

Jefferson County
Public Schools

FIELD TRIP Procedures



Revised May 2024



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. Board Policy 09.36—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. 702 KAR 5:010; 702 KAR 5:060; 702 KAR 5:130; and Board Policy 09.36—Student Transportation in Board-Insured Vehicles, Certified Common Carrier Vehicles, or Private Vehicles

Only board-insured vehicles or appropriately certified common carriers shall be used for transporting students. “Common carrier” is defined as any method of transportation other than a District-owned school bus or board-insured vehicle. Examples of common carriers include school buses owned by other vendors, motor coaches, limousines, trains, riverboards, and airlines. 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 shall be counted in attendance 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 shall 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; Board Policy 09.2241—Student Medications

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 administered to a student on a field trip, a staff member trained in the administration of the medication shall accompany the student on the field trip.

Trained staff must act in accordance with Board Policy 09.2241 Student Medications and take a copy of one or more of the following Administrative Procedure forms on the field trip, as appropriate:

- 09.2241 AP.21 Permission Form for Prescribed or Over-the-Counter Medication
- 09.2241 AP.22 Student Medication Logs
- 09.2241 AP.23 Medication Administration Incident Report

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

Note: See separate section entitled “Health Services for Out-of-County or Overnight Trips” in this document.

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 in limited circumstances. In accordance with Board Policy 09.3, a principal may suspend a student’s eligibility to participate in a field trip, pending investigation of any allegation that the student violated either the District’s behavior standards set forth in the *Student Support and Behavior Intervention Handbook* or the school council’s criteria for participation. 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 the student's inability to pay, a need for health services, or a documented disability. A student with Special Needs Transportation (SNT) specified on the student's Individual Education Plan (IEP) shall be provided SNT on a field trip, or other arrangements shall be made for their transportation.

A school shall provide funding for a student who is eligible for fee waiver. For additional information regarding fee waiver, refer to Administrative Procedure 09.15 AP.1 Student Fees. A parent/guardian may apply for a fee waiver using the JCPS Instructional Fee Waiver Request Form.

A school shall ensure that a student with a disability requiring specialized support services during a field trip is accompanied by an appropriately trained staff member.

A school shall ensure that a student requiring health services or medication administration during a field trip is accompanied by a staff member who has been appropriately trained in the last year. Note: See separate section entitled "Health Services for Out-of-County or Overnight Field Trips" in this document.

For additional information regarding overnight and/or out-of-county field trips and health services, contact the District's Health Services Department at (502) 485-3387.

C. TRAVEL APPROVAL

Field Trips

All field trips must have an educational purpose, must be closely related to the instructional program, and must comply with board policies, District administrative procedures, Kentucky statutes, and Kentucky administrative regulations. 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.

Criteria for Field Trip Approval

A certified or classified staff member who is at least 21 years of age shall accompany students on trips. A field trip permission form signed by a parent/guardian must be obtained for each participating student. Blanket permission forms covering an entire school year are not permissible. Parents/Guardians shall 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.

All chaperones shall be 21 years of age or older. For students in kindergarten through grade eight, one adult chaperone for every ten students is required. For students in grades nine through twelve, one adult chaperone for every 20 students is required. Students shall be accompanied by a chaperone at all times.

A parent or volunteer serving as a chaperone shall have successfully passed a School Volunteer Records Check.

The school principal may approve a field trip when transportation is provided by a JCPS school bus, by a private vehicle, or when students walk to and from the trip destination. If a common carrier will be used for transportation, board approval is required.

Submission of Requests for Field Trips, Athletic Trips, and Extracurricular Trips

An electronic Field Trip Request must be completed for all field trips, athletic trips, and extracurricular trips. The electronic Field Trip Request is accessible on the JCPS website Employee page under the Forms tab.

The electronic Field Trip Request must be approved by the principal and distributed as follows:

- **If a common carrier will be used for transportation, the Field Trip Request will be forwarded to field.trips@jefferson.kyschools.us in Transportation 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.) Transportation Services will place the trip on the board agenda for approval.
- **Out-of-County or Overnight Athletic or Extracurricular Trips Only:** If the trip is an out-of-county or an overnight high school athletic or extracurricular trip, the Field Trip Request will be forwarded to field.trips@jefferson.kyschools.us and, for informational purposes only, to the director of Activities/Athletics, April Brooks, via kim.creek@jefferson.kyschools.us.

Note: A competitive team or program (e.g., Cheer, Dance, Marching Band, Debate) may attend one national competition annually with a maximum of two days of non-school attendance.

