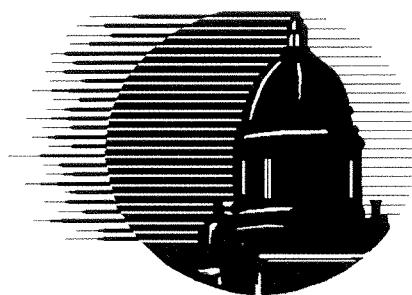


# Field Trip Handbook and Forms

Frankfort Independent  
Schools



# ***Frankfort Independent Schools***

## **Field Trip Manual**

**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.**

### **Board Policy 9.36**

It is the intent of the Frankfort Independent Board of Education that the instructional program be supplemented by school-related student trips. School-related trips shall include both trips that are sponsored by the school district and trips that are sponsored by another organization but the student's participation is based on being enrolled in Frankfort Independent Schools and the trip is endorsed by the District. Students may be charged fees for school-related trips in accordance with Policy 09.15. Approval for trips that interrupt the school day shall be granted only when trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction (See 702 KAR 7:125).

### **Board Policy 09.15**

#### **Board Approval Required**

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. Fees collected for a specific purpose shall be used for that purpose only.

#### **Inability to Pay**

No child shall be denied full participation in any educational program including field trips due to an inability to pay for, or rent, necessary instructional resources.

#### **Waiver of Fees**

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

## **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.

## **KRS 158.070 Extracurricular Participation**

Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

### **Supervision**

Each school-related trip shall be supervised by a sufficient number of chaperones to ensure the safety and well-being of students. The Principal shall determine the number of chaperones needed and shall designate one chaperone as the individual responsible for the trip. No individual shall serve as chaperone unless approved by the Principal.

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a non-faculty coach or a non-faculty assistant may accompany students as provided in KRS 161.185. Persons designated to accompany students shall be at least twenty-one (21) years old. Overnight trips shall include at least one male chaperone and one female chaperone if there are both male and female students participating on the trip. Chaperones that are not employees of the District shall be subject to a criminal history records check in accordance with Policy 03.6.

The chaperone responsible for the trip shall complete required forms in a timely way to secure the necessary administrative, Board, and parent approvals, shall arrange for transportation, and shall provide parents with information about the trip. Note that as used in this policy, "parent" shall refer to the legal guardian of the student.

### **Principal to Approve**

The school Principal shall have the authority to approve school-related day trips that fall into the following categories:

1. all regularly scheduled athletic events;
2. all athletic trips which are part of a tournament or playoff in which the school is a participant;and
3. all school-related trips made within a 150-mile radius of the school in the state of Kentucky;

Prior approval of the Principal is required for all school-related trips. The Board shall be regularly informed of any trip falling within these guidelines.

### **Board to Approve**

Any school-related trips not falling within the guidelines above, including all overnight trips, and out-of-state trips regardless of distance, require prior Board approval. Until the Board has approved such a trip, there shall be no commitment of funds for expenses including deposits on fees, lodging, and transportation expenses.

## **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 to Approve**

The chaperone responsible for the trip shall inform parents of the nature of the trip, the approximate departure and return time, means of transportation, and any other relevant information. Parents shall give documented approval for students to participate in school-related student trips on the field trip permission form other than trips accomplished by walking.

## **Transportation**

Board insured vehicles or appropriately certificated common carriers shall be used for transporting students. Use of certificated common carrier service for school-related student trips 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, in accordance with 702 KAR 5:060 and KRS 158.110 (1). Private vehicles may only be used with prior approval of the Superintendent. District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of district-owned vehicles shall be in compliance with KRS 189.540 and operation of such vehicles shall be in compliance with KRS 156.153 and administrative regulations.

Students shall be transported to events away from school property in district-owned vehicles round trip between school and event. The return trip allows a continuing educational experience after the event. Exceptions to this return trip requirement shall be at the discretion of the Principal and shall be made in writing in advance of the trip. This does NOT apply to athletic events or events where the parent is in attendance at the event i.e. chorus/band events, etc. and wishes to take their child(ren) with them. In this case, school personnel in charge of the event (coach, sponsor) will have the parent/guardian sign out the student(s) who will not be returning with the group.

