

Student Transportation Services

Field Trips

A field trip (which is defined as a trip of one day or less, usually without an overnight stay) does not need board approval. The following stipulations must be considered as field trips are organized:

1. Plans for field trips should be presented to the principal or principal's designee for review an adequate time in advance of the trip to provide reasonable opportunity to review transportation and supervision arrangements, to examine cost and school budget limitations, and to arrange qualified substitutes where necessary. The administrator will review the relationship of the field trip to the teacher's instructional goals and will approve or disapprove the trip.
2. The travel request form and a parent permission form must be on file as a prerequisite for participation in an out-of-district field trip.
3. Out-of-district field trips may require a student fee to defray transportation costs. Expenses for meals or other items are the responsibility of the participant.
4. When a field trip is provided to students as an optional activity for a specific class, sufficient transportation will be provided by the district to accommodate the number of students who wish to participate.
5. When commercial transportation is used, it must be with a bonded carrier. At least one approved chaperone must ride in each vehicle. When private vehicles are used, an insured adult will drive each vehicle.

Regularly Scheduled Co-Curricular Travel

Regularly scheduled co-curricular travel, which is defined as a trip outside the school district for participation in an activity with students of other school districts for a duration less than five nights/six days, does not need board approval.

The following stipulations apply to regularly scheduled co-curricular travel:

1. The advisor of a regularly scheduled co-curricular travel activity should submit a schedule of activities to the principal or principal's designee before the beginning of the season for review and approval.
2. Transportation will be at no cost to the students. Students may be required to provide their own sack lunches. When overnight lodging is required, costs will be paid by the district. Expenses for meals or other items are the responsibility of the participant unless the activity is a state event.
3. Participation in events in Huron or other South Dakota communities (e.g., parades, festivals or contests) shall be confined to weekends, holidays or vacation periods, if possible.

Non-Regularly Scheduled Travel

Non-regularly scheduled travel, which is defined as consisting of an at least overnight duration not falling within the definition of regularly scheduled co-curricular travel, requires board approval. Guidelines for developing a proposal for non-regularly scheduled travel include the following stipulations:

1. **General considerations:**

- a) The objectives of the proposed travel activity should be compatible with the general objectives of the instructional program and related to the students' program of study.
- b) The total school program should not be adversely affected by participation of staff and students in the activity.
- c) The proposed program should be feasible within the time allotted.

2. **Content of a proposal:**

- a) A statement of the objectives and expected educational experiences must be specified.
- b) A statement of costs, including transportation, accommodations, and evidence that the basic costs are fair and reasonable, shall be provided.
- c) The proposed program should be feasible within the time allotted.
- d) A statement of procedures to be used for-maintaining financial records for the trip and fundraising activities for purposes of audits must be made, and a fundraising plan must be submitted.
- e) A description of transportation arrangements with assurance that when public transportation is used, only a government approved carrier with a certificate of insurance will be used.
- f) Identification of rooms/housing must be specified.
- g) An itinerary must be provided.
- h) A list of chaperones must be submitted and approved by the appropriate administrator one month before the departure date.
- i) Identification of travel agency, if appropriate, and procedures for handling personal emergencies of the participants will be specified.
- j) The orientation plan for parents/students will include the following information:
 - (i) the objectives of the travel activity,
 - (ii) the required standards of conduct and disciplinary procedures,
 - (iii) responsibilities of participating students,
 - (iv) itemized statement of cost,
 - (v) travel arrangements,
 - (vi) personal emergency and illness arrangements,
 - (vii) equipment and clothing requirements,
 - (viii) arrangements and responsibility for additional costs in the

event the participant needs to return before the scheduled date for return,

- (ix) a description of the method to be used to evaluate the activity.

3. **Submission and approval of proposals for non-regularly scheduled travel:**

- a) The school board will approve travel/study activities. Before a proposal is submitted to the board, it must be in written form and have been presented to appropriate administrative personnel and the superintendent not later than three months before the contemplated departure date.

4. **Implementation of approved proposal for non-regularly scheduled travel:**

- a) Obtain parental consent for each pupil participant.
- b) Sign contracts with carriers or travel agency where required.
- c) Provide parents with specific written information about objectives, costs, itinerary, chaperones, and accommodations.
- d) Schedule conferences or orientation sessions for pupils and parents to assure that all plans and arrangements are clearly understood.

- 5. Within one month after the completion of the trip, an evaluation and recommendation for future activities should be submitted by faculty and participants to the superintendent.

General Considerations for All Travel

- 1. All policies governing student conduct will be enforced during student travel.

Travel and Meal Expenses for Students and Coaches/Sponsors:

- 1. The activities director, in conjunction with the business manager, will promulgate regulations/guidelines regarding travel and meal expenses for students, coaches, and sponsors.
- 2. This travel policy will not conflict with any rules established by the South Dakota High School Activities Association. In case of conflict, the rules of the South Dakota High School Activities Association shall supercede this travel policy (e.g., mileage limitations for competition purposes).

Spectator Transportation

- A. With the approval of the building principals and superintendent, school-owned buses, when vehicles are available, may be utilized to transport high school and middle school spectator students to Huron high school varsity activities.
- B. Buses will not be assigned to spectator trips if such trips interfere with the regular route schedules.

- C. Buses will not be used for student spectator activity trips on nights which are followed by a school day with the exception of state elimination tournaments.
- D. A fee will be assessed based on the cost of the bus operation and the chaperone's stipend. At least 30 students must sign up and pay in advance the determined fee.
- E. One chaperone per thirty (30) students, or a fraction thereof, is required and must be approved by the building principal.
- F. One chaperone must be a certified staff member, the second may be an adult approved by the building principal.
- G. Chaperones will receive a stipend of twenty dollars (\$20) each.
- H. The chaperones will supervise the passengers on the bus and during the student activity at the destination.