

School-Related Student Trips

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

OFF-CAMPUS SITES

The Division of Pupil Transportation in the Kentucky Department of Education has authorized transportation for secondary area technology center students who are transported to off-campus sites that provide actual work experience for training programs. This work experience must be a component of the curriculum of the technical program. Examples of approvable off-campus transportation are transporting health science students to clinical sites, transporting carpentry or masonry students to off-campus building sites, etc.

Class trips designated as educational, but not related to work experience, shall not be approved or reimbursed for payment by the Division of Pupil Transportation. Expenses incurred for such trips shall be the responsibility of parties involved who plan the trips. The destination of educational trips shall be investigated to the extent that programs, activities, and buildings are accessible to persons with a disability.

Principals and teachers shall comply with the travel regulations for bus use established by the local school district(s). Vehicles that can transport nine (9) or fewer passengers, including the driver, may be used for approved school activities. Vehicles shall be clearly marked as transporting students.¹ If the local district imposes stricter guidelines for student transportation to school activities, the ATC should follow those guidelines.

Students participating in Work-Based Learning projects (cooperative education, mentoring, shadowing, etc.) shall provide their own transportation if not provided by a local school district. OCTE staff shall not use their personal vehicle or ATC vehicle to transport students.

Students traveling to off-campus training projects, student organizations events, and miscellaneous field trips shall be transported by local district school buses or in accordance with [702 KAR 005:130](#).

Teachers may arrange field trips with administrative approval to various businesses and industries whenever the trip is relevant to the training program or is a student organization activity. A field trip permission form shall be completed and signed by the parent or guardian of each student participating in the field trip:

- [Field Trip Permission Form](#)
- [Field Trip Permission Form - Student Organizations](#)

Expenses incurred for such trips shall be the responsibility of the student organization and/or parties involved who plan the trips. Students shall not be permitted to drive a personal vehicle to a field trip site.

School-Related Student Trips**DRIVERS/VEHICLES**

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

Vehicles used to transport students on trips shall either be insured by a local board of education, owned by the state or be appropriately certificated as a common carriers.³

OUT OF STATE TRAVEL FOR STUDENT ORGANIZATION ACTIVITIES

School advisors serving as official chaperones to out-of-state national student organization meetings shall be selected using criteria established by the respective student organizations and published in their constitutions, by-laws, or published guidelines. Advisors shall stay within budget limitations. Special room, meal and travel rates are negotiated for the national meetings. The budget is generally based on actual costs not to exceed per diem and/or travel limitations. Budget constraints require that the following guidelines for chaperones shall be followed for national student organization meetings:

1 – 8 students	1 Chaperone
9 – 16 students	2 Chaperones
17 – 24 students	3 Chaperones
25 – 32 students	4 Chaperones

NOTE: The number of chaperones shall not exceed 8 to 1 ratio. Consideration shall be given to the number of students of each gender in assigning the number of chaperones to attend the meeting(s).

Requests for travel shall have the approval of the Principal, appropriate state career and technical student organization director, and the Office of Career and Technical Education. Chaperones shall be designated in the following priority order:

1. Advisors qualified to be “official advisors” according to the guidelines of each student organization;
2. State career and technical student organization directors;
3. Advisors attending to fulfill official state career and technical student organization obligations on national planning, coordinating, and contest committees; and
4. Corporate officers, persons receiving national recognition or honors, and those with other national obligations

A list of official representatives and chaperones for national conferences and state/national officer training activities shall be compiled by the state career and technical student organization director and sent to the appropriate administrators.

School-Related Student Trips

OUT OF STATE TRAVEL FOR STUDENT ORGANIZATION ACTIVITIES (CONTINUED)

Processing of out-of-state travel requests shall require the following:

- All out-of-state travel on official work time, with or without reimbursement of expenses, must first be reviewed by the supervisor.
- The supervisor shall initial the official out-of-state travel request form in the upper right hand corner acknowledging the request prior to submitting for approval.
- If approved by the supervisor, the request shall be forwarded to the state director and then submitted to the Director for the Office of Career and Technical Education for approval.
- Out-of-state travel requests must be submitted at least six (6) weeks prior to the actual travel time.
- Out-of-state travel requests shall follow the most current guidelines established for processing.

