

Ockerman Elementary Site Based Policy 6.13

Ockerman Elementary School Sponsored Trips

Authorization: The Ockerman Elementary School Council shall establish and develop a set of criteria for the use and approval of school sponsored trips.

Definition: A school sponsored trip shall be defined as those trips that are organized by school personnel, approved by the School Council, administrators, or school board, and are chaperoned by parents and personnel from the school. School sponsored trips do not include non-school aged children.

School sponsored trips shall fall into two categories:

1. Day time field trips in which students and chaperones leave from and arrive back at school in the same school day.
2. Overnight trips which require students and chaperones to stay overnight in a motel, hotel, college dormitory, and/or camp type facility.

Approval: School sponsored trips shall be approved in the following manner:

1. Sponsors of day time field trips shall complete a Field Trip request form and submit to the Assistant Principal for approval. Upon completion of the form, the Principal or Assistant Principal shall approve or not approve the field trip. (School sponsored trips must adhere to Boone County Board of Education Policy.)
2. After initial permission for the field trip has been granted, a Transportation Request form needs to be completed and submitted to the Assistant Principal.
3. Sponsors of overnight trips shall complete a Transportation Request form and submit to the School Council who shall approve or not approve the overnight trip. The form shall be submitted to Council no later than the monthly meeting prior to the overnight trip. The form must be submitted at least thirty (30) days prior to the trip taking place.
4. The sponsor must also fill out a Field Trip Checklist as the planning process and submit to the Assistant Principal prior to the actual field trip taking place.
5. Ockerman Elementary School Sponsored Trips will also adhere to Boone County Board of Education Policy #09.36 (attached).

Chaperones: School personnel and chaperones shall supervise students on all school sponsored trips. Chaperones shall be defined as adults twenty-one (21) years of age, or older, with a completed, approved, and current background check on file, and completion of the on-line volunteer training

The student to chaperone ratio for overnight trips shall be as follows:

1. No more than four (4) students to one (1) chaperone for overnight trips involving primary students.
2. No more than five (5) students to one (1) chaperone for overnight trips involving intermediate students four [4] and five [5].

If the student to chaperone ratio is not met by the cancellation date in the contract with the organizing group, or the ratio has not been approved by the Principal, then the trip shall be cancelled.

School sponsored trips subject to School Board approval, shall be subject to guidelines established by Boone County Board Policy concerning guidelines for chaperone and supervision.

Discipline: Students shall be subject to all behavior and discipline policies and procedures as determined in Ockerman Elementary School Policy, Ockerman Site Based Council, Boone County Board Policy, and Kentucky Statutes and Administrative Regulations.

Guidelines and Permission: Parents and/or Legal Guardians shall sign a permission form permitting their child to attend all school sponsored trips. The permission form for overnight trips shall include a paragraph stating that guidelines for overnight trips are understood by and will be followed by both parent/legal guardian and the student.

Policy 6.13 of the Ockerman Elementary School Council's Policies was adopted on May 18, 2017 and signed by the following Council members:

<u>Jordan Farmer</u>	<u>[Signature]</u>
<u>Brittany Bramlage</u>	<u>_____</u>
<u>Katie Lynch</u>	<u>_____</u>
<u>[Signature]</u>	<u>_____</u>
<u>Erin Henson</u>	<u>_____</u>

SBDM Secretary:

[Signature]
Susan Bell

School-Related Student Trips

APPROVAL PROCEDURE

- A. The school Principal shall have the authority to give prior approval to school-related curricular trips that fall into the following categories:
1. In-county curricular, one instructional day trips using school bus or private automobile; and
 2. Out-of-county curricular, one instructional day trips using school bus or private automobile.
- B. Superintendent or designee approval is needed for the following categories of trips:
1. Overnight trips;
 2. Trips of more than one instructional day time period; and
 3. Co-curricular/Extracurricular trips.
- C. Board of Education approval is needed for all trips taken by common carrier.
- 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.¹

Trips taken during the summer months will not be approved by the Board of Education unless directly related to the District's program of study.

Privately organized or operated trips for students shall not be considered a school-sponsored or school-endorsed trip. All publications must convey this fact clearly and conspicuously.

