# STUDENTS 09.36

School‑Related Student Trips

Principal to Approve

Prior approval of the school Principal is required for school‑related trips which fall into the following categories:

1. All regularly scheduled athletic and academic events, and
2. All athletic or academic trips which are part of a tournament or play‑off in which the school is a participant.

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

Superintendent's Approval

The Superintendent shall approve all school‑related trips.

Board Regularly Informed

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

Prior Approval for Other Trips

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

State and National Competitions

For all academic, extra-curricular clubs and career and technical organizations participating in state and national level competition(s), the Board will provide assistance as follows:

* The Board will match expenses related to the state and national (transportation, lodging, meals, and basic-level conference registration) with a $1.00 to $1.00 match up to $2,000.00. Meal reimbursement will be based on Policy 03.125. Funds will not be matched for attractions, tourism, conference add-ons, additional nights before or after the date of the conference and for expenses related to students not completing, guests, and family members.
* Clubs or organizations may not roll over unused money from the Board (match) from one competition to receive additional money (match) from the Board for another competition. Example: If a club or organization receives a Board match of $1,000.00 for a state competition, it may not roll over the $1,000.00 that was not needed for state to be included in the match from the Board for a national competition. The match is $2,000.00 maximum per competition each fiscal/academic year.
* Matching funds from the Board may not transfer from one club or organization to another in the same school or a different school.
* By August 1 of each year, the club or organization sponsor shall provide a projected cost estimate of regional, state, and national competition(s) to the Finance Officer and Program Director. The cost for transportation, lodging, meals, and basic-level student registration should be included. The estimate shall be based on historic data including the average number of students participating, location, the method of transportation required, and all proposed fundraisers for the year in which they will seek approval from the Site Based Decision Making Council. A form is available from the District Finance Office and Program Director(s) for assistance in compiling this information.

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School‑Related Student Trips

State and National Competitions (continued)

* Per this policy, Board insured vehicles or appropriately certificated common carriers shall be used to transport students and a certified or classified staff member must accompany students on such trips.

Insurance

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

Drivers/Vehicles

When not disruptive to the regular transportation of students and when availability has been approved in advance by the Superintendent/designee, school vehicles, other than buses, may be used for school-sponsored trips. Requests to use school vehicles shall be submitted to the Finance Department at least one (1) week in advance of the scheduled date of the trip.

All requests for use of buses for school field tips shall be submitted to the Finance Department two (2) weeks prior to the trip. These requests shall include the number of people needing transportation.

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

The Director of Transportation shall schedule and assign drivers for extra 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.2

Food Service

Students participating in school-related activities away from school during the normal lunch time shall have meals provided by school food service. Exceptions can be made if ALL meal for ALL students are purchased by the school, parent group, or are in another manner donated to the students.

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.

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# (Continued)

School‑Related Student Trips

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

Groups or organizations using a school vehicle for educational, extracurricular, or athletic trips shall reimburse the Board for the bus driver’s salary (plus applicable overtime wages) and $1.00 per mile. The total charge is $3.25 per mile however the Board donates $2.25 per mile resulting in the $1.00 per mile fee.

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)

[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)

[KRS 158.110](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/158-00/110.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)

Related Policies:

03.1321; 03.2321

09.15; 09.122; 09.221; 09.2241

Adopted/Amended: 6/17/2019

Order #: 1574