Field Trips and Extra-Curricular Trips

Section 1. General. Student trips of significant educational value shall be encouraged under administrative policies established by the Superintendent. Student safety and proper care of school buses shall be primary considerations.

Section 2. Definitions.

1. The term "field trip" shall include those educational trips off school grounds taken in connection with the work of an organized class or activity. Trips taken in connection with recurring competitive activities such as athletics, band, and choral contests, and speech competition may be paid for, at the discretion of the principal, from his/her financial allotment for such trips.

2. A properly planned, well conducted and carefully supervised field trip is a very vital part of the curriculum of any classroom. To be effective a field trip must not be a spur-of-the-moment affair; it must grow out of the regular learning activities of the students.

3. Field trips are not to be scheduled during the first two weeks of school or the last two weeks of the school year.

4. The trip must have a definite purpose, whether it is a walk around the block or is by bus to a distant place. Students should be prepared by general class discussions, reports, slides, motion pictures, etc. They must know what to look for, questions they wish to have answered, and information they wish to acquire. The meaning of new words they may encounter on the trip should be explained. Certain duties and responsibilities should be allocated to selected students or committees; i.e., notes to be taken, questions to be asked, pictures to be taken, monitor duties, etc.

5. Before suggesting a field trip to students, the teacher should consult and plan with the principal concerning the advisability of the trip, its scope, when it should be taken, and any other factor that would enhance the value of this trip. The teacher should then personally contact the person in charge of the place to be visited to make the necessary arrangements.
6. Proper conduct should be stressed. These students are representing not only their school, but the schools of the whole system. Good conduct and pleasant manners will make it easier for other students to make similar trips. Children not participating in an event shall not be allowed to accompany parents on field trips.

7. Each teacher planning and requesting a field trip must follow the procedures identified below as well as any additional procedures identified at the building site in order to ensure a safe experience for each participant.

A. Classroom attendance must be taken prior to leaving the building.

B. The attendance sheet must be filed in the office prior to leaving on the trip.

C. Once the bus is loaded, attendance must be taken again.

D. Students must be assigned a buddy for the duration of the field trip.

E. Each adult accompanying the group must be assigned specific students.

F. Student attendance must be taken on the bus prior to departure from the site.

G. Classroom attendance must be taken again upon return to the building.

H. Emergency information and first aid kits are to be available on all field trips.

Children not enrolled in EACS will not be allowed to accompany parents on field trips.

Section 3. Notification of Parents. The parent must be notified as to the place being visited on each field trip and must give written permission for their child to participate.

Section 4. Types of Transportation. School bus or common carrier is recommended when transportation is necessary; however, private automobile may be used when approved by the building principal. (See Section 6. Insurance - Private Automobiles)

1. East Allen County Schools' buses shall not be used for a trip in excess of 50 miles from the point of departure on a regular school day unless approved by the Superintendent. No field trip, regardless of distance, shall conflict with an established regular transportation schedule.
2. Trips scheduled within the school day that conflict with the regular transportation schedule for students at that school must use substitute drivers and spare buses or common carrier or private automobile.

3. Trips scheduled for Saturday may use any of the above means of transportation.

Section 5. Approval of Proposed Field Trips. Trips scheduled outside the State of Indiana must be approved by the Superintendent or his designee. Trips scheduled overnight must be approved by the Superintendent or his designee. All other trips must be approved by the building administrator.

Section 6. Insurance. The school district's insurance program provides liability coverage for "school approved" field trips and extracurricular trips. If the activity has not been approved within the guidelines stated above, the district's insurance would not provide coverage. Private automobile owners insurance is primary coverage when private automobile is used.

Insurance coverage through the East Allen blanket tour accident and sickness policy for field trip participants is encouraged. It is optional whether or not to offer injury and sickness insurance for a field trip. However, if it is decided to offer the injury and sickness insurance, then the appropriate premium must be paid for all in attendance on the field trip. Skiing is specifically excluded from the coverage provided.

Section 7. Extra-Curricular Trips. School buses may be used to transport students to and from school-sponsored activities as indicated under Section 4. Types of Transportation.

