FLOYD COUNTY SCHOOLS
ENGAGE - EMPOWER - EQUIP
Every - Child - Every - Day

SUPERINTENDENT
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Agenda Item (Action Item): Approve the second reading of a BOE policy requiring parent or guardian authorization for all students, regardless of age, to check out during the school day. Additionally, the policy requires an attempt be made to contact the parent/guardian of an eighteen-year-old before he/she can check out during the school day. This requirement will remain in effect until the student is officially withdrawn from the district, emancipated by court order, or has graduated.

Applicable State or Regulations: Board Policy 01.11 General Powers and Duties of the Board.

Fiscal/Budgetary Impact: None

History/Background: The current policy does not explicitly address students who are eighteen years of age, creating ambiguity in its interpretation and enforcement. By requiring parent or guardian authorization for all enrolled students, regardless of age, the district will ensure consistent policy application, reinforce student safety, and further support the district's risk management and liability protections.

Recommended Action: To approve as presented.

Contact Person{s): Ted George, Assistant Superintendent (606)886-2354

Ted George
Assistant Superintendent

Tonya H. Williams
Superintendent

Date: October 23, 2028

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.

School-Related Student Trips

EXTENSION OF CLASSROOM

The Board endorses school-related curricular and co-curricular trips of significant educational value and aligned to the state and local courses of study and the Comprehensive Improvement Plan. Such trips are to be an extension of the regular classroom work and an integral part of the educational program.

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

PURPOSE

Field trips make students appreciate the relevance and important of what they learn in the classroom. The purpose of these trips may include, but not be limited to:

- Content
- Socialization
- Community Involvement/Instruction

FIELD TRIP

A field trip is a visit to a place outside the regular classroom designed to achieve certain objectives which cannot be achieved as well by using other means and is any trip away from the campus by a group of students supervised by a faculty member/school personnel.

CATEGORIES OF FIELD TRIPS/CRITERIA

Curricular Trips-Curricula field trips provide students the opportunity to deepen, broaden, and integrate their knowledge of Kentucky's Academic Standards. Out-of-classroom experiences should provide rich opportunities for students to establish differences as well as connections/relationships among various core concepts. As a result of the field trip experience, students will be able to analyze and synthesize content knowledge at higher performance levels-specifically performance descriptors that can be found in the proficient and distinguished range of assessment. These field trips should provide classroom teachers the opportunity to engage students in higher levels of thinking as well as an interdisciplinary approach to content.

1. Select the concepts of objectives to be taught on the trip.
2. Identify a site which will help students achieve the desired objectives. Principals, SBDM councils and trip planners need to take into consideration the economic/financial means of the families and communities when making decisions about the proposed sites for these trips. If the same objectives can be achieved at closer or less expensive sites, consideration should be given to these alternatives.
3. Prepare lesson plans and assessments that will implement objectives as well as measure the effectiveness of student learning. Identify core content to be covered and performance descriptors to be targeted.
4. Plan an agenda.
5. Identify funding source.

School-Related Student Trips

CURRICULAR TRIPS (CONTINUED)

6. Obtain school approval: discuss with Principal and other school staff.
7. Acquire parental approval.
8. Seek Board approval if needed.
9. Prepare students for the experience of the trip: laying necessary groundwork, reviewing necessary objectives and outcomes.
10. Arrange for logistics of trip: food, chaperones, transportation, and equipment.
11. Engage in student assessments after field trip has been completed/share results with other interested staff.
12. A feedback form shall be completed on-line at the end of each trip in order to facilitate other planning of future trips.

Co-curricular-those student trips that are related to the classroom curriculum

1. All co-curricular (academic related) field trips, contests or competitions must be approved by the SBDM council, Principal and the Director of Instruction (i.e. speech and debate, drama club, future problem solving, Beta Club, newspaper/yearbook, etc.)
2. No school instructional time may be lost for travel to or from a co-curricular field trip, contest, or competition without approval of the school Superintendent.

