

## School-Related Student Trips

### INTRODUCTION

The purposes of **Board Policy 09.36** are to help ensure the safety of all students, staff, and volunteers; to provide the guidelines for school field trips; and to help lower the district's liabilities by reducing risks.

Board policy – The Corbin Board of Education [Board] recognizes student field trips as being a legitimate part of school activities. Field trips will be properly planned and conducted according to approved procedures and policies.

### DEFINITIONS:

Field trip – A field trip occurs when students leave school grounds for an activity that is part of a school sponsored program, to include: curriculum related study; an extension of classroom instruction; interscholastic athletics; or part of a school sponsored club/group activity.

### FIELD TRIP TYPES:

- **Educational field trip** – This field trip is **RELEVANT** to the curriculum and provides an educational experience for the student that is beyond the regular classroom. This would include student participation in activities for the arts. An educational field trip will count as instructional time. The “*School-Related Student Trip Request Form*” will detail the relationship of the field trip to the curriculum.
- **Non-educational field trip** – This field trip is **NOT** an extension of the district's curriculum and when taken during regular school instructional hours **WILL NOT** count as instructional time. Students participating during school time in local or state sponsored school events will not be counted absent for attendance incentive programs.
- **Athletic events** – Participating in or attending an athletic event is considered a non-educational field trip. When the event occurs during the regular school day the time **WILL NOT** count as instructional time. Students participating during school time in local or state sponsored school events will not be counted absent for attendance incentive programs.

**Sponsor** – The teacher or school employee/staff requesting permission for a field trip and responsible for its planning, organization, and supervision.

### STUDENT PARTICIPATION

No student may be excluded from participating in an Educational or Non-educational Field Trip due to the following: inability to pay, a need for health services, or a documented disability.

All schools will be encouraged to provide field trip opportunities, especially educational field trips, available equally to all students.

A student may be excluded from the field trip upon request of the parent/guardian or the student may be excluded for a reason[s] that is communicated to the student and parent/guardian in advance of the field trip. All student exclusions require approval by the school principal.

### FIELD TRIP REQUIREMENTS

- **Request Field Trip** – The *School-Related Student Trip Request Form* is to be completed and submitted to the principal per the date requirements listed on the form. The sponsor of the field trip will contact the Transportation Director on the availability of school buses prior to submitting the request to the Principal.

### **School-Related Student Trips**

#### **FIELD TRIP REQUIREMENTS (CONTINUED)**

- **Administrative/Board Approval** – The principal has the authority to approve day field trips that are within 150 miles of Corbin and recurring day field trips [same activity on a regular basis]. The superintendent has the authority to approve field trips that exceed 150 miles of Corbin. Board approval is required on field trips that are overnight/extended days and includes approval from school principal and superintendent. The superintendent has the authority to approve an overnight/extended days trip when planning of the trip cannot be completed 45 days prior to the event; such as an academic team winning the region and going on to state competition the following week. See section **E. Athletic Travel** for approval procedures of athletic travel.
- **Parent/Guardian Consent** – Prior to the field trip, a parent/guardian must provide in writing, *School-Related Student Trip Permission Slip and Medical Release Form*, giving permission for their child to participate in the field trip. The consent documentation will be maintained at the school.
- **Transportation Regulations and Approval** – When school buses are used for transportation, the Director of Transportation should be contacted to make sure buses are available on the date of the field trip. A passenger list is to be maintained by the field trip sponsor, bus operator, and Principal. See section **F. Transportation** for details.
- **Supervision and Volunteers** – A district teacher, faculty member, or administrator must accompany students on the field trip. See section **G. Supervision and chaperones** for details.

#### **ATTENDANCE AND INSTRUCTIONAL TIME**

The state has strict guidelines on instructional time for students. The following clarifications are made for approved field trips:

- **Educational Field Trip** – Students are counted as present in school and counted as instructional time when participating in an **educational field trip** that occurs during the regular school day.
- **Non-educational Field Trip/Athletic Event** - When students are attending or participating in a **non-educational field trip or an athletic event** that occurs during regular school hours the time **WILL NOT** be counted as instructional time. The missed time will not be counted in the calculation of average daily attendance [ADA] for state [SEEK] funding [[702 KAR 007:125](#) Pupil Attendance]. Students participating during school time in local or state sponsored school events will not be counted absent for attendance incentive programs.
- **Educational Enhancement Opportunities** – A parent/guardian may request that the time their student is signed out of school for an educational activity be counted as instructional time. The activity needs to have significant educational value and be related to the core curriculum. Complete the **Educational Enhancement Opportunity Request Form** [09.123 AP.2] and submit to the student's Principal a minimum of five [5] school days prior to the activity.

