

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. Request may be completed online in the District approved trip software as available.
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 and a medical release (09.36 AP.211) 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, bus driver, **medication trained staff**, and the school's Food Service staff, if applicable.

TRANSPORTATION

Transportation requests, **once approved by the Principal, shall be submitted to the Transportation Director/designee so buses can be scheduled. Requests should be made a month in advance of the trip.**

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 **storage compartments** (i.e., lunches, cooler, sporting equipment **suitcases**). Aisles must be kept clear. **All bus rules specified in the District Code of Conduct and Handbook apply to trips.**

GENERAL PROCEDURES

1. Educational field trips and tours shall be considered a part of the school curriculum and shall have the same status as classroom activities. However, the only student trips to be taken during the school day are those that can be justified educationally.
2. Students who are unable to consistently demonstrate appropriate behavior in the school setting may be deemed ineligible to attend a field trip by the Principal. Students deemed ineligible for a trip shall be provided an alternate assignment or activity that relates to the instructional purpose of the trip. Notification to the student and parent should be given in advance of potential ineligibility due to behavior.
3. The length of any instructional field trip shall not exceed three (3) consecutive school days.
4. Using the transportation request process communicated by the transportation office, the Principal or designee will request buses for the trip based on availability and at least two (2) weeks prior to date of trip.

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School-Related Student Trips

5. School organizations must notify the Superintendent or designee before accepting invitations to represent the school system in state, national or international events or contests. All notifications shall be made in writing by the Principal as far in advance of the date of the trip as possible.

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EXTENDED TRIP PROCEDURES

The following additional requirements shall apply for extended trips (including international trips):

1. Trips shall be directly related to the instructional program and have educational value to students. Clubs and groups shall be permitted to participate in non-instructional attractions, i.e., amusement parks, as long as these attractions are in the vicinity of the trip site, adds no additional time out of school to the trip, and if the group attends on non-school days.
2. Groups and classes shall be limited to using no more than five (5) school days per year for extended field trips.
3. Sponsors and the Principal shall make arrangements to assist students financially that are eligible for the trip, but cannot afford to pay.
4. Sponsors and the Principal shall complete the EXTENDED ~~FIELD~~ TRIP REQUEST (See 09.36 AP.21.); provide a list of participating students and chaperones; and furnish a trip itinerary and information concerning financial arrangements, as well as other plans for the trip. This form shall be forwarded to the Superintendent in time to be placed on an agenda of the Powell County Board of Education prior to the planned trip date.
5. Prior to submitting the completed EXTENDED ~~FIELD~~ TRIP REQUEST to the Superintendent, the Principal or designee of the school group requesting the use of school buses shall contact the Division of Transportation concerning the availability of such buses.
6. Contracts for related services (transportation, lodging, etc.) for extended field trips will be processed after approval of the trip by the Board.
7. School buses shall not be used for out of state trips that exceed 200 miles in distance one way.
8. It is strongly recommended that instructional field trips include weekends to avoid loss of instructional time in other classes. It is strongly recommended that all non-instructional field trips take place at times other than the regular instructional day. Appropriate times for these trips would include after school hours, weekends and winter and summer breaks.
9. Medication forms and permission slips are due in at least one (1) week prior so that the school nurse may arrange care during the trip.
10. Generally, a 10 - 1 student-chaperone ratio is recommended for most field trips. Exceptions would include large performance events, athletic competitions, etc. The Superintendent/Designee will approve the appropriate level of supervision.
 - An 8-1 student-chaperone ratio is required for the following:
 - Trips to large cities (population of more than 1,000,000) or international destinations.

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School-Related Student Trips**EXTENDED TRIP PROCEDURES (CONTINUED)**

- Trips that will involve students walking more than a block on large city streets.
- Other situations that warrant strict supervision as determined by the Principal and approved by the Superintendent/Designee.

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SUPERVISING TEACHERS AND/OR STAFF MEMBERS

- Will provide the Principal, bus driver, and school nurse, if applicable, ridership information including names and emergency contact numbers for all individuals participating in the trip (bus manifest).
- Will have in their possession completed medical forms for each student participating in the trip.
- Will plan the trip itinerary to include as little unstructured time as possible.
- Will emphasize to students that the trip is a school activity and that all District and school policies, procedures and rules will apply to student behavior on the trip. (Supervising teachers may limit specific items of personal property that students may bring with them on trips and may confiscate personal property on trips as needed to avoid disruptive or unsafe situations.)
- Will meet with adult chaperones prior to the trip to discuss the trip itinerary, assignment of students to chaperones (including individual medical and/or other student issues) and expectations for adult supervision of students.
- Will make all parents and other chaperones aware that any student behavior issues that cannot be immediately resolved on the trip may result in the student being sent home with a chaperone and subject student to school and/or District disciplinary action. Arrangements will be made with family regarding student and chaperone travel costs at family expense (if applicable). The process for this situation will be reviewed with families.
- Shall serve in role of parent (in loco parentis) for the participating students and shall be responsible for monitoring the behavior of both students and other chaperones at all times and cannot relinquish responsibilities for the students to anyone other than a supervising teacher, staff member, or designated chaperone.

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OTHER ADULT CHAPERONES

- Must be approved by the Principal.
- Shall undergo orientation by staff sponsor prior to serving as a chaperone.
- Shall read and sign the Adult/Sponsor Chaperone Acknowledgement Form.
- Must successfully complete the Powell volunteer application process which includes a criminal background check to be eligible to participate in the trip. Expense of background checks will be incurred by the volunteer unless approved by Superintendent.
- Must agree to supervise students in accordance with instructions provided by the supervising teacher.

School-Related Student Trips**OTHER ADULT CHAPERONES (CONTINUED)**

- Shall be responsible for students at all times on the trip and shall not use alcohol, tobacco, or illegal drugs while chaperoning. Chaperones in violation of school District expectations may be removed from the trip and may be required to make and pay for arrangements to travel home.

OTHER NOTES

- Chaperones cannot relinquish responsibility at any time during the field trip to anyone other than a supervising teacher, staff member, or designated chaperone.
- When traveling, chaperones are to be seated throughout the bus, providing adequate coverage in the front, middle, and back of the bus.
- When students of both genders participate in the trip, they must be accompanied by chaperones of both genders.
- Children of chaperones who are not otherwise members of the group of students participating in the trip may not be permitted to accompany their parents on the trip.
- All students transported via District/school sponsored trips must be transported back to the original departure location using the same District/school vehicles used to transport the students unless prior written approval is obtained.

GUIDELINES FOR OVERNIGHT TRIPS

- Trip coordinators must communicate room assignments with parents and chaperones prior to the trip.
- Chaperones shall stay on the same floor as the students. Field trip participants shall be lodged as a group with specified supervisors and chaperones.
- Specific supervision schedule and security procedures must be written and communicated to the group for the trip.

USE OF PRIVATE VEHICLES

Transportation of students by private vehicles shall be allowed only for those for school-sponsored trips in accordance with Board Procedure 09.36 AP.2

Sponsors shall give parents written notice of the plan to transport students prior to them requesting to transport their own student in private vehicles or have another parent transport their child.

REFERENCES

KRS 160.340
702 KAR 003:130

RELATED PROCEDURES:

09.2241 (all procedures)
09.36 (all procedures)

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