**FRANKFORT INDEPENDENT SCHOOL DISTRICT  
OVERNIGHT TRIP AND/OR OUT OF STATE TRIP REQUEST**

Up-dated 10/22/03

Person making request: \_\_\_\_\_ Group making request: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Purpose of trip / benefit to students: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Students participating: \_\_\_\_\_ Number of Adults participating: \_\_\_\_\_

Sponsor(s) and/or Chaperone(s): (List all) \_\_\_\_\_

\_\_\_\_\_

Overall cost of trip: \_\_\_\_\_ Cost per student: \_\_\_\_\_ Actual Student Cost: \_\_\_\_\_

What portion paid by sources other than student? (List sources) \_\_\_\_\_

\_\_\_\_\_

Safety issues /concerns: \_\_\_\_\_

Comments: \_\_\_\_\_

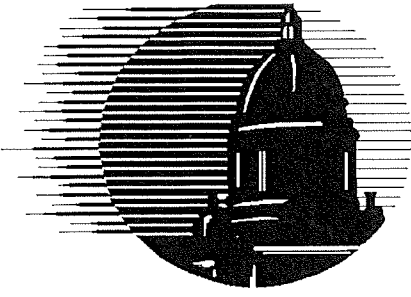
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach the following:**

1. Itinerary
2. A list of all students participating (must be provided by the day of departure).
3. Bus request if transportation will be needed.

For Office Use:	
Date Received: _____	Date Approved: _____
Superintendent's Signature: _____	



Frankfort Independent Schools  
*Students Today – Leaders Tomorrow*

959 Leestown Lane  
Frankfort, KY 40601  
Phone: 502-875-8661 Fax: 502-875-8663

Dr. Houston Barber, Superintendent

STUDENT PARTICIPATION CONTRACT – FIELD TRIPS

Frankfort Independent Schools believe that students learn and gain valuable experiences when they are allowed to participate in extra/co-curricular field trips. It is also a great time for students to gain knowledge in responsibility and proper behavior. To be sure that students are aware of expectations they must sign a contract acknowledging behavior guidelines and potential consequences before they are allowed to travel overnight on a school sponsored field trip.

Following is a list of behavioral expectations:

- All board and school policies still govern student behavior while on a school sponsored field trip.
- Students will adhere to all curfew and meeting requirements put forth by the lead chaperone whether that is a teacher, coach, or club sponsor.
- Prescription medicines must be stored with a chaperone with explicit directions from the parent on dosages and times.
- The possession or use of any alcohol or tobacco while on the trip is expressly prohibited.

Failure to adhere to any of these conditions (or any added by the chaperone) may lead to the entire group returning to Frankfort. If only the student is outside of compliance and returns to Frankfort, it will be at the parent/guardian expense. Failure to adhere may also result in loss of opportunities for future trips and further discipline upon returning to school.

Thank you for taking the time to consider these conditions and we hope that all students participating in this field trip have a wonderful experience.

GROUP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATE(S) OF TRIP: \_\_\_\_\_

CHAPERONES: \_\_\_\_\_

I have read the above contract and am comfortable with the conditions for my student to participate in this field trip.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read the above contract and I will adhere to the conditions necessary for my participation in this field trip.

Student's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Frankfort Independent Schools**  
**Field Trip/School Activity Chaperone Expectations**

Volunteering to be a chaperone is not only a needed and welcomed service but can be a rewarding experience. This can be accomplished if everyone understands the expectations including the fact that the trip is for the students.

**EXPECTATIONS**

Chaperones shall do the following:

1. **Submit to a criminal records check if requested for this trip/school activity;**
2. **Take directions from the staff member in charge;**
3. **Appear outside your hotel room appropriately dressed (e.g. pajamas, robe, or other sleep attire are not appropriate);**
4. **Refrain from the use, purchase, or possession of alcoholic beverages or controlled drugs at any time. Our students are expected to follow a zero tolerance to drugs and alcohol at all school functions, thus, the same expectations are set for chaperones;**
5. **Refrain from smoking, chewing tobacco, or using snuff at any time in the presence of any student;**
6. **Only be in a student's or chaperone's room in the presence of another chaperone (exception is parent with his/her own child);**
7. **Stay with the group at all times. To leave the group requires permission of the staff member in charge of the trip/school activity;**
8. **Understand that violation of this code of expectations could end your participation as a chaperone and forfeit any previous contract made for the trip/school activity including transportation; and**
9. **Understand that when chaperoning a bus trip, it is my duty to ensure that the aisles and emergency exits are kept clear and that the person nearest the emergency exit(s) knows how to operate the emergency exit. When feasible, the person nearest the emergency exit should be a chaperone.**

*I shall behave at all times as a lady or gentleman, refraining from actions that might bring discredit upon myself, the school, or other chaperones and do agree to the expectations set forth in order for me to provide the service of chaperon on the:*

\_\_\_\_\_ trip/school activity.

Chaperone signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #'s: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

***Frankfort Independent Schools***  
**Volunteer Records Check Procedure**

All volunteers that intend to accompany teachers/staff on field trips must submit the Volunteer Records Check online.

Follow these procedures:

- Go to the Frankfort Independent Schools' website:
  - [www.frankfort.k12.ky.us](http://www.frankfort.k12.ky.us)
  - Scroll down on the left side and click on the "Employment" tab.
  - Under "Job Listings" go to "District Volunteer."
  - Click "Apply" then click "Apply For This Position."
  - Complete the form and "Submit."
- It may take up to five (5) days to receive approval.