CRITERIA FOR APPROVAL

Approval for field trips shall be contingent upon the following requirements being met:

- A. Curricular Trips-those student trips directly related to the classroom curriculum;
1. The field trip must be educationally justifiable;
 2. All students desiring to participate are permitted to do so; and
 3. No student shall be denied the opportunity to participate because of finances.
- B. Co-curricular (related to classroom curriculum) or Extracurricular trips (trips not related to classroom curriculum);
1. Academic
 - a.) All co-curricular (academic-related) field trips, contests or competitions (non-athletic) must be approved by the Assistant Superintendent (i.e. speech and debate, choral, band, Quick Recall, Future Problem Solving, newspaper, yearbook).
 - b.) No school instructional time may be lost for travel to or from an academic-related field trip, contest, or competition (except KDE sanctioned activities).
 2. Athletics/Extracurricular
 - a.) For high schools, all athletic-related contests or extracurricular competitions must have the prior approval of the athletic director at each school.
 - b.) For middle and elementary schools, all athletic-related contests or extracurricular competition must have the prior approval of the Principal.

School-Related Student Trips**CRITERIA FOR APPROVAL (CONTINUED)**

- c.) These field trip requests must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA).
- d.) No school instructional time may be lost for travel to or from any regular interscholastic athletic contest.
- e.) Teams may attend one (1) national extracurricular competition per school year with a maximum of two days of non-school attendance.

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

DRIVERS/PRIVATE VEHICLES

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. 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.²

Students shall be allowed to travel to or from school-related activities in properly insured private vehicles in accordance with the following requirements:

1. Group, class or team sponsors shall obtain prior approval from the Principal;
2. Parents/Guardians of students shall be notified in writing that their children are to be transported in private vehicles and must give written approval;
3. Drivers shall be required to provide evidence of adequate insurance coverage;
4. The Principal shall give written notification to drivers, including employees, that their personal insurance will provide liability coverage in case of an accident; and
5. While a student may transport himself/herself with proper parental/guardian approval, **UNDER NO CIRCUMSTANCES MAY A STUDENT TRANSPORT ANY OTHER STUDENT IN CONNECTION WITH A SCHOOL SPONSORED EVENT.**

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 old². Supervision of field trips shall require at least an adult chaperone for every ten (10) students involved in the school-sponsored trip. All chaperones must meet all statutory requirements for school volunteers including background checks.

REMOVAL OF STUDENTS FROM TRIP

If it is determined that a student should be removed from a school-related trip for disciplinary reasons, the student's parent shall be contacted. The following options will apply, at the discretion of the supervising faculty and the consent of the parent;

1. Having the student returned home accompanied by a chaperone;

School-Related Student Trips**REMOVAL OF STUDENTS FROM TRIP (CONTINUED)**

2. Having the student remain on the trip but not participate in any activities and be under close supervision of a faculty member; or
3. Picking up the student at the location of the trip.

Upon completion of the trip, the supervising faculty member shall notify the Principal of the incident involving the student and appropriate disciplinary action shall be taken.

POST APPROVAL BY BOARD

In extraordinary cases involving extenuating circumstances which prevent obtaining prior Board approval for common carrier trips, the Superintendent is authorized to give approval, provided full details are made available to the Board at the regular Board meeting immediately following such trips.

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/Guardians are to be informed of the nature of the trip, the planned 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:

¹KRS 156.153

²KRS 161.185

KRS 158.110, KRS 158.838, KRS 160.340, KRS 189.125, KRS 189.540

702 KAR 1:160, 702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:060

702 KAR 5:080, 702 KAR 5:130, 702 KAR 7:125

RELATED POLICIES:

03.1321; 03.2321; 09.15; 09.122; 09.221; 09.2241

Adopted/Amended: 8/11/2016

Order #: VI.A.B

How to Plan a Field Trip

1. Print out a Field Trip Request form and submit to Chris Ritzi.
2. After approval, print out the Transportation Request form and submit to Chris Ritzi.
3. Print out the Checklist for Field Trips found in the *Forms* section of OES Sharepoint.
NOTE: This will be your guide through the paperwork/permission process.
4. Use the *Field Trip Mileage Chart* (under *Policies and Procedures* in OES Sharepoint) to determine your transportation costs and admission costs before asking for field trip money.
5. Send out Permission slips; any student that does not return a signed permission slip will not be permitted to attend the field trip.
6. Collect money daily and turn into Mrs. Bell.
7. Prior to the actual Field Trip, sign and return Field Trip Checklist to Chris Ritzi to ensure that all protocol has been followed.

FIELD TRIP REQUEST FORM

Name of School: _____

Date of Field Trip: _____ This is field trip number: 1 2 3 4 (circle one) for the year.

