# STUDENTS 09.36

School‑Related Student Trips

Wisely chosen field trips can enhance and enlighten the academic progress of the students involved. All trips taken during the school day must be curricular in nature and address the Kentucky Learning Goals and Academic Expectations. Trips must be carefully planned and coordinated and must not seriously disrupt the educational environment of the school. An instructional field trip should be of such importance that the loss of school time is outweighed by the positive academic gain of the excursion.

Superintendent May Make Exceptions

Exceptions to this policy may be made by the Superintendent when extenuating circumstances apply.

Principal to Approve

The Principal shall have the authority to approve all school‑related trips. Sponsors shall submit a field trip planning form to the Principal.

Prior Approval for Other Trips

The Board must approve all out-of-state trips and trips where students will be counted absent. The Superintendent may approve trips in the tri-state area**.** School requests shall be submitted on the Board-approved form and no later than five (5) days before the next scheduled Board meeting. The request shall indicate the number of students involved and the dates they will be absent. No travel arrangements will be made without Board approval.

Bus request forms for all trips must be on file at the Bus Garage no later than five (5) days before the scheduled trip. The Principal’s, Superintendent’s, and Board’s approval of a trip only approves taking the trip; the actual date for use of a bus can only be approved by the Bus Garage and will be based on bus availability. The Bus Garage shall inform the requesting school of bus availability.

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

Restrictions

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

With the exception of state-sanctioned trips, conventions, or activities over which the school has no scheduling control, overnight field trips shall be taken only when school is not in session.

Unless the requesting employee’s school has completed testing and the Superintendent has approved, field trips shall not be scheduled during the state’s annual accountability testing window.

Field trips that are primarily recreational in nature shall be taken when school is not in session. During the last five (5) days of school, only field trips that start after buses arrive in the morning and return before buses leave in the afternoon shall be approved. No trips shall be taken to amusement parks during the school day. No trips or cruises may be taken out of the continental United States.

Any field trip that is taken during the school day shall be available to all students in the class or group, regardless of their ability to pay.

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School‑Related Student Trips

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

Only when necessary and as approved by the Principal may schools use substitute employees only for certified employees attending approved field trips.

Only one (1) certified staff member and one (1) classified staff member per class or group from the requesting school may be paid for accompanying students on field trips. Exceptions shall only be for safety reasons and must be approved in advance by the Superintendent.

Staff members from other schools or staff members in excess of the approved numbers may attend field trips with the Principal’s approval. These staff members shall be required to use a personal leave day for attending the trip.

On trips that require an overnight stay, an adult chaperone of the same gender will be assigned to students’ rooms.

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.

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.

Reimbursement

The group or organization using a school vehicle shall bear the cost of the trip and shall reimburse the Board for actual and necessary expenses incurred by the trip. The Superintendent or Superintendent's designee shall develop a fee schedule for trips.

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# (Continued)

School‑Related Student Trips

References:

1[KRS 156.153](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/156-00/153.pdf&requesttype=krs)

2[KRS 161.185](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/185.pdf&requesttype=krs)

3[702 KAR 005:060](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/005/060.htm&requesttype=kar)

[KRS 158.110](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/158-00/110.pdf&requesttype=krs), [KRS 158.838](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/158-00/838.pdf&requesttype=krs); [KRS 160.340](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/340.pdf&requesttype=krs), [KRS 189.125](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/189-00/125.pdf&requesttype=krs); [KRS 189.540](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/189-00/540.pdf&requesttype=krs)

[702 KAR 001:160](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/001/160.htm&requesttype=kar); [702 KAR 003:220](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/003/220.htm&requesttype=kar), [702 KAR 005:030](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/005/030.htm&requesttype=kar), [702 KAR 005:080](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/005/080.htm&requesttype=kar), [702 KAR 005:130](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/005/130.htm&requesttype=kar)

[702 KAR 007:125](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/007/125.htm&requesttype=kar)

Related Policies:

03.1321; 03.2321

06.15; 06.35

09.15; 09.122; 09.221; 09.2241

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