- If a trip is an out-of-county or overnight trip, the Field Trip Request will **also** be forwarded to the appropriate assistant superintendent's office for informational purposes only.
- If a trip is an out-of-county or overnight trip, the Field Trip Request will **also** be forwarded to the District's Health Services Department at **(502) 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.)
- Nutrition Services shall be notified of the field trip in order to make adjustments to meal planning for that day. The Sack Lunch Request Form shall be completed and provided to the school's Café Manager at least two weeks in advance of the field trip. If a field trip is canceled, the school shall notify the individuals/departments to which the Field Trip Request has been distributed.

D. TRANSPORTATION

Permissible Modes of Transportation

Transportation for field trips may be provided by a JCPS school bus, a board-insured vehicle, a private vehicle, or a common carrier on a list provided by the District. Students may walk to and from a field trip destination. *Common carrier* is defined as any method of transportation other than a JCPS school bus or private vehicle. Examples of common carriers include school buses owned by other vendors, motor coaches, limousines, TARC, trains, riverboats, and airlines.

Independent Student or Parent/Guardian Transportation to a Field Trip Destination

If a private vehicle is used to transport students, the owner of the vehicle must submit proof of car insurance to the school prior to the trip. With proper parental authorization, a student may transport themselves, but under no circumstances may a student transport another student. If a parent/guardian transports his/her/their own child only or if a student transports himself/herself/themselves, 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.

Vehicle Standards and Transporting Students

- A vehicle that is used to transport students to or from school for a school-related event and is designed to carry ten (10) or more passengers shall meet the Kentucky Minimum Specifications for School Buses.
- A vehicle that is used to transport students to or from school for a school-related event that is designed to carry nine (9) or fewer passengers shall:
 - o Conform to the standards set forth in 702 KAR 5:130;
 - o Be board-owned and insured, or provided by an appropriately insured contractor; and
 - o Be driven by a District employee or contractor.
- All passengers shall be given emergency-evacuation instructions prior to each trip.
- A passenger list shall be given to the driver, and a copy shall be retained in the principal's office.
- The aisle of the bus or vehicle shall be kept clear of all items, such as luggage and coolers. No item shall be inside the bus or vehicle that is not in the possession of or held in the lap of a passenger.
- No bus or vehicle making an out-of-county trip shall carry more than two passengers to a seat.
- Only a student who attends the participating school is permitted to ride the school bus or vehicle; except a middle school student "playing up" on a high school athletic team may ride a bus or vehicle with his/her/their team.
- A JCPS-owned school bus or vehicle may be used for a field trip, athletic trip, or extracurricular trip on a limited basis if the following conditions are met:
 - Vendors on the bid list have been called and no bus is available;
 - The person assigned to drive the JCPS bus or vehicle has been certified by the JCPS Transportation Department;
 - Wages of the driver, if necessary, are paid using school funds; and
 - The one-way travel distance is within a strict 120-mile radius.

If you have questions or need clarification of the above, please contact **Transportation Services** at **(502) 485-3470**.

E. ATHLETIC/EXTRACURRICULAR TRIPS

Travel for interscholastic athletic and extracurricular activities may occur during a summer, fall, winter, or spring break or other intersession with prior approval of the principal and board of education.

A school shall use the JCPS Activities and Athletics Travel Plan Form (to submit schedules for each sport and activity). These forms are available on the JCPS Athletics, Activities, and Academic Competitions webpage and should be scanned to **chequita.holland@jefferson.kyschools.us** in Transportation Services and to **kim.creek@jefferson.kyschools.us** in JCPS Activities and Athletics.

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, vendor bus or vehicle, private vehicle, JCPS school bus or vehicle) 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 electronic Field Trip Request. For questions, call the Activities and Athletics Department at **(502) 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.

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 to submit directly to the student accident insurance company. The school official should also submit the online JCPS Accident Report. A copy of the Student Accident Insurance Claim Form and the applicable instructions can be accessed on the JCPS Insurance Forms webpage at <https://www.jefferson.kyschools.us/business-services-division/real-estate-insurance/real-estate-and-insurance-forms>.

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

In accordance with Board Policy 09.36 Field Trips and Excursion, the administration of medications during field trips shall comply with applicable law, regulation, and medication training developed by the Kentucky Department of Education (KDE).

For all out-of-county and/or overnight field trips and athletic/extracurricular trips, a school shall:

- Send the Field Trip Request Form to JCPS Health Services at **(502) 485-3387** 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. The following information for each student who may need medication shall be included:

—Daily medications

—Medications that may be given on an as-needed basis (including asthma inhalers)

—Emergency medications (e.g., Diastat, EpiPen, Glucagon)

—Other health services the student will or may need

—Whether or not the student is authorized to self-administer medications (e.g., asthma inhalers/EpiPens). Authorization shall be based on the School Health Plan; a completed form, 09.2241 AP.21 Permission Form for Prescribed or Over-the-Counter Medication; or a statement from a healthcare provider.