## **School-Related Student Trips**

### **ATHLETIC TRAVEL**

The district Athletic Director and school Principal will act as Board designees to oversee and approve the travel involved with athletics. In addition, overnight travel for athletic teams require Board approval, with request submitted a minimum of 45 days prior to the trip. The superintendent has the authority to approve overnight/extended days athletic trip when planning of the trip cannot be completed 45 days prior to the trip, such as a team winning the regional tournament and then playing the following week in state competition.

### **TRANSPORTATION**

Transportation for field trips may be provided by Corbin Independent board-owned vehicles, common carrier, or students may walk to and from the field trip destination. Common carrier will include motor coaches, limousines, trains, riverboats, airlines, or school buses owned by other vendors. The use of private vehicles for student transportation on a school sponsored field trip will meet the guidelines below.

### **TRANSPORTING BY PRIVATE VEHICLE GUIDELINES**

Any private vehicle transporting students shall have a driver who is at least twenty-one [21] years old. When a private vehicle is used to transport students, the **owner of the vehicle** must submit prior to the field trip an *Employee Auto Insurance Affidavit* or a *Volunteer Auto Insurance Affidavit* to the Building Principal. With proper parental authorization, a student may transport himself or herself, but **under no circumstances may a student transport another student**. If a parent/guardian transports only their own child or if a student transports only himself or herself, the *Employee or Volunteer Auto Insurance Affidavit* is not required.

### **TRANSPORTING BY BUS GUIDELINES**

The following items are to be followed when a school bus is used for transporting students on a field trip:

- Obtain approval from the director of transportation on the availability of a school bus prior to submittal of the field trip request to the principal.
- School buses need to return no later than 2:30 pm when field trips are taken during a regular school day, unless prior approval received from the director of transportation.
- All passengers must be given emergency evacuation instructions prior to departure of the vehicle.
- Prior to departure, a passenger list must be given to the driver of the vehicle and the principal. The trip's sponsor is to maintain in their possession throughout the trip a passenger list with emergency contact number.
- The aisle of the bus shall be kept clear of all items, such as luggage and coolers. No item shall be inside the bus that is not in the possession of a passenger. Review KDE position paper and training manual for school bus operations details.
- No vehicle designed to carry more than nine passengers, in addition to the driver, shall be used for transporting students, unless that vehicle meets Kentucky Minimum Specifications for school buses.
- Meals and housing are to be provided for the bus driver.

### **School-Related Student Trips**

#### **TRANSPORTING BY BUS GUIDELINES (CONTINUED)**

- Contact staff at the transportation department [606] 215-4674 or central office [606] 528-1303 with transportation questions.

#### **FIELD TRIP EXPENSES**

When requested of the Board, reasonable expenses for registration and transportation for approved field trips within Kentucky or within a 150 mile radius of Corbin will generally be provided from the District's general fund. Absent exceptional circumstances, the Board will not approve District funding from the general fund for other trips.

#### **SUPERVISION AND CHAPERONES**

Staff and chaperones must exercise close control over the students during the full field trip. The trip sponsor will develop procedures that will be followed to provide for regular accounting of students during the trip. The principal will review the procedures with the trip sponsor and grant approval prior to the trip. **NOTE: A field trip is an extension of Corbin Schools and the actions by students and chaperones are to exhibit and display examples of outstanding REDHOUND pride!**

The trip sponsor, with approval from the Principal, shall establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. The recommended minimum supervision ratios [adults to students] are: elementary 1:10; middle/high 1:20. The Principal and trip sponsor will agree upon the number of chaperones for each field trip. Educational field trips require at least one faculty member to be on the field trip. Review section **H. Medication administration** when a student requires special medical accommodations.

