

## **710R EXTRACURRICULAR, CURRICULAR AND CO-CURRICULAR TRANSPORTATION**

**The following guidelines will govern the management of extracurricular, curricular and co-curricular transportation:**

### **I. Secondary Schools For any Activity Paying an Activity Fee**

- A. The School District shall provide professional transportation for participants (vehicle driven by a professional bus driver, not the coach of a team) to all scheduled games, events, or contests during the regular season in and out-of-the district. Exceptions:**
- 1. Trips under two miles from the home school.**
  - 2. Trips where the total number of participants combined from any or all schools involved are nine or less. In these cases, it is recommended that a properly licensed coach/advisor of the activity drive the participants in a school district certified TYPE III van to the event (i.e., one golfer from each of the three high schools qualifies for the State Tournament).**
- B. The home school, in cooperation with the Transportation Department, will determine the appropriate type and size of the professional transportation vehicle except that trips which exceed 130 miles one way shall be made in a coach.**
- C. Trips which are less than one hundred thirty (130) miles one way will be made in a school bus; however, a group/team may choose to have a coach if they fund the price differential.**
- D. Contingent upon numbers, groups from more than one school participating in the same event are expected to share transportation. It is not the intent of this statement to require coaches/advisors to reduce the size of their team/group to fit the size of the bus in order to share transportation. However, reasonableness, common sense, and good judgment should be used when working with other schools on cooperative transportation. An activity group shall schedule no more than fifty percent (50%) of its away contests more than 100 miles one way. Exception:**
- 1. The total number of away debate and speech meets in any combination that is deemed by the school administration to be reasonable shall be limited to ten (10).**
  - 2. No more than two trips per school to National Forensics League (NFL) sponsored activities at the district level will be funded.**

- E. Transportation shall not be provided for regular practice sessions on the school's designated practice area.**
- F. Activities that charge the students the maximum activity fee charged may elect to use up to a \$150 allocation annually for scrimmage purposes. Any amount above the allocation shall be paid by the team.**
- G. Participants going on regularly scheduled trips shall ride to and from the event on the professional transportation provided. Any exception must be approved by the parent and the school administration in writing prior to the trip.**
- H. The head and/or assistant coach/advisor must accompany and supervise the group in the bus.**
- I. All but the first game of M.S.H.S.L. post-season play leading up to and including a state tournament shall be paid from a designated School District account for that purpose. This account will be controlled by the Director of School Operations. All reimbursements for transportation from the M.S.H.S.L. or its affiliate levels shall be deposited in this account.**

**II. Secondary Schools For Any Activity Not Paying an Activity Fee**

**Funding for non-participation fee paying groups shall be established annually.**

**Each school shall be funded up to a maximum of:**

**A. Academic field trips:**

- 1. Senior high school - \$XXXX**
- 2. Middle school - \$XXXX**
- 3. Secondary Vocational - \$XXXX**

**B. Academic Clubs for which a stipend is approved**

- 1. Senior high school - \$XXXX**
- 2. Middle school - \$XXXX**

**C. Performing musical groups to fulfill requests for local guest performances and to support regular season MSHSL athletic activities:**

- 1. Senior high school - \$XXXX**
- 2. Middle school - \$XXXX**

- D. Student who qualify through competition or by election for national competition may request assistance to partially subsidize the transportation expense for the national event.

Each request will be reviewed individually by the Executive Director of Business Services.

III. Secondary Schools Implementation Procedures

- A. Advisors and/or coaches of all of the above-mentioned categories shall submit travel plans/requests through the Activities Director for the principal's approval.
- B. The principal will submit a transportation budget for the following year to the Director of School Operations and the Superintendent by April 15.
- C. The transportation allocation for participation fee-paying groups may vary from school to school.
- D. The transportation allocation for curricular, club, and performing group trips shall be an equal and fixed amount per school.

IV. Elementary Schools Special Activities Transportation

Each elementary school shall receive an equitable allocation each year to be used for the curricular (field trip) transportation needs of the school. The principal shall have the sole prerogative in determining how the allocation will be used, keeping in mind past uses of funds provided for curricular and co-curricular transportation.

The allocation for elementary curricular and co-curricular transportation shall operate as follows:

- A. A specific number of trips will be allocated to each elementary classroom by August 1 preceding the school year to which this allocation applies.
- B. These allocations will be determined by the Director of Finance in conjunction with the Transportation Manager. Allocations to the elementary schools shall be based upon the availability of resources for these purposes and equity of the allocation among the schools.
- C. The annual allocation of curricular (field) trips to an elementary school shall be the number of trips allocated per classroom for a given year times the number of classrooms in the school. This shall

**be the sum total of trips allocated a school for a given year.**

- D. Fund-raising, apart from the allocation, for the purpose of supplementing the school's curricular allocation shall not be permitted.**
- E. An evaluation of the allocation's use shall be carried on each year by the Director of Finance.**
- F. A school shall charge all curricular and co-curricular transportation expenditures against its designated allocation. Expenditures shall not be charged to funds established for purposes other than curricular and co-curricular transportation.**

**Transportation for the following purposes will not be charged against the elementary school field trip allocation:**

- A. Special education field trips.**
- B. Trips designated as extra-curricular.**
- C. District wide events which are apart from the activities of an individual school.**