigned to the high school can accommodate the size of the group. Requests for the use of school buses shall be submitted in advance to the Superintendent or the Superintendent's designee.

CERTIFICATED COMMON CARRIERS

The Board on a case-by-case basis shall authorize use of certificated common carrier service, and the reasons to justify such use shall be cited in Board minutes. Requests for the use of common carriers shall be submitted in writing to the Board at least thirty (30) days prior to the proposed trip.

School-Related Student Trips**DRIVERS**

All District-owned and/or rental vehicles shall be driven by a Board employee duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall follow the guidelines in the District's administrative procedures and be in compliance with requirements specified in applicable statutes and administrative regulations.¹ Only fully qualified and certified District bus drivers shall be permitted to drive a District school bus on any trip.

PRIVATE VEHICLES

In compliance with District procedures and with the approval of the school Principal, Board employees may use their own private vehicles to transport student groups of nine (9) or fewer provided:

1. Written request is made to the Principal thirty (30) days prior to the trip;
2. The driver is twenty-one (21) years of age or over;
3. The vehicle is equipped with an adequate number of seat belts; and
4. The Principal has written verification of appropriate insurance coverages.

No student who is a member of the group making the trip (extracurricular or instructional) shall be excluded from taking the trip because s/he is unable to pay a required fee.

FEES

If funding is not available, students may be charged an amount to cover travel expenses, such as but not limited to, the driver's salary and meals and a mileage rate as determined by the Superintendent or the Superintendent's designee. (See policy 06.14.)

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 employed by the Board of Education may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.²

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.

School-Related Student Trips**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.

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](#)

[702 KAR 007:125](#)

RELATED POLICIES:

03.1321; 03.2321; 04.31211

09.15; 09.122; 09.221; 09.2241

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