

ABERDEEN SCHOOL DISTRICT # 58

School transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee. Request forms must be turned into the bus supervisor 5 days prior to the activity or a \$20 per day fine will be assessed to any group that does not meet the requirement. Exception to the fine may be due to extenuating circumstances such as a snow day or a re-scheduled event, etc. All rules must be followed as outlined on the yellow school bus request form before the bus leaves the school.

Students riding to an activity in a school bus are expected to return on it. (For students who are returning home with their parents the principal or designee can make an exception.) Students on such trips are required to comply with the rules and regulations governing daily school transportation.

An Activity bus may run from Aberdeen North to Springfield and Sterling as designated by the school trustees to take students home who stay after school for activities and other causes when funding is available.

Activity bus drivers are normally selected from the available pool of bus drivers. Extra-curricular school employees may drive the activity bus providing the following conditions are met:

- A. There is at least one other adult on the bus to supervise students for out of district trips as deemed necessary by the principal.
- B. He/She does not miss class instruction time that would not need to be missed if regular bus drivers were used.

A teacher or chaperon will be in complete charge of student management on activity or team trips. The driver may suggest to the one in charge or to the students, if necessary, when regulations governing riders are not being followed.

Eating and drinking will be permitted on activity trips under the following conditions:

- A. The responsibility of clean up rests with the teacher or chaperon. If the bus is returned dirty, the service attendant will clean the bus, and the participating organization will be charged for clean-up time at \$20 per hour.

All non-school activity transportation must be approved in advance and must provide insurance in addition to other charges.

Field Trips shall be permitted and encouraged providing their nature supplements and reinforces the objectives and materials of the unit being taught.

Field Trip Guidelines Include:

1. Administrative approval must be granted by the principal. Overnight trips must be approved by the Board. Field trip requests should be approved and turned into the transportation supervisor five school days prior to the date the trip is scheduled.

2. Only district approved transportation shall be used on field trips.
3. Appropriate arrangements with the visit site are the responsibility of the teacher and should be made prior to the visit.
4. Parents should be informed of the nature, purpose, and the time schedule of the trip.
5. Adult supervision of the students must be adequate to meet safety and welfare needs of the students.
6. Grades K-8 may schedule one out of district field trip per grade level. This trip must be taken within the confines of the normal school day. Any other field trips must be approved by the superintendent and considered on a case-by-case basis.
7. Secondary field trips should be designed as much as possible to occur outside of the regular school day so students will not be placed in jeopardy of losing credit due to the attendance rule.
8. Chaperons may not use alcohol or tobacco while supervising students.
9. One female student cannot ride with a bus of only male students. One male student cannot ride with a bus of only female students.

Reimbursable Field Trips Include:

1. - all field trips taken in grades K-8 that are under the direction of a classroom teacher.
2. - all high school educational trips that do not involve either participating in a performance or watching a performance. Clinics tied directly to classroom work are considered allowable.
3. Allowable field trips will be charged per mile to the individual building budget. Allowable field trips exceeding a radius of 65 miles will also be charged driver expense.

Non-reimbursable Field Trips Include:

1. Clubs and organizations that are not tied to a specific class.
2. Extra curricular activities that involve performing or watching a performance. Performing groups include athletic teams, drill teams, pep band, pep club, cheerleaders, and student cheering sections.
3. Non-allowable field trips will be charged actual fuel and driver expenses as set in Policy.

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LEGAL REFERENCE:

Idaho Code Section 33-512(12)

ADOPTED: March 10, 1999

AMENDED: March 19, 2003

AMENDED: July 20, 2005

August 15, 2018

January 16, 2019