

## **School-Related Student Trips**

### **FIELD TRIPS AND EXCURSIONS**

The Board of Education recognizes field trips as being a legitimate part of the educational program. Field trips shall be relevant to the curriculum and shall be properly planned and conducted according to procedures approved by the Superintendent.

### **STUDENT PARTICIPATION**

All students enrolled in the Anchorage Independent School District (AISD) shall have the opportunity to participate in field trips. Typically, each grade level will annually participate in at least one (1) field trip outside of the Anchorage city limits prior to December break and at least one field trip outside of the Anchorage city limits after December break. Whenever a field trip is canceled due to unforeseen circumstances, every effort shall be made to reschedule or arrange an alternate field trip for the affected grade(s) within the same school year.

Students may be excluded from field trips only as a last resort. The reasons that may result in exclusion from a field trip must be communicated to students and their parents/guardians when the field trip is announced. The Superintendent and/or the Superintendent's designee must approve the exclusion of any student in advance of the field trip.

No student may be excluded from participation in a field trip due to his or her inability to pay, a need for health services, or a documented disability. Provisions will be made to provide funding for students who are eligible for fee waiver.

### **APPROVAL**

The Superintendent and/or the Superintendent's designee shall have the authority to approve all school-sponsored trips. Requests shall be submitted through the Principal.

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

### **VEHICLES/INSURANCE**

Only appropriately insured vehicles, private vehicles, and/or certificated common carriers approved by the Superintendent or designee shall be used to transport students.<sup>3</sup>

With prior written permission of the Superintendent, employees may transport students in personal vehicles on field trips. Employees who use their own vehicles to transport students shall be required annually to provide evidence of personal liability insurance.

Students accompanied by their parents may be transported in private family vehicles.

The Superintendent or designee shall be responsible for providing written notification of liability concerns to students, employees and/or parents/guardians who transport students in privately owned vehicles.

### **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>

### **DRIVERS/VEHICLES**

All vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school buses shall be in compliance with the responsibilities as required in [702 KAR 005:080](#).<sup>1</sup>

**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.<sup>2</sup>

Adults and students in fourth through eighth grade shall be seated two (2) per seat when transported by bus. All students shall be seated no more than two (2) per seat when transported by bus on an out-of-county trip.

**FEES**

Fees may be charged for participation in school-sponsored 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 traveling 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 traveling; 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.

Students participating in out-of-county trips shall be required to furnish verification of health/accident insurance.

**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 005:060](#)  
[702 KAR 005:080](#), [702 KAR 005:130](#), [702 KAR 007:125](#)

**RELATED POLICIES:**

03.1321; 03.2321; 03.13214; 03.23214  
09.15; 09.122; 09.221; 09.2241, 09.30

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