**Frankfort Independent Schools**

**Field Trip Permission/Medical Release Form**

(to be signed by parent/guardian and returned to school staff member responsible for trip)

Student's Name \_\_\_\_\_

*Last Name*

*First Name*

*Middle Initial*

School: ELA   SSS   FHS   CCP (circle one)      Grade: \_\_\_\_\_

Class/Team/Group Taking Trip: \_\_\_\_\_

Field Trip Date(s): \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Destination: \_\_\_\_\_

Cost to Student, if applicable: \$ \_\_\_\_\_

I hereby give permission for my child to participate in the above-mentioned school-related student trip.

In addition, in the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of the child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of the child.

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

**PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER OR OTHER SCHOOL STAFF RESPONSIBLE FOR THIS  
FIELD TRIP**



DATE: \_\_\_\_\_

Name of Trip (organization and destination) \_\_\_\_\_

Chaperone \_\_\_\_\_

Bus Driver \_\_\_\_\_

TASK	Chaperone/ Coach	Driver
Pre Walkthrough		
Discussion of Food Permissibility		
Participant Emergency Address List		
Pre -Departure Attendance Count		
Discussion on Participant Expected Behavior		
Post Event Attendance Check – modify roster that was originally given to bus driver, removing kids who left w/parents. **Verify with Parent Sign out Sheet		
Post trip Walkthrough and Clean up		
Sign Bus Driver Trip Form		
Post Event – Attendance – verified with parent sign-out form		
Parent Sign out sheet completed		
Sign out sheet submitted to AD		
This form scanned and submitted to AD/Asst. Prin. by the coach or chaperone (it is not left with the driver)		

Chaperone/Coach Signature \_\_\_\_\_

Bus Driver Signature \_\_\_\_\_

The following requirements must be met before transportation can be provided:

- Passenger List with emergency contact information given to driver.
- Permissibility of Food discussed prior to departure.
- Informal bus walkthrough by coach, sponsor, or chaperone.
- Attendance taken and expectations discussed with students.
- Coaches, Chaperones, or Sponsors spread throughout the bus.

Pre and Post Trip Responsibilities:

- Coaches, chaperones, and designees are responsible for participant behavior, if the Driver must intervene; the driver's decision is final. One coach should sit near driver and be in conversation with driver about behavior.
- If food is permitted the Participants, Coaches, Chaperones, or Sponsors must remove all trash from the bus and dispose of it properly.
- If allowing parents to sign participants out, a sign out sheet must be completed, listing student and guardian name, phone number, and signature line.
- Transportation form, provided by the driver, signed by Coach/Sponsor/Chaperone.

Follow-Up Responsibilities:

- Parent sign out sheet copied and given to the school's Principal or Athletic Director. (Scanned and emailed is acceptable)
- This form completed and returned to Principal or Athletic Director. (Scanned and emailed is acceptable)

## Field Trip

### Teacher Checklist

<b>Field Trip Request Form</b> Completed and Returned to the Principal/Designee One (1) month in advance if Board approval needed (at a regularly scheduled Board meeting)
<b>Field Trip Permission/Medical Release Form</b> Signed by all Parents/Guardians Collected and kept with school personnel responsible during trip One (1) week in advance
<b>List of students going on trip copied to Principal, School Secretary, <u>Food Services Director/Cafeteria Manager</u>, Bus Driver</b> One (1) week in advance
<b>Vehicle Request Form</b> Completed and returned to School Secretary to fax to Central Office One (1) week in advance
<b>Copies of student information sheets compiled for use during trip (Infinite Campus or Registrar's Office)</b> School personnel on trip must have a sheet for each student going on the field trip to include: (1) parent contact information and (2) medical information. By date of trip
<b>Signed Student Participation Contract for <u>Overnight</u> Field Trips</b> Collected and kept with the teacher during the trip. One (1) week in advance
<b>Signed Chaperone Guidelines for <u>Overnight</u> Field Trips</b> Signed and kept with teacher during trip One (1) week in advance
<b>Verify all forms have been signed and approved</b> Keep copies on file for your records.

## Field Trip

### Administrative Checklist

<b>Field Trip Request Form</b> Completed and Returned to the Principal/Designee One (1) month in advance if Board approval needed (at a regularly scheduled Board meeting)
<b>Field Trip Permission/Medical Release Form</b> Signed by all Parents/Guardians Collected and kept with school personnel responsible during trip One (1) week in advance
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<b>Signed Student Participation Contract for <u>Overnight</u> Field Trips</b> Collected and kept with the teacher during the trip. One (1) week in advance
<b>Signed Chaperone Guidelines for <u>Overnight</u> Field Trips</b> Signed and kept with teacher during trip One (1) week in advance
<b>Verify all forms have been signed and approved</b> File forms with School Secretary