Volunteer chaperones are **required** to meet the following:

- At least 21 years old
- Acceptable criminal crime check report
- Physically able to do the job
- Ability to work well with student and trip sponsor[s]
- Ability to follow the instructions of the trip sponsor[s]

#### **MEDICATION ADMINISTRATION**

According to [704 KAR 004:020](#), section 4[3][g], beginning with the 2010-2011 school year, all unlicensed school personnel who perform medication administration in school must have proof of completing the standardized training course developed by the Kentucky Department of Education and Kentucky Board of Nursing. Training must be completed before administering health services to a student. By law, these trainings must be completed by all designated staff **PRIOR** to the 1<sup>st</sup> day of school or **PRIOR** to performing any health services.

If a student requires medication while on a field trip, staff must complete the Health Services Medication Administration Training for Unlicensed School Personnel Form. If medications, such as EpiPens, inhalers, diastat, or glucagon, are to be taken on the field trip, a trained staff member must accompany the student on the field trip. The training to provide medications is only valid for one school year.

## **School-Related Student Trips**

### **ADMINISTRATIVE FIELD TRIP REVIEW**

Field trips provide a valuable educational benefit. There are hazards in off-site situations that can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.

### **PRINCIPALS/ADMINISTRATORS WILL COMPLETE THE FOLLOWING ON FIELD TRIP REQUESTS:**

- Ensure the sponsor considers the various aspects of the field trip and completes all sections of the *School Related Student Field Trip Request Form* and identifies for educational field trips how the activity relates to the curriculum.
- Determine the appropriateness of activities for the students' age, skill and behavior level.
- Assist the sponsor with specific field trip risk identification.
- Review trip related contracts.
- Review with the sponsor how supervision of students will be followed.
- Give administrative approval for the trip, submit trip request to superintendent on any trip that exceeds 150 miles from Corbin or involves an overnight trip.
- Discuss with the trip sponsor any procedures or conditions that need to be observed.

### **STUDENT ACCIDENT INSURANCE**

The Board provides accident insurance for all students and this insurance provides medical coverage during the school day and while the student is participating in any school sponsored activity, including approved field trips. The Board's accident insurance policy is **secondary** to the students' primary health insurance.

### **OVERNIGHT/EXTENDED DAYS FIELD TRIP**

The Board will consider on a case-by-case review requests for field trips that are overnight/extended days field trips. Dates for non-educational field trips should be outside the district's instructional school calendar. Dates for educational field trips may include up to five [5] instructional days with full agenda and rationale for the trip. The request for an overnight/extended days field trip must be submitted to administration a minimum of 45 calendar days prior to the trip. When the principal and superintendent determine in their judgment that the trip meets the guidelines, they will present the trip to the Board for consideration of approval. See section **E. Athletic Travel** for overnight athletic trips.

### **FIELD TRIP EMERGENCIES**

The supervising faculty member will maintain with them during the field trip a list of students and chaperones with their emergency contact numbers. Contact will be made as soon as possible to a parent/guardian and the school when emergency conditions develop, such as injury or illness. An injury report will be completed by the supervising teacher upon completion of the field trip.

### **TRAVEL TO FOREIGN COUNTRIES**

The Corbin Board of Education **WILL NOT** approve student travel to a foreign country.

**School-Related Student Trips****PRIVATELY SPONSORED TRIPS**

A **privately sponsored trip**, involving school aged students, **IS NOT** associated in any manner with either the Corbin Independent School District or the Corbin Board of Education. No school funds will be used in a privately sponsored trip and the name of the school district will not be used in any promotional materials.

**EXHIBITS**

- Administrative Procedure 09.36 AP.211 - School-Related Student Field Trip Request Form
- School-Related Student Trip Permission Slip and Medical Release Form
- Administrative Procedure 09.36 AP.1 - School-Related Student Trips
- Board Policy 09.3 - Student Activities
- Administrative Procedure 09.221 AP.1 - Supervision of Students
- Administrative Procedure 09.123 AP.2 - Educational Enhancement Opportunity Request Form
- Kentucky Department of Education - KDE position on Out-of-State Trips and Medication Administration
- Forms - Employee/Volunteer Auto Insurance Affidavit (09.36 AP.2)

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

**RELATED POLICIES:**

03.1321; 03.2321; 09.15; 09.122; 09.221; 09.2241

Adopted/Amended: 7/21/2016  
Order #: 1

## **School-Related Student Trips**

### **TEACHERS' RESPONSIBILITIES**

1. Field trips shall be related to the course of study, teacher's lesson plans, 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.
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 and to the school nurse, if applicable.