Athletics/Extracurricular

1. For high schools, all athletic-related contests or extracurricular competitions must have the prior approval of the athletic director/Principal at each school.
2. For middle and elementary schools, all athletic-related contests or extracurricular competitions must have the prior approval of the Principal.
3. The field trips must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA) and/or the Floyd County Schools policy and the criteria within the policy.
4. No instructional time may be lost for travel to or from any regular interscholastic athletic contest **unless a "special" circumstance arises in which the school Superintendent/district designee can grant permission.**
5. Our-of-state and trips that require the use of commercial carriers require Superintendent/Board approval.

FIELD TRIP REQUESTS

Field trip requests shall be approved by the Principal prior to forwarding the request to the Central Office for approval by the Director of Instruction for the school. If the trip is to be out-of-state, requests shall be submitted to the Central Office by the Principal at least ten (10) calendar days prior to the Board meeting.

All trips that require approval by the Superintendent and the Board of Education shall be submitted and approved before fund-raising/planning begins for that trip.

School-Related Student Trips

TRANSPORTATION ARRANGEMENTS

Arrangements for school system transportation shall be made by the Director of Transportation after the trip request receives approval of the Director of Instruction. Out-of-state trips must be approved by the Board.

The transportation of students on regular daily routes shall receive first priority before the assignment of buses for school-related trips. School-sponsored trips requiring the use of a school bus shall be limited to a 275-mile radius.

DRIVERS/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.[1]

The Board recognizes that while participation in co-curricular or extra-curricular activities is a privilege and not a right for students, it is not the desire of the Board to place an undue burden on either the student or the parent/guardian of the student who participates in such activities. The Board fully accepts responsibility for the supervision and safety of students participating in Board sponsored events or activities and believes that responsibility begins when students enter the grounds of a Board owned facility to participate or when the student boards transportation provided by or approved by the Board to an off campus or "away" game or event or when the school coach or sponsor receives the student from the parent or guardian at any event site that is not controlled by the Board.

Where the Board provides transportation to and from off-campus or "away" games or for other school- or District-sponsored activities or events, participating students must use Board-provided or -approved transportation, unless they are released from the requirement by the Superintendent or designee due to circumstances that can reasonably be regarded as placing on undue burden for participation on the student or the parent/guardian of the student. It is the expectation of the Board that release from the student transportation requirement shall not conflict with the authority of a coach to require members of a school team to travel together to a competition. The release will be considered or granted for a student traveling to/or from an event with the parent/guardian of the student or an individual on the school checkout list with written parental consent.

If there is one (1) child that is attending an event, then the parent has the option of transporting the child. The parent must sign a waiver before this can occur.

SUPERVISION

A certified or classified staff member must accompany students on each vehicle and/or bus 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]

The staff member accompanying students on the trip shall supervise students upon return until all students are picked up by a parent or guardian.

The Principal shall approve all chaperones who will be responsible for the behavior of the passengers. The number of chaperones, each of whom shall possess a satisfactory crime check and be approved by the Principal, shall be sufficient to supervise the number and maturity level of students in comparison to the purpose and location of the trip.

School-Related Student Trips

MEDICATION

If prescribed medications must be taken during the trip, the student shall place such medications (along with a card on which the student's name, instructions for dosage, and emergency information/contacts are written) in a see-through bag and shall give this bag to the person in charge of the trip.

Administering of medications during field trips shall be in accordance with Board policy 09.2241 and associated procedures and 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.

REMOVAL OF STUDENT FROM A 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 parent shall be given the following options from which to choose:

- Have the student returned home accompanied by a chaperone;
- Having the student remain on the trip, but not participate in any activities and be under close supervision of a faculty member/chaperone; or
- Picking up the student at the location of the trip.

INSURANCE

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

CERTIFICATED COMMON CARRIER SERVICE

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]

Verification of the certification and insurance standards of a certificated common carrier shall be determined by the Director of Transportation before a request for approval is made to the Board.

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.

School-Related Student Trips

REIMBURSEMENT

The individual schools shall reimburse the Board at the rate required by the Kentucky Department of Education for the Board-approved use of vehicles by athletic teams or other student groups representing the school system.

REFERENCES:

[1]KRS 156.153
[2]KRS 161.185
[3]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: 7/25/2022
Order #: 20091