# STUDENTS 09.36

School‑Related Student Trips

Principal to Approve

The school Principal shall have the authority to approve school‑related trips which fall into the following categories:

1. All regularly scheduled athletic events;
2. All athletic trips which are part of a tournament or play‑off sanctioned by KHSAA in which the school is a participant; and
3. All school-related trips made within a 150 mile radius of the school.

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

Prior Approval

Prior approval of the Principal is required for each of the above trips.

Board Regularly Informed

The Board shall be regularly informed of any trip falling within these guidelines.

Drivers/Vehicles

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Students shall only be transported in school buses except in emergency situations. In such situations, 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

Student Behavior

Students shall conform to all Board and school discipline rules and to their supervisors’ instructions.

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

Insurance

Only Board insured vehicles and appropriately certificated common carriers shall be used for transporting students.3

Prior Approval For Other Trips

Any school‑related trips not falling within the guidelines above and those requiring expenditures not previously approved shall require prior Board approval.

Requests for Board approval shall be submitted to the Superintendent who shall present them to the Board at the next regular meeting. If the Board is not scheduled to meet before the date of the trip, the Superintendent is authorized to grant emergency approval and, in such instances, shall report this action at the next meeting of the Board.

# STUDENTS 09.36

# (Continued)

School‑Related Student Trips

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.

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](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

09.15; 09.122; 09.221; 09.2241

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