General Guidelines for Securing Drivers, Coordination, Reporting, Etc. for Extra-Curricular and Field Trips

1. All requests for transportation must originate through the building level administrator and be reported to the appropriate trip coordinator or the Director of Transportation at least two (2) weeks prior to the date of the activity.

2. If any assistance is needed in securing a driver, the Director of Transportation is to be contacted.

3. All buses will be driven by East Allen County Schools transportation personnel.

4. No food or beverages in any form will be allowed on the bus.

Section 8. Long Trip Policy. A trip 200 miles one way and over 18 hours in total time requires two drivers. The only exception to that would be when there is an
overnight trip. A driver would not be required to drive over 4 continuous hours without a relief driver or a sleep time allowed. Both drivers will be paid the same at the established rate.

Section 9. Adult Transportation. Bus transportation may be provided for adult groups in a school-sponsored function or in support of approved curricular and extra-curricular program in the school district. All requests must be coordinated through the building principal and approved by the Director of Transportation and the Superintendent, or his designee.

1. Bus transportation may be used for distances within the guidelines established for students.

2. No food or beverages will be consumed on the bus. Beverages will not be allowed on bus in any form, unless approved by the principal.

3. All requests must be made at least two (2) weeks in advance.

4. All buses will be driven by EACS transportation personnel.

Section 10. Costs of Field Trips and Extra-Curricular Trips.

1. Each principal will be provided a per-pupil allotment, to be determined on an annual basis for each school year, for field trips.

2. Each secondary principal will be provided a flat amount of money, to be determined on an annual basis for each school year, for trips associated with each of the following categories of activities: (1) athletics, (excluding fan buses), (2) band and choral activities, and (3) academic competition.

3. The Director of Transportation shall provide each principal with a monthly statement concerning the amount of money expended in each of the above categories.

4. When the total allotment for travel (field trips, athletic trips, band and choral trips, and other trips) has been expended in any one school year, the school and/or students participating in the activities shall be responsible for reimbursing the school district for the cost of gasoline and the driver.

Section 11. Driver's Salary for Field Trips and Extra-Curricular Trips. Bus drivers shall be paid in accordance with the provisions of the employee agreement. The time period for which the bus driver shall receive pay will start in accordance with union policy. Reimbursement for bus drivers' salaries shall include an appropriate amount for PERF and social security.
Section 12. **School Bus Policy and Rules.** It is important for the safety of bus riders that all students obey School Bus Policy And Rules. Any student who does not follow the School Bus Policy and Rules puts other students in danger.

**EAST ALLEN COUNTY SCHOOLS BUS POLICY** is as follows:

1. When the number of students warrants, students must sit three to a seat.
2. The bus driver may assign students to a specific seat.
3. Once on the bus, a student is to take a seat immediately and remain orderly. The driver may start moving to the next stop as soon as students are beyond the white line within the bus and the door has been closed.
4. Students shall not stand or move from place to place during the trip.
5. Student must show respect toward driver. Loud or profane language, and boisterous or indecent conduct will not be tolerated.
6. Students must show respect toward other students. Students shall not be allowed to tease, hit, or trip other students.
7. Windows or doors shall be opened or closed only with permission of the driver.
8. There will be no eating or drinking on regular bus routes.

**DISCIPLINE POLICY** is as follows:

1st Level - written warning

2nd Level - written violation, TR25 sent home, one (1) day suspension from the bus.

A copy of this policy sent home, signed by parent & returned to bus driver before student is allowed to ride (unless major violation: fighting, etc. = Longer Suspension)

3rd Level - written violation, TR25 sent home, three (3) to five (5) day suspension from the bus by school principal, parent will be contacted.

4th Level - recommended suspension for remainder of the semester and a parent conference
5th Level - recommended suspension for remainder of the year and a parent conference

TOGETHER WE CAN PROVIDE A SAFE LEARNING ENVIRONMENT

Yes, I have read the School Bus Policy and Rules form. I want to support a safe busing program and have discussed these School Bus Policy and Rules with my child.

PARENT SIGNATURE: _____________________ DATE: __________

THIS MUST BE SIGNED AND RETURNED TO YOUR BUS DRIVER THE NEXT DAY OF SCHOOL BEFORE YOUR STUDENT IS ALLOWED TO RIDE THE BUS