

## Field Trips and Extracurricular Trips

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

### Section 2. Definitions and Procedures.

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. 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.
4. 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.
5. 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.

6. 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 adults accompanying the group shall complete an EACS volunteer background check.
  - F. Each adults accompanying the group must be assigned specific students.
  - G. Student attendance must be taken on the bus prior to departure from the site.
  - H. Classroom attendance must be taken again upon return to the building.
  - I. 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 by a parent/guardian for their own children when approved by the building principal. (See Section 6. Insurance – regarding private automobiles.)

Trips scheduled for Saturday may use regular drivers, substitute drivers and spare buses, common carrier or private automobile.

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. Extracurricular 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 Extracurricular and Field Trips. 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

1. No field trip, regardless of distance, shall conflict with an established regular transportation schedule.
2. The Transportation Department shall publish a yearly schedule showing bus availability times and quantities. Trips scheduled within the school day that conflict with the regular transportation schedule or there are insufficient drivers available may use common carrier.

Section 8. Long Trip Policy. A trip 150 miles one way and over 12 hours in total time may requires two drivers. 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 extracurricular 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.

Section 10. Costs of Field Trips and Extracurricular Trips.

1. Each principal will be provided a per-pupil allotment which includes trips associated with each of the following categories of activities: (1) athletics (2) band and choral activities, and (3) academic competition.
2. The Director of Transportation shall provide each principal with a monthly statement concerning the amount of money expended in each of the above categories.
3. 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 operational cost of the bus and the driver.

Section 11. Driver's Salary for Field Trips and Extracurricular 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 as spelled out in the EACS Back to School Guide.