

A field trip is an educational activity conducted away from the school site that is an extension of classroom instruction. Any student trip that is endorsed by the school through funding or the use of the school name constitutes a field trip. All field trips must comply with the following policies, regulations, and procedures.

A. APPLICABLE BOARD POLICIES AND STATE REGULATIONS

1. IICA Field Trips and Excursions

The board of education recognizes field trips as being a legitimate part of the educational program. Field trips shall be relevant to the curriculum and shall be properly planned and conducted according to procedures approved by the superintendent.

The board of education sanctions trips by student organizations when such trips are directly related to the school program. Parental approval, acceptable means of transportation, and proper insurance coverage of students are required, and the trip shall be properly supervised. **A certified or classified staff member who is at least twenty-one (21) years of age shall accompany students on trips.** Specific procedures for planning and evaluating overnight trips shall be approved by the superintendent/designee.

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 the board meeting minutes.

In cases involving extenuating circumstances which prevent obtaining prior board approval, the superintendent is authorized to give approval for the use of common carrier transportation, provided full details are made available to the board at the regular board meeting following such trips.

2. EEAE Student Transportation in Private Vehicles

The use of private vehicles for transporting students in school-sponsored activities shall be permitted only when approved by the principal, pursuant to procedures developed by the superintendent/designee.

3. 702 KAR 7:125 Pupil Attendance

Students who are participating in **co-curricular instructional activities** that have been authorized by the board of education and are a definite part of the school's instructional program can be counted present while participating in such activity.

Students who are attending or participating in **extracurricular activities**, such as a state championship-level athletic activity, may not be counted present at school. Such students must be marked absent and may not be counted in the average daily attendance for SEEK funding purposes.

4. 702 KAR 1:160 School Health Services

All unlicensed school personnel who perform medication administration in school must have proof of completion of the standardized training course developed by the Kentucky Department of Education and Kentucky Board of Nursing conducted by JCPS Health Services. All designated staff must be trained **PRIOR** to the first day of school or **PRIOR** to administering any health services to a student.

If a student requires medication while on a field trip, staff must complete the Health Services Medication Administration Training for Unlicensed School Personnel. If medications, 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.

Trained staff must take a copy of one or more of the following forms on the field trip, as appropriate:

- Authorization to Give Prescription Medication
- Authorization to Give Over the Counter Medication
- Primary Care Provider Authorization
- Medication Administration Record, and/or
- Any other applicable Health Services forms

Remember that the training is only valid for one school year. Please check pdCentral for a list of training dates.

B. STUDENT PARTICIPATION

All students enrolled in the Jefferson County Public Schools (JCPS) should have the opportunity to participate in field trips. Students may be excluded from field trips only as a last resort. The reasons that may result in exclusion from a field trip must be communicated to students and their parents/guardians when the field trip is announced. The principal must approve the exclusion of any student in advance of the field trip.

No student may be excluded from participation in a field trip due to his or her inability to pay, a need for health services, or a documented disability. Provisions must be made to provide funding for students who are eligible for fee waiver and to provide staff trained annually to administer health services, including medication administration. For additional information regarding fee waiver, refer to the JCPS Fee Waiver Guidelines. For additional information regarding overnight and/or out-of-state field trips and

health services, contact the district's Health Services Department at **485-3387**.

C. FIELD TRIP APPROVAL

All field trips must have an educational purpose, must be closely related to the instructional program, and must comply with School-Based Decision Making (SBDM) Council policy. Trips, such as rides on the *Belle of Louisville*, must have a specific educational purpose. Trips for recreational purposes, behavioral incentives, or rewards must be scheduled during noninstructional time. Field trips planned during the summer, spring, or winter breaks or other intercessions will not be approved unless they are directly related to the district's program of studies.

A certified or classified staff member who is at least 21 years of age shall accompany students on trips. Field Trip Permission Forms must be obtained for each participating student. Blanket permission forms covering an entire school year are **not** permissible. Parents should be notified if any deposits or payments for the trip are nonrefundable.

The supervising teacher/sponsor must establish a supervision plan based on the specific destination. The plan must include an evaluation of any unique risks posed by that destination and must provide for the supervision of students at all times. One adult chaperone, 21 years of age or older, for every ten students is required. Chaperones must remain with students at all times. All parents or volunteers serving as chaperones must successfully complete a School Volunteer Records Check. It may be necessary to contract with a nursing agency to provide health services to students on out-of-state field trips. Contact JCPS Health Services for additional information.

The school **principal may approve field trips when transportation is provided by a JCPS school bus, by private automobile(s), or when the students walk to and from the trip destination.** If a **common carrier**—any form of transportation other than a JCPS school bus or private automobile(s)—**will be used for transportation, board approval is also required.**

A Field Trip Approval Form must be completed for all field trips. The Field Trip Approval Form must be signed by the principal and distributed as follows:

- **If a common carrier will be used for transportation, you must fax the Field Trip Approval Form to Transportation Services at 485-3729 by 10 a.m. prior to the due date listed for each board meeting.** (Refer to the Board Meeting Dates for Field Trip Approval document.) Transportation Services will place the trip on the board agenda for approval.
- If the trip is an out-of-county and/or an overnight high school athletic trip, the Field Trip Approval Form must **also** be faxed to the director of Activities/Athletics for informational purposes only.
Note: Cheer and dance teams may attend one national competition annually with a maximum of two days of nonschool attendance.
- If the trip is an out-of-county and/or an overnight trip, the Field Trip Approval Form must **also** be faxed to the appropriate assistant superintendent for informational purposes only.
- If the trip is an out-of-state and/or an overnight trip, the Field Trip Approval Form must **also** be faxed to the district's Health Services Department at 485-3670 by 10 a.m. prior to the due date listed for each board meeting. (Refer to the Board Meeting Dates for Field Trip Approval document.)

