

Prairie Hills USD 113

Field Trip Guidelines and Approval Protocol

Philosophy

Unified School District 113 supports educational field trips that support Board adopted curriculum and community service. The primary purpose and use of these educational field trips are to extend the curriculum beyond the walls of the classroom.

Each principal will approve and clarify expectations for field trips with the final approval coming from the board office/Board of Education depending on the level of the request.

The BOE retains its option to alter the approval of any activity/fee, as they see fit.

Category 1 - KSHSAA activities; KSDE required FFA district and state activities; and FBLA district and state activities

Description: Any activity that is sanctioned by the Kansas State High School Activities Association or **required** by KSDE for vocational approved programs.

Costs: The cost of participation and necessary travel will be covered by the building activities fund and/or the building budget. The district will cover the cost of district owned transportation or its equivalent.

Examples: Board approved sports; league, regional and state music, forensics, and scholars bowl, FFA, FBLA & FCCLA Competitions

Channels of Approval: Athletic Director>Building Principal>Superintendent

Conditions of Approval: Activities must be part of the district calendar that is provided each **August** unless otherwise approved by the Board. The administration retains the right to deny any activity due to financial constraints.

Category 2 - Curriculum Engagement activities within 60 miles of the school:

Description: Activities that are tied directly to Board adopted curriculum and within 60 miles of the school location. These activities are an integrated part of the unit.

Costs: The total costs of the trip must be included in the proposal submitted to the building principal. The busing costs of the trip will be paid by the district.

Examples: Area manufacturing plants; area farm operations; local business; “existing” one trip per grade field trips.

Channels of Approval: Building Principal> Superintendent

Conditions of Approval: The unit plan must be presented to the building principal. The unit plan must include: indicators taught, lesson plan, and the assessment, which includes the impact of the trip. Upon completion of the trip the instructor will present evidence of student impact.

The trip request must be made a minimum of **three weeks** in advance. The administration retains the right to deny any activity due to financial constraints and/or loss of instructional time.

Category 3 - Community Service projects:

Description: Activities in which the students are providing a service for their local community within the district boundaries.

Costs: The only costs associated with this activity should be transportation. The district will cover the normal transportation costs.

Examples: Visiting the nursing home, helping with recycling, community vocal/instrumental music engagements

Channels of Approval: Building Principal> Superintendent

Conditions of Approval: No sub will be hired for these activities. The administration retains the right to deny any activity due to financial constraints and/or loss of instructional time. The trip request must be made a minimum of **three weeks** in advance.

Category 4 - Curriculum Engagement activities over 60 miles and no overnight stay:

Description: Activities that are tied directly to Board adopted curriculum and are further than 60 miles from the school location. These activities are an integrated part of the unit.

Costs: The total costs of the trip must be included in the proposal submitted to the building principal. The cost is to be paid by student organizations or non-district resources. District vehicles may be used but the cost of the driver and fuel is to be paid by organizations.

Examples: Music contests not under KSHSAA umbrella (Possible exception will be marching contests that will be considered as category 1); visit to museums in Topeka, Lawrence, or Kansas City

Channels of Approval: Building Principal> Superintendent

Conditions of Approval: The unit plan must be presented to the building principal. The unit plan must include: indicators taught, lesson plan, and the assessment, which includes the impact of the trip. Upon completion of the trip the instructor will present evidence of student impact. The trip request must be made a minimum of **three weeks** in advance. The administration retains the right to deny any activity due to financial constraints and/or loss of instructional time.

Category 5 - Curriculum Engagement activities that require an overnight stay:

Description: Activities that are tied directly to Board adopted curriculum require an overnight stay. These activities are an integrated part of the unit.

Costs: The total costs of the trip must be included in the proposal submitted to the building principal. Associated costs will be determined by the building administration. The cost is to be paid for by parent or student organizations.

Examples: FFA State & National Convention, FCCLA State & Cluster conventions, band trip, choral music trip, biology club trips

Channels of Approval: Building Principal>Superintendent>Board

Conditions of Approval: The unit plan must be presented to the building principal. The unit plan must include: indicators taught, lesson plan, and the assessment, which includes the impact of the trip. Upon completion of the trip the instructor will present evidence of student impact. The request must be approved by the Board before the requestor can inform the students, parents or community. The trip request must be made a minimum of **twelve weeks** in advance. The administration retains the right to deny any activity due to financial constraints and/or loss of instructional time.

Category 6 – Motivational Activities less than 25 miles from the school:

Description: Trips that are associated with an incentive or reward program and are within 25 miles of the school.

Costs: Associated costs will be determined by the building administration and transportation paid for by the district.

Examples: Skating at Sycamore Springs,

Channels of Approval: Building Principal>Superintendent

Conditions of Approval: The trip request must be made a minimum of **three weeks** in advance. The administration retains the right to deny any activity due to financial constraints and/or loss of instructional time.

Category 7 – Motivational Activities more than 25 miles from the school:

Description: Trips that are associated with an incentive or reward program and are more than 25 miles from the school.

Costs: Associated costs will be determined by the building administration and paid for by student organizations or non-district resources.

Examples: Assessment related trips to the Kansas City Area

Channels of Approval: Building Principal>Superintendent

Conditions of Approval: The trip request must be made a minimum of **three weeks** in advance. The administration retains the right to deny any activity due to financial constraints and/or loss of instructional time.

Category 8 – Non-Category Trips

Description: Trips that are not covered by the categories mentioned above.

Costs: Associated costs will be determined by the building administration and paid for by parent or student organizations.

Examples: Grains for Hope, Elementary band for KMEA, etc

Channels of Approval: Building Principal>Superintendent>BOE

Conditions of Approval: The trip request must be made a minimum of **four weeks** in advance. The administration retains the right to deny any activity due to financial constraints and/or loss of instructional time.

5.13.24

Category 9 – Summer Transportation for School-related Athletic Events

The USD 113 board does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games. Unauthorized use of district buses or other school vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment.

Any staff requests for such use shall be submitted to the superintendent 30 days in advance of the departure date and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

- Preference will be given to:
 - 1 day trip w/in 60 miles per activity per summer with superintendent approval
 - Transportation to another USD 113 district school (summer league or tournament).

- The following will not be approved:
 - Any request that is not sponsored by and attended by a school employee.
 - Any request that includes transporting non-USD 113 students, or students not in good standing.
 - USD 113 students are defined as those enrolled full-time during the quarter preceding the event/activity.

If situations arise that are not addressed by this summer section of the policy, the superintendent will reference the overall policy regarding student transportation.

Cost/

mile or day

\$	0.30 Van, \$/mile
\$	0.40 Suburban, \$/mile
\$	0.50 Bus, \$/mile
\$140*	Substitute, \$/day
\$22.00*	Driver, \$/hr

* Subject to rate of pay increase by the district

5.13.24 Rate for non-school groups: \$3.00
permile (District Paid Driver)
@ \$2.50 per mile (District Volunteer Driver)