### **TRANSPORTATION**

Transportation requests shall be made by the teacher.

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 underframe storage or empty seats (i.e., lunches, cooler, sporting equipment). Aisles must be kept clear.

### **SCHOOL ACTION ON TRIP REQUEST**

1. The group sponsor will complete the Board administrative procedure "School-Related Student Trip Request Form (09.36 AP.21) to include detailed budget and itinerary, and submit to the Principal for consideration of approval.
2. Principal will review the School-Related Student Trip Request Form with the sponsor and confirm details, including trip costs and funding, and either approve or disapprove the trip request.
3. Funds raised for the trip, including support from the school, will be pursued prior to seeking financial support from the Corbin Board of Education. Fundraising regulations are outlined in the state Redbook document and will be observed on all fundraising activities.
4. The amount of lost instructional time will be a factor in consideration to approve. Educational Enhancement Opportunities (09.123 AP.2) need to be explored and utilized when appropriate.

### **School-Related Student Trips**

#### **SCHOOL ACTION ON TRIP REQUEST (CONTINUED)**

5. Steps 1, 2, 3, and 4 in this section are to be completed prior to consideration for financial support by the Corbin Board of Education.

#### **BOARD CONSIDERATION ON REQUEST FOR TRIP FUNDING SUPPORT**

1. Superintendent/designee will discuss with the sponsor and school Principal to verify and clarify steps 1-4 in “School Action on Trip Request” section.
2. The Principal approved School-Related Student Trip Request Form, to include trip budget and itinerary, shall be submitted to the Superintendent.
3. Consideration for Board financial support will be based on several factors, to include but not be limited to the following:
  - a. Number of students participating in the event;
  - b. Frequency a group requests funds from the Board; and
  - c. Board funds, when provided, will be used only for travel and registration expenses, unless otherwise indicated.
4. The Superintendent/designee will review each group’s request for travel assistance based on the above criteria and then make a recommendation for consideration by the Corbin Board of Education. When the group’s event does not coincide with the Board meeting date, the Superintendent may make the decision on travel assistance with notification to members of the Board.

#### **RELATED PROCEDURES:**

- 09.2241 (all procedures)
- 09.36 (all procedures)

Review/Revised:7/21/2016



**School-Related Student Trip Request Form**

**Corbin Independent Schools**

**School:** Primary:  Elem:  Inter:  Middle:  High:  Preschool:  Ed Center:

**Trip destination(s):** \_\_\_\_\_

**Date(s) of trip:** \_\_\_\_\_

**Departure time:** \_\_\_\_\_ am/pm

**Return time:** \_\_\_\_\_ am/pm

**Trip Sponsor(s):** \_\_\_\_\_

**Group:** \_\_\_\_\_

**Number of students:** \_\_\_\_\_

**Grade Levels:** \_\_\_\_\_

**Number of chaperones:** \_\_\_\_\_ [Supervision ratios are: elementary 1:10; middle/high 1:20]

**Trip type [check one]:**

- a. **Educational Field Trip**  *[Trip is relevant to the curriculum, an educational experience that counts as instructional time.]*
- b. **Non-Educational Field Trip**  *[Trip is not an extension of the curriculum and when taken during the school day will not count as instructional time.]*

**Purpose[s] of the field trip:** An Educational Field Trip requires explanation of how the trip relates to the curriculum.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activities planned during the trip:** An overnight trip requires a detailed itinerary attached to this request form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Support documents:** Please attach any related brochures and information and a preliminary trip itinerary.

**Potential Hazards:** Yes  No  Does the field trip involve in/or around water, remote locations, animals, air travel, or motorized activities? If yes, describe the conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School-Related Student Trip Request Form**  
**Corbin Independent Schools**

**Means of travel:** School bus[s] requested:  [Prior to submittal of trip request to principal, the trip sponsor needs to contact the Director of Transportation at 215-4674 on bus availability.]  
Other:  Explain: \_\_\_\_\_

**Overnight trip:** Submit travel request a minimum of forty five (45 )calendar days prior to the overnight trip. Board approval is required unless an emergency condition exists.

**Trip budget approval:** The budget and financing of the field trip will be reviewed and approved by the school principal. No student may be excluded from participating due to an inability to pay.

**School Field Trip Procedures** – The sponsor of the field trip will review *Board Policy 09.36 School-Related Student Trips* prior to submittal of the *Field Trip Request Form*.