If a field trip is cancelled, you must notify the individuals/departments to which the Field Trip Approval Form has been distributed.

D. TRANSPORTATION

Transportation for field trips may be provided by a JCPS school bus, private automobile(s), or a common carrier, or students may walk to and from the field trip destination. *Common carrier* is defined as any method of transportation other than a JCPS school bus or private automobile. Examples of common carriers include school buses owned by other vendors, motor coaches, limousines, TARC, trains, riverboats, and airlines.

If private vehicles are used to transport students, the owner of the vehicle must submit an Employee Auto Insurance Affidavit or a Volunteer Auto Insurance Affidavit to the JCPS Insurance Department prior to the trip. 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 his or her own child only or if a student transports himself or herself, the employee or volunteer insurance affidavit is not required, but the parent/guardian must sign the student out of school for the period of time required for transportation to and from the field trip destination. For attendance purposes, the parent/guardian may request that the time the student is signed out of school during the instructional day be recorded as an excused absence for an educational-enhancement opportunity.

Please adhere to the following:

- No vehicle designed to carry more than **nine** passengers in addition to the driver shall be used for transporting students to or from school for school-related events unless that vehicle meets Kentucky Minimum Specifications for school buses.
- All passengers must be given emergency-evacuation instructions prior to each trip.
- A passenger list must be given to the driver, and a copy must be retained in the principal's office.
- 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 or held in the lap of the passenger.
- No bus making an out-of-county trip shall carry more than two passengers to a seat.
- Only students who attend the participating school can ride the school bus.

- JCPS-owned school buses may be used for field trips on a limited basis after vendors that are on the bid list have been called and do not have buses available for trips.

If you have questions or need clarification of the above, please contact **Transportation Services** at **485-3470**.

E. ATHLETIC TRIPS

Schools should use the JCPS Activities and Athletics Travel Plan Form (to be supplied by the director of Activities/Athletics) to submit schedules for each sport and activity. These forms should be faxed to Transportation Services at 485-3729 and to JCPS Activities and Athletics at 485-3886. Schedules should be received in both offices on **July 15** (fall sports and activities), **October 15** (winter sports and activities), and **February 15** (spring sports and activities). Please include the mode of transportation (activity bus, common carrier or vendor bus, private automobile, JCPS school bus) for all events. For any previously unscheduled events (events left off the Travel Plan or scheduled past the above due dates) or overnight events, please use the Field Trip Approval Form. For questions, call Jerry Wyman or Cathy Kinser at **485-3331**.

F. STUDENT ACCIDENT INSURANCE

The board provides student accident insurance for all students. The student accident insurance provides secondary medical coverage for all students during the school day and while they are participating in school-sponsored activities, including field trips. This coverage is secondary to the students' primary health insurance. While traveling on overnight or out-of-county trips, travel-assistance services are available through On-Call International.

If a student is injured while on a field trip, the supervising teacher should notify the principal and parent as soon as possible. The appropriate school official should complete Part I of the Student Insurance Claim Form and provide the form to the parent/guardian. A copy of the Student Insurance Claim Form and the applicable instructions are included in this booklet.

G. HEALTH SERVICES FOR OUT-OF-STATE AND/OR OVERNIGHT TRIPS

For all out-of-state and/or overnight field trips:

- Fax the Field Trip Approval Form to JCPS Health Services by 10 a.m. prior to the due date listed for each board meeting. (Refer to the Board Meeting Dates for Field Trip Approval document.)
- Compile a list of all students who may need medication administered or health services provided while on the field trip. Include the following information for each student:
 - Daily medications
 - Medications that may be given on an as-needed basis (including asthma inhalers)
 - Emergency medications (Diasat, EpiPen, Glucagon)
 - Other health services the student will need
 - Whether or not the student is authorized to self-administer medications (asthma inhalers/EpiPens); see the JCPS Primary Care Provider Authorization Form.
 - Medications the student receives at home that must be administered on the trip (nighttime medications, once-a-day medications, etc.)
- Hold a meeting with the parent(s)/guardian(s) of the students who require health services, and determine whether or not the parent/guardian will attend the field trip with his or her child. (The parent/guardian cannot be required to attend the trip unless the parent(s)/guardian(s) of all students are required to attend.)
 - During the parent meeting, ensure that all JCPS Health Services documentation has been completed, including the Authorization to Give Prescription or Over the Counter Medication and/or the appropriate JCPS Primary Care Provider Authorization Form.
 - If the parent/guardian is attending the field trip with the student requiring medication or health services, no further action is needed.
 - If the parent/guardian is not attending the field trip with the student requiring medication or health services, the school staff must make arrangements in collaboration with JCPS Health Services to meet the student's health needs. Such arrangements may include trained unlicensed school staff accompanying the students on the trip and/or contracting with a nursing agency licensed in the applicable state.

*****NOTE*****

The following forms will be updated as needed. Please refer to the JCPS web site to obtain the most current versions.