Name and location of Field Trip: _____

Grade Level _____ # Students Attending: _____ Est. Trip Total: \$
(Tickets + Trans. \$ from Elec. Trans. Form)

Volunteer Chaperones Attending: _____ # Staff Members attending: _____

What form of transportation will be used? School bus Charter bus Private automobile Walking

Have field trip rules been explained to the students and chaperones? YES ___ NO ___
Are there students being denied the right to attend due to finances? YES ___ NO ___
Does this trip comply with Title IX equity issues? YES ___ NO ___

Educational Purpose of the field trip: What standards are addressed? How is this an extension of classroom activities? What follow up activities will take place? What types of assessment will take place to measure learning?

Please check the appropriate box:

<input type="checkbox"/>	To be used for 1 (one) day trips using school bus or private automobile.* <u>NEEDS PRINCIPAL APPROVAL ONLY.</u> PLEASE SEND ALL FORMS TO DISTRICT OFFICE.
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<input type="checkbox"/>	To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips. TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.
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<input type="checkbox"/>	To be used for trips taken by common carrier. TO BE APPROVED BY THE BOARD OF EDUCATION.
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NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: _____

Principal Signature: _____ Date Approved: _____

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

FIELD TRIP REQUEST FORM
****DAY/NIGHT/WEEKEND TRIPS ONLY****

SCHOOL REQUESTING TRIP _____ TODAY'S DATE _____

REQUESTED BY (SPONSOR) _____ FIELD TRIP DATE _____

CONTACT # FOR SPONSOR (REQUIRED) _____

FIELD TRIP LOCATION (SPECIFIC ADDRESS) _____ CITY _____ STATE _____

FACILITY/BLDG NAME _____ PHONE # _____

FUNCTION TYPE _____ EQUIPMENT BUS NEEDED? YES OR NO

******BUSES ARE AVAILABLE FROM 9:00 AM – 2:00 PM AND AFTER 4:30 PM MONDAY – FRIDAY AND ANYTIME ON SATURDAY AND SUNDAY OR "NO SCHOOL" DAYS**

******ANY REQUEST OUTSIDE OF THE TIMES LISTED ABOVE WILL NEED TO BE SUBMITTED TO THE DEPUTY SUPERINTENDENT FOR APPROVAL.**

******BUSES ARE NOT AVAILABLE FOR DEPARTURE BEFORE 9:00 AM ON SCHOOL DAYS TO ALLOW FOR COMPLETION OF MORNING ROUTES**

LOAD/DEPARTURE TIME AT SCHOOL _____ AM OR PM

LOAD/DEPARTURE TIME AT EVENT LOCATION _____ AM OR PM - RETURN TIME TO SCHOOL _____ AM OR PM

****** BUSES MUST RETURN TO SCHOOL BY 2:00 PM ON SCHOOL DAYS TO ALLOW FOR AFTERNOON ROUTES**

TOTAL # OF PASSENGERS (max 46 per bus) _____ # OF BUSES REQUESTED _____ (INCLUDE EQUIP. BUS)

OF STUDENTS _____ # OF CHAPERONES/TEACHERS _____

IS THIS TRIP FOR PRE-SCHOOL OR SPECIAL NEEDS? YES OR NO – IF SO, WILL YOU NEED MID-DAY TRANSPORTATION FOR YOUR STUDENTS? AM CLASS _____ PM CLASS _____ PLEASE INDICATE BY "X"

WILL YOU NEED A LIFT BUS FOR THIS FIELD TRIP? YES OR NO

IS THIS TRIP FOR KINDERGARTEN? YES OR NO – IF SO, WILL YOU NEED MID-DAY TRANSPORTATION FOR YOUR STUDENTS? AM CLASS _____ PM CLASS _____ PLEASE INDICATE BY "X"

IS THIS TRIP A DROP OFF AND PICK UP? YES OR NO

******DROP OFF AND PICK UP INDICATES THAT YOU WILL BE DROPPED OFF AT THE REQUESTED LOCATION AND THE BUS WILL RETURN TO THE TRANSPORTATION DEPARTMENT UNTIL YOUR REQUESTED TIME FOR PICK UP**

