

SCHOOL-BASED DECISION MAKING

Policy Format

School: Hite Elementary School

Subject of the Policy: Field Trips

Policy Statement:

The coordinating teacher is responsible for making decisions relating to the activity. These decisions include the following: dates, times, transportation, meals, lodging, itinerary, supervision of students and discipline of students. Participating teachers must complete necessary field trip medication trainings.

The chaperone parent's responsibility is to support and assist the teacher in supervising small groups of students. Students in groups are to remain together and be supervised at all times. Siblings cannot attend field trips. Students are to ride the bus if space permits. A minimum of one adult per 10 students is required. Parents need to be flexible due to unforeseen conditions that can alter the schedule of events, exhibiting patience and a sense of humor. Chaperones must complete a background check to participate.

Parents may not drop off or pick up a child at the field trip site without prior approval by the principal. This exception will be made only in emergency situations. Field trips should not be scheduled during the testing window.

Non-refundable fees and permission slips will be collected within five (5) school days after permission slips are sent home. If a student is absent during the five (5) day window, that student has the number of days absent plus one to send in the fee and the permission slip.

All co-curricular or extra-curricular activities or field trips will require health insurance information and permission for medical personnel to treat in case of illness or injury. Insurance card information will be requested in August and kept on file in the office. Parents should notify the office of any insurance information changes during the current school year.

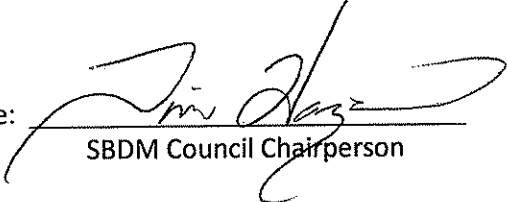
All those involved in field trips are acting as ambassadors for Hite Elementary, Jefferson County Public Schools, the Middletown community, and the Commonwealth of Kentucky and should act accordingly.

Date of 1st Reading: January 15, 2003

Date of 2nd Reading: February 19, 2003

Date Adopted: February 19, 2003

Date(s) Revised: December 16, 2009
November 15, 2011
December 17, 2014

Signature: 

SBDM Council Chairperson

JEFFERSON COUNTY PUBLIC SCHOOL
FIELD TRIP PERMISSION AND RELEASE

The undersigned parent/guardian of _____ / /
Student's Name Birthdate

Hereby grants permission for the above named student to participate in the following field trip,
including all organized activities and transportation:

Date(s): / / through / / Non-Refundable Fee (if any): _____

Trip Description/Location: _____

Supervising Staff Member(s): _____

Approximate Time of Departure: _____ Approximate Time of Return: _____

Transportation By: Commercial Bus School Bus Other _____

List any current medications, allergies or medical conditions: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Cell Phone: _____

Emergency Contact Name: _____ Phone #: _____

Name of Insurance Carrier: _____

Policy Number: _____ Group Number: _____

Please check if insurance information has changed:

I give permission for medical personnel to treat in case of illness or injury: Yes No

In consideration of the advantages of participation in this field trip, the undersigned agrees that the Board of Education of Jefferson County, Kentucky, its agents and employees, and the driver and/or owner of the vehicle used for field trips shall be exempt from liability for damages for bodily injury or property damage that might occur during the trip, except to the extent of insurance liability as provided by law.

Signature of Parent/Guardian (Circle One) / /
Date Signed