



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

August 19, 2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve the 2nd Reading of a revision to Policy 09.36 – “School-Related Student Trips”

APPLICABLE BOARD POLICY:

01.5 – School Board Policies

HISTORY/BACKGROUND:

This revision has been made because the KSBA draft version of this policy that was presented to and approved by the Board in the Annual Update at the August meeting failed to include the section in the KCSD draft with regards to approval for overnight trips.

Note: The corresponding procedure 09.36 AP.2 draft that was received by the Board at that same meeting, does include the approval signature line for overnight trips to match the policy.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Approval of the 2nd Reading of revision to Policy 09.36 – “School-Related Student Trips”

CONTACT PERSON:

Cathy Finley

Principal

District Administrator

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
“The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*”

School-Related Student Trips

Field trips and other student activities involving travel shall contribute to the achievement of the school/District's goals and academic expectations. **Classroom field trips shall be relevant to the curriculum and shall be properly planned and conducted.**

APPROVAL PROCEDURE

The teacher, sponsor, or coach must complete the "School-Related Student Trip Request Forms" (09.36 AP.2) for all school-related student trips and seek prior approval by the Principal, Superintendent/designee, and/or the Board of Education as identified below.

PRINCIPAL APPROVAL

The school Principal shall have the authority to approve school-related trips that are within the tri-state area of Kentucky, Ohio, and Indiana. Each month the Principal shall submit a report (09.36 AP.21) of these approved trips to the Superintendent/designee.

SUPERINTENDENT APPROVAL

The Superintendent/designee shall have the authority to approve school-related trips that require an overnight stay. The Superintendent/designee shall submit a monthly report (09.36 AP. 21) of approved overnight trips to the Board.

BOARD OF EDUCATION APPROVAL REQUIRED

The Board of Education shall approve, on a case-by-case basis, all trips that:

1. Include a student fee;
2. Are to destinations outside the tri-state area of Kentucky, Ohio, and Indiana; or
3. Include student transportation by approved certificated common carriers (charter bus/airplane). The reasons to justify use of certificated common carriers shall be cited in Board minutes.³

SCHEDULING

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

DRIVERS/VEHICLES

All District-owned vehicles shall be utilized and driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.¹

Students shall be allowed to travel to or from school-related activities in private vehicles in accordance with the following requirements:

1. Teacher/sponsor/coach shall obtain prior approval from the Principal; and
2. Parents/guardians of students shall be notified in writing that their children are to be transported in private vehicles and must give written approval using the District "Transportation Consent Form" (09.36 AP.212).

TRIP FINANCING

Review and follow District "Student Fees" Policy (09.15).

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 The staff member(s) in charge of the trip shall serve in loco parentis for the participating students and shall be responsible for monitoring the behavior of both students and chaperones.

A reasonable number of chaperones shall be required for supervision of all trips. All chaperones must meet all statutory requirements for school volunteers including background checks. Adults who voluntarily contribute their time to serve as chaperones on school-related student 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 and shall be required to comply with District policies and procedures, including those pertaining to alcohol and drug use.

MEALS

The planning process for all trips across all grade levels shall include a statement of where meals will be provided in the event that students are not able to eat lunch at school. Whenever possible, sponsors are to work with the Kenton County School District Student Nutrition Department to provide carry-on meals to be consumed at a predetermined single site. Planning documents will identify the location and source of each meal. For meals, each bus shall transport students to one (1) dining location at which all students on that bus must remain. Chaperones and students are to be dropped off and picked up as close to the dining entrance as possible and supervised closely as they enter and exit. When multiple buses are involved, each bus may be assigned to a different location, but students may not leave the site to which their bus has been assigned.

INSURANCE

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.³

MEDICATION

Administration of medication to students during school-related student trips require an Administration of Medication form (09.2241 AP.21) to be on file at the school and 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 trip to address student medication needs, when applicable.

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.

School-Related Student Trips**PRIVATELY ORGANIZED OR OPERATED TRIPS**

Privately organized or operated trips for students shall not be considered a school-sponsored or school-endorsed trip. Planning, advertising, and organizational meetings for such trips shall take place off school property. No District, school, or booster funds may be used to finance any part of a privately-organized or operated trip. Such trips will have no affiliations with the District.

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

Code of Student Conduct

RELATED POLICIES:

03.1321; 03.2321; 03.13251

09.15; 09.122; 09.221; 09.2241; 09.24; 09.423

NOTE: This procedure was received by The board on 8-5-19.
It supports policy 09.36.

STUDENTS

09.36 AP.2
(CONTINUED)

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School-Related Student Trip Request Form

APPROVAL SIGNATURES REQUIRED

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CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

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Principal: _____ Date: _____

☐ Required for all trips

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Superintendent/Designee: _____ Date: _____

☐ Overnight Trips

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Board of Education: _____ Meeting Date: _____

Submit forms to Superintendent/Designee for review and submission to the Board for approval.

☐ Includes a Student Fee

☐ Travel outside the Tri-State area of KY, OH, IN

☐ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____

All field trip forms requiring Board approval must be completed and submitted to the Superintendent/designee ten (10) days prior to the Board meeting. Incomplete or late forms cannot be accepted and may result in trip cancellation.

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UPON APPROVAL, THIS FORM WILL BE RETURNED FOR FINAL PREPARATIONS

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- ☐ Provide a copy of this approved form to the bookkeeper and request Purchase Orders for all expenses
 - ☐ Make reservation with the venue
 - ☐ Make transportation arrangements
 - ☐ Send out completed principal approved Parent Permission Forms.
 - ☐ Confirm receipt of Parent Permission Forms & authenticate signatures. Send reminders, if needed.
 - ☐ Collect fees using the Multiple Receipt Form and turn funds into the Bookkeeper daily.
 - ☐ Confirm parents requesting to chaperone are on the approved list and begin assignment of chaperones to students. Parents of students who require emergency and/or routine medications should be invited to chaperone if they are on the approved list.
 - ☐ Consult with Cafeteria Manager on lunch arrangements, including number of students that will be out of the building if lunch is not provided through the Cafeteria.
 - ☐ Two weeks prior to the trip date, submit a student roster and all completed parent permission slips to the School Nurse for medications and/or specific adaptations approval. ☐ Confirm that trained medical person will attend. ☐ Cost for nursing, if applicable, shall be arranged and paid by the school.
- School Nurse Signature: _____ Date: _____

ON THE DAY OF THE TRIP

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- ☐ Provide chaperone orientation (video, etc.) ☐ Post attendance prior to leaving
 - ☐ Provide office with a list of chaperones & cell numbers ☐ Take student lunches (if applicable)
 - ☐ Take student medications in original labeled bottle ☐ Take classroom emergency kit
 - ☐ Take parent permission slips with you on the trip ☐ Take required payments
 - ☐ Give office copies of all parent permission slips
- ____ (Retain for one (1) year)