SUPERVISION AND TRAVEL OF STUDENTS

1. Local advisors shall be responsible for supervising students attending and participating in student organization events and activities.
2. A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips.² When traveling, students shall be accompanied by the local advisor who is an official chaperone and/or a member of the school faculty. Other school faculty or administrative staff may be utilized when the advisor is unable to travel or the size of the group warrants a second chaperone.² Districts may share an official chaperone but must submit a *Career and Technical Student Organization (CTSO) form*:

Advisor/Chaperone Consent Agreement.
3. Under the direction and supervision of local advisors, adult volunteers who have been approved by the local district may assist with supervisory responsibilities. Persons designated to accompany students shall be at least twenty-one (21) years old., shall not be a violent offender or have been convicted of a sex crime and shall submit to a criminal record check.⁴
4. When traveling out of the local community, each student shall sign a *medical release/parent permission form*. The local adviser shall bring these forms to each student activity and submit them in accordance to each association's guidelines.
5. When traveling to student organization events, including overnight trips, male and female chaperones are recommended when the group includes both genders.
6. Students shall be transported to student organization events and activities in accordance with state and local policies. A vehicle driver who is transporting students shall be a school employee or a person contracted by the school district or state agency.⁵

School-Related Student Trips

STATE CONFERENCE TRIPS

A chapter shall be in “good standing” in order to participate in the conference. A chapter in “good standing” is one that has paid membership dues by the deadline, submitted conference registration materials by the deadline, and met all financial obligations. The following individuals may attend the state conference:

- Competitors
- Voting delegates
- Advisors
- Officer candidates
- Campaign workers (limit 5)
- State officer guests (more than two (2) shall pay registration)

Every advisor and student shall sign a *code of conduct and medical release form*. The local advisor shall assure this is done. Advisors and students shall adhere to the association’s dress code at all conference activities (competitive events, general sessions, awards assembly, etc.). Name badges shall be worn at all times.

Curfew shall be followed. Local advisors shall conduct room checks each night at curfew. Visitation of male and female members in hotel guest rooms is not encouraged. Permission from advisors of both parties shall be obtained before visitation can take place. The chapter advisor(s) shall provide proper supervision between visitations of the opposite sex.

Chapters shall adhere to their local board policies regarding the transportation of students to and from the state conference. Advisors shall only transport students from their school, and only when the proper paper work has been completed. For off-site competitive events students shall utilize the transportation provided by the state association.

State officers shall be reimbursed for the following expenses while participating in the state conference:

- Lodging: Officers shall stay four (4) per room if at all possible. The association will cover the costs.
- Per diem based on the organization’s policies
- Registration (provided by the association)
- Travel, if needed (state officers are strongly encouraged not to drive to CTSO activities and meetings)

State officers shall receive a stipend toward National Conference expenses.

NATIONAL LEADERSHIP CONFERENCE TRIPS

Local chapters shall be responsible for their own travel arrangements. HOSA and SkillsUSA shall not arrange travel to the national conference for the state delegation. “Official Advisors” shall be selected based on each association’s guidelines. Chapters shall meet registration deadlines as established by the association.

School-Related Student Trips

TRIP CODE OF CONDUCT FOR PARTICIPANTS

Participants shall include advisors, students, and conference guests.

Local advisors/teachers/approved chaperones shall be responsible for their students at all times.

Each Career and Technical Student Organization shall adopt a Code of Conduct for its organization. The Code of Conduct shall be followed at all regional, state and national functions.

This Code of Conduct shall include at least the following:

- Participants shall attend all sessions in accordance with the conference agenda.
- Participants' behavior at all times shall be such that it reflects credit to the individual, the school, and the organization represented.
- All conference participants shall wear their conference ID while participating in conference activities.
- Participants shall keep advisors informed of where they are at all times.
- Participants shall sleep in the rooms for which they are registered.
- Students shall observe the designated curfew. (Curfew is described as being in the designated assigned room by the designated hour.) Curfew times shall be listed in the conference program.
- Participants shall respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians shall pay any damages to the property or furnishings in the hotel rooms or building.
- Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Participants shall not make excessive noise or have the radio or TV at a high volume.
- Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference/contest site. (Drugs prescribed by doctors are permissible in the original container.) Violators shall be expelled from the conference and turned over to the proper authorities. Chapter advisors shall notify parents/guardians and school principal of the action taken.
- Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisors of both parties and designated adult supervision shall be obtained before visitation can take place. The chapter advisors shall be responsible for providing proper supervision between visitations of the opposite sex.
- Participants shall immediately report any accidents, injuries, or illnesses to their advisor.
- Use of tobacco products shall be prohibited in business sessions, workshops and other scheduled conference activities and while in official dress.
- Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
- When leaving the hotel or conference site, students shall stay in groups of at least three (3).

School-Related Student Trips**TRIP CODE OF CONDUCT FOR PARTICIPANTS (CONTINUED)**

- Students shall not participate in any activity that might cause personal injury to themselves or any other person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the expense of the student/parent/guardian. The chapter advisor shall contact the parents/guardians and the school principal.
- The State Career and Technical Staff Person shall have the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local advisor or the assigned chaperone shall contact the parents/guardians and the school principal.

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 Principal/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.

REFERENCES:

¹[KRS 156.153](#)

²[KRS161.180](#), [KRS 161.185](#)

³[702 KAR 005:060](#)

⁴[KRS 161.148](#)

⁵[KRS 158.110](#), [702 KAR 005:080](#)

[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:

09.15; 09.122; 09.221; 09.32; 09.2241

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