—Medications the student receives at home that must be administered on the trip (e.g., nighttime medications, once-a-day medications, etc.)

- Hold a meeting with parents/guardians of the students who require health services and determine whether or not the parent/guardian of each child will attend the field trip with his/her/their child. The parent/guardian cannot be required to attend the trip unless the parents/guardians of all students are required to attend.

— During the parent/guardian meeting, ensure that all JCPS Health Services documentation has been completed, including 09.2241 AP.21 Permission Form for Prescribed or Over-the Counter Medication and 09.224 AP.21 Nurse Office Consent for Treatment/Emergency Information 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. For out-of-state field trips in which delegation of medication administration is not allowed, a student may self-administer medication with staff supervision. A statement from a healthcare provider must be on file. Trained staff are responsible to carry and store the medication and should make sure that the student is taking the medicine as ordered.

—Arrangements may include trained, unlicensed school staff accompanying the students on the trip and/or contracting with staff from a nursing agency licensed in the applicable state. There may be a cost to the school related to contract nursing services. Please contact your Health Services Nurse Practitioner for details.

- When students will be traveling outside of the state, the Superintendent/designee shall:

—Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which the students will be traveling; and

—Assign staff to accompany students on the trip to address student medication needs.

The electronic Field Trip Request is accessible on the JCPS website Employee page under the Forms tab. Other field trip forms will be updated as needed. Please refer to the JCPS website to obtain the most current versions.

Field Trip Permission and Release

This Section to Be Completed by the School

School Name: _____

Destination: _____

Supervising Teacher(s): _____

Date(s) of Trip: _____

Method of Transportation: JCPS Compound Bus JCPS Activities Bus Common Carrier Private Automobile(s) Walking

If overnight, specify housing arrangements: _____

The teacher will complete the Sack Lunch Request Form two weeks in advance of field trip.

This Section to Be Completed by the Parent/Guardian

I, the parent/guardian of _____ hereby give permission for him or her to participate in the above-named field trip.
(Student's Name)

In consideration of the advantages of this field trip, I agree to release, indemnify, and hold harmless the Jefferson County Board of Education, its agents, and employees from liability for bodily injury or property damage that might occur during this trip. If my child has a medical condition that requires health services and/or medication(s) while on this field trip, I have communicated those needs to the school personnel.

Meal Service:

- Please provide my child with a sack lunch from the school cafeteria.
- My child does **not** need a sack lunch from the school cafeteria because I will provide one or the field trip includes lunch.

Name of Parent/Guardian: _____ Emergency Contact Number: _____

Signature: _____ Date: _____



FIELD TRIP APPROVAL FORM

All field trips must be approved by the principal.

Field trips using common carriers must then be approved by the Jefferson County Board of Education.

Details of Trip: _____

School Name: _____ Date(s) of Trip: _____

Destination: _____

Educational Purpose: _____

Grade Level: _____ Number of Students: _____

Supervising Teacher(s): _____

Names of Chaperones: _____

Name of Trained Staff Member (for Health Services): _____

Type of Trip Instructional Activities/Athletics (only needed for postseason or previously unscheduled activity or athletic competitions)

JCPS Compound Bus JCPS Activity Bus Walking

Common Carrier (Common Carrier Vendor Name): _____ Charter # _____

Private Automobile(s) Owner's Name(s): _____

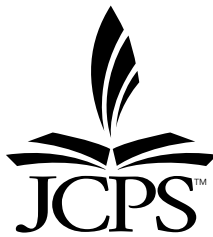
Number of Buses (JCPS or Common Carrier): _____

- Principals must approve field trips. Field trips that use a common carrier must also have Board approval. Field trips must have an educational purpose and must be closely related to the instructional program.
- Field trip permission forms must be obtained for each participating student.
- Nutrition Services must be notified of the field trip to make adjustments to meal planning for the day(s). The Sack Lunch Request Form must be completed and provided to the café manager at least two weeks in advance of the field trip.
- A supervision plan must be established 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 for every ten students is required.
- If transportation is provided by private automobile(s), an employee or volunteer insurance affidavit for each vehicle used must be on file with the JCPS Insurance Office.
- If a student requires medication to be administered during a field trip or requires other health services, you must contact Health Services at **485-3387** prior to approval.

- Please enter all field trips into the electronic system at <https://apps.jefferson.kyschools.us/FieldTrip>. Trips must be approved by the principal by 10 a.m. prior to the due date listed for each Board meeting.
- If the trip is an out-of-county and/or overnight elementary, middle, or high school athletic trip, the principal must also email this form to their assistant superintendent and, for informational purposes only, to the District director of Activities and Athletics.
- For all out-of-county and/or overnight trips, you must also email this form to Health Services at least two weeks prior to the field trip.

I confirm that the above requirements for this trip have been met.

Principal's Signature: _____ Date: _____



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