******ROSTER MUST BE AVAILABLE AND KEPT WITH EACH BUS/CHAPERON IN CASE OF EMERGENCY**

******TRIP REQUESTS ARE REQUIRED 10 WORKING DAYS IN ADVANCE OF REQUESTED DATE**

- A PASSENGER ROSTER MUST BE KEPT ON THE BUS FOR ALL RIDERS
- A FACULTY/ADMINISTRATOR/CHAPERON MUST ACCOMPANY STUDENTS (MINIMUM OF ONE TO EACH BUS) ON ALL SCHOOL SPONSORED TRIPS
- THERE SHALL BE NO EATING OR DRINKING ON THE SCHOOL BUS
- PLEASE REFERENCE YOUR PRINCIPALS GUIDE FOR ITEMS PERMITTED TO BE TRANSPORTED WITH STUDENTS ABOARD. ***YOU MAY NEED AN EXTRA VEHICLE TO TRANSPORT ANY ITEMS NOT PERMITTED PER STATE REGULATIONS

TRIP AUTHORIZED BY _____ PRINCIPAL SIGNATURE REQUIRED DATE _____

*******INCOMPLETE REQUESTS WILL NOT BE PROCESSED AND RETURNED FOR COMPLETION*******

TRANSPORTATION OFFICE USE ONLY - CONFIRMATION OF TRIP REQUEST

CONFIRMED BY _____ DATE _____

CONFIRMATION SENT TO _____ DATE _____

**OCKERMAN ELEMENTARY SCHOOL
CHAPERONE FIELD TRIP CODE OF ETHICS AND RULES**

Ockerman Elementary School Adult chaperones are responsible for the safety, direction, and well-being of OES students.

With this philosophy as a guide, OES has the following expectations for our Adult Chaperones (21 years or older).

Chaperones are:

- A) Responsible for the students assigned to them from the beginning of the field trip until the students return back to school.
- B) To refrain from consuming alcohol of any kind during the field trip.
- C) **To refrain from tobacco use of any kind during the field trip.**
- D) To refrain from use of cell phones or other electronic devices while supervising or in the presence of students.
- E) Not to take photos/videos of students and post on social media/internet.
- F) To be familiar with the OES STAR behavior expectations as these trips are extensions of the educational process.
- G) To take initiative and remind students to follow their STAR behavior expectations; notify the teacher if STAR behavior is not being followed.
- H) To expect the utmost in obedience, courtesy, and respect from the students in their group; anything else is unacceptable.
- I) To honor the teacher's request(s).
- J) To return promptly to the buses and at the scheduled time.

Ockerman Elementary greatly appreciates all of your assistance and compliance with the chaperone Code of Ethics and Rules.

Violation of the Code of Ethics and Rules can result in any or all of the following:

- o Being relieved of his/her duties and being requested to leave the OES Field Trip.
- o Not permitted to chaperone any future field trips

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I, _____, understand and will fulfill the responsibilities of
(print name)

chaperoning the _____ and have a valid background check
(place of field trip).
on file at Ockerman Elementary.

Parent/Guardian Signature: _____

Date: _____

.....
Return to Classroom Teacher

Checklist for Field Trips at Ockerman Elementary School

Once the field trip has been approved by the Principal/Assistant Principal, please check-off items as completed and return this sheet to Mr. Ritzi one day prior to the field trip taking place. Each teacher will need to complete this form unless the entire grade level is participating. If the entire grade level is going on the trip, then the trip coordinator will complete this form.

Teacher or Grade Level Coordinator: _____

Date of trip: _____

Location of field trip: _____

BUS

_____ Bus has been reserved and confirmed at least 10 days prior to the trip and Transportation Estimate has been given to Secretary for P.O. entry. Reconfirm with Transportation 24 hours prior to trip.

_____ Preschool/Kindergarten: Bus garage notified of NO mid-day bus routes.

CAFETERIA

_____ Cafeteria has been informed of date and/or items needed (if lunch will be affected)

_____ Mr. Ritzi has been notified that a lunch schedule change will be needed.

SPECIAL AREAS

_____ All Special Area teachers have been informed of the field trip (if the class will not be in specials for that day; don't forget library check-out).

OFFICE

_____ Information letter to parents left in office.

_____ Field Trip Chaperone* List must be sent to Mrs. Geis in the office.
*(*Background checks must be on file and volunteer training completed.)*

_____ Field trip permission forms will be left in office prior to leaving.

_____ Purchase Order has been entered by Secretary at least 7 days prior to trip.

_____ Cell phone number(s) for the coordinator(s) has been left with Mrs. Geis.

_____ Office has been notified of any schedule changes.

FIRST AID

_____ FAR has been asked if any students require medication while on trip.

_____ Nurses have been notified if the field trip is out of state or overnight.

CHAPERONES

_____ Chaperone rules have been given to all parents attending the trip, signed, and returned to the teacher.