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STUDENTS

School-Related Student Day Trip and Overnight Trip Request Forms

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP IF BOARD APPROVAL IS REQUIRED, THE BOARD MUST RECEIVE THE FORM AT LEAST TWO(2) WEEKS IN ADVANCE OF TRIP.

INFORMATION

1. Sponsor's Name Courtney Travis Club or Dep. Youth Council
2. Name of all chaperones Courtney Travis
3. Where will the group be going? Frankfort, Ky
4. Purpose of the trip. Tobacco Control Youth Conference
5. When is it to be held? Date Feb. 17th Departure Time Feb 16th @ 1:00
Estimated Travel Time 2.5 hours one way
6. City Frankfort State Ky Estimated Distance (Round Trip) 416 mi.
7. Place of overnight lodging (name, address & phone #) Home 2 Suites - 105 Allen Way
Frankfort, KY 40601 - 1(502) 234-2450
8. List all students by name (Use attached sheet if necessary) _____
9. Cost to students 0 Cost to school organization _____ Cost to Board 0
10. Describe the relevance of the trip: educational, cultural, etc./educational activities
students will attend conference and grow in their leadership skills, presentation skills, and team building - as well as
11. Other activities planned Knowledge; they will bring back ideas to implement here.
12. How will this trip benefit your students? see above
13. Type of transportation used bus
14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?
Yes No If NO, indicate why: waiting on approval

Courtney Travis 1/5/26 Jessica Hulen 1/5/26
Sponsor's Signature Date Principals Signature Date

Trip has been approved disapproved. Reason for disapproval _____

Signature of Superintendent/Designee _____ Date _____ Board Approval Date _____

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.

OVERNIGHT TRIPS

Approval of the Board shall be sought for all overnight trips.

STATE COMPETITION TRIPS

If students are competing at the state level (as recognized by KHSAA or an academic equivalent), or above the Board may pay lodging and district vehicle transportation expenses, not to exceed \$3,000. All requests will be submitted through the building Principal to the Superintendent. Requests shall be limited to once per school year, per student group.

OTHER TRIPS

The Superintendent or the Superintendent's designee may approve all other school-related trips including overnight trips for which there is insufficient time to receive Board approval.

DRIVERS/VEHICLES

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

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

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.³

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.