**Date:** \_\_\_\_\_ **Sponsor’s Signature:** \_\_\_\_\_

-----  
**ADMINISTRATIVE APPROVAL**

**Director of Transportation approval required for field trips using bus service.**

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
Director of Transportation Signature

-----  
**Principal has the authority to approve day field trips within 150 miles of Corbin.**

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
Principal Signature

-----  
**Superintendent has the authority to approve day field trips beyond 150 miles of Corbin.**

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
Superintendent Signature

-----  
**Overnight trips require prior Board approval and recommended by Principal and Superintendent.**

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
Board Chair/Designee Signature

**RELATED PROCEDURES:**

09.36 (All Procedures)

Review/Revised:08/21/12

**School-Related Student Trip Permission Slip and Medical Release Form**

Student's Name _____ <i>Last Name</i> _____ <i>First Name</i> _____ <i>Middle Initial</i> _____
School _____ Grade _____ Homeroom/Classroom _____
<input type="checkbox"/> All school-related trips for the _____ school year; OR
<input type="checkbox"/> Field Trip Date(s) _____ Destination _____
Alternate Destination, if applicable _____
Mode of Transportation _____ Cost to Student, if applicable \$ _____

I hereby give permission for my child to participate in the above-mentioned school-related student trip(s).

In addition, in the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

Please return this form to your child's teacher.

Review/Revised:11/14/2002

**School-Related Student Trip Forms**

**EMPLOYEE AUTO INSURANCE AFFIDAVIT**

Corbin Independent Public Schools  
108 Roy Kidd Avenue  
Corbin, Kentucky 40701

**THE AFFIANT:** \_\_\_\_\_  
Print Name

\_\_\_\_\_ School \_\_\_\_\_ Social Security Number

\_\_\_\_\_ Insurance Policy Number \_\_\_\_\_ Auto Insurance Carrier Auto

States that the **Affiant**, when using a private automobile for Corbin Independent Public Schools business, which includes but not limited to: transporting students and taking part in field trips or activity events, will carry no less than the following limits of liability insurance:

- \$25,000 bodily injury liability for each person
- \$50,000 bodily injury liability for each accident
- \$10,000 property damage liability

The **Affiant** further states that this insurance will be in effect from July to June 30 of the current school year. If said insurance is cancelled or expires, the Affiant ceases to use a private vehicle for Corbin Independent Public Schools business until such insurance limits are put back in force.

*Further, Affiant sayeth not.* \_\_\_\_\_  
*Signature of Affiant*

*Subscribed and sworn to before me by* \_\_\_\_\_

*This* \_\_\_\_\_ *day of* \_\_\_\_\_, \_\_\_\_\_.

*My Commission expires* \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public Signature & Seal*

-----  
All information and signatures on this form must be completed prior to consideration for approval.

Return this form along with a copy of proof of insurance to:  
School Principal

**School-Related Student Trip Forms**

**VOLUNTEER AUTO INSURANCE AFFIDAVIT**

Corbin Independent Public Schools  
108 Roy Kidd Avenue  
Corbin, Kentucky 40701

**THE AFFIANT:** \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Complete Home Address with Zip Code

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Auto Insurance Policy Number

\_\_\_\_\_  
Auto Insurance Carrier

States that the **Affiant**, when using a private automobile for Corbin Independent Public Schools business, which includes but not limited to: transporting students and taking part in field trips or activity events, will carry no less than the following limits of liability insurance:

- \$25,000 bodily injury liability for each person
- \$50,000 bodily injury liability for each accident
- \$10,000 property damage liability

The **Affiant** further states that this insurance will be in effect from July to June 30 of the current school year. If said insurance is cancelled or expires, the Affiant ceases to use a private vehicle for Corbin Independent Public Schools business until such insurance limits are put back in force.

*Further, Affiant sayeth not.* \_\_\_\_\_  
*Signature of Affiant*

*Subscribed and sworn to before me by* \_\_\_\_\_

*This* \_\_\_\_\_ *day of* \_\_\_\_\_, \_\_\_\_\_.

*My Commission expires* \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public Signature & Seal*

-----  
All information and signatures on this form must be completed prior to consideration for approval.

Return this form along with a copy of  
proof of insurance to:  
School Principal

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised:07/16/13