

**DRAFT - Shoals Community School Corporation**

**ECA, Field Trips, Academic and Band/Chorus Competitions, Athletic Trips, and Club Trips**

**Currently the school corporation pays the cost of the driver and fuel for the following:**

- 1. The School Board requires the teacher/coach of any group wanting to take students on a trip, including summer camp, except for scheduled athletic competitions, to request permission from the administration and School Board prior to taking the trip.**
- 2. It is the responsibility of the teacher/coach of the group involved in a trip to prepare an annual trip schedule for their group and give a copy to the building principal.**
- 3. It is the responsibility of the teacher/coach of the group involved in a trip to complete a trip request form and turn it in to the building principal for approval. This is to be completed in time for the request, if approved, to be a part of the School Board packet on the Friday before the regularly scheduled meeting on the second Thursday of each month.**
- 4. After approving a field trip request, the principal is to forward the request to Wayne Underwood. Mr. Underwood will secure a bus(es) and driver(s). He will then confirm that with the principal.**
- 5. ECA Field Trips: Only one field trip per school year for a classroom and club is allowed. Trips to the annual farm day, Reality Store, and LEAD are in addition to this restriction, as well as club trips to a competition, athletic trips to games and camps, and academic teams and band/choral trips for competition.**
- 6. Eligible riders on the bus include team members, coaches, and appointed chaperones. Adults, who are not employees of the school corporation or not included above, are not eligible to ride the bus transporting students on trips.**
- 7. The number of chaperones for an elementary trip should be at least one for every five students K-2 and one for every ten students for grades 3-6. The number of chaperones for a junior or senior high trip should be at least three including the sponsor(s). All chaperones must have a limited criminal history completed for the year.**
- 8. Trips out of state require the driver to carry a letter of approval for the trip from the superintendent of schools.**
- 9. The Superintendent of Schools has the authority to approve a field trip in the event a unique opportunity arises which doesn't allow time for Board approval. The Board will receive information on any such approved field trip at the next Board meeting.**