



SECTION 903

TITLE: TRANSPORTATION

NESHAMINY SCHOOL

DISTRICT

1	DEFINITIONS	<u>FIELD TRIP</u> - Travel to place of educational significance, where students are spectators or participants. Such places include theaters, museums, and other sites of interest.	2
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5		<u>ATHLETIC TRIP</u> - Travel of an organized team to participate in sporting events, such as football, basketball, hockey, tennis, bowling, and scrimmages.	6
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8		<u>CO-CURRICULAR TRIP</u> - Travel of an organized group of students for the purpose of participating in an activity, or presenting a program to others.	9
9		Such groups include bands, orchestras, color guards, choirs, debating teams, and other groups identified by the Superintendent.	10
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13		<u>ELEMENTARY IN-DISTRICT TRIP</u> - Travel of elementary students to places of educational significance within the school district boundaries where students are spectators or participants.	14
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17		<u>LATE BUSES</u> - Those buses that run at times after the regular school closing for the purpose of taking children home for the first time who have stayed for activities such as athletics, library work, teacher assistance, co-curricular, etc.	18
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21		<u>CURRICULAR INSTRUCTION</u> - These are classes to which children are transported on a regular (daily, weekly, monthly) basis to other buildings in the district for classroom instruction.	22
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25		<u>CLASSROOM DEMONSTRATIONS</u> - These are demonstrations or performances provided by students from a particular school to community members at locations throughout the district for the purpose of improved community relations. These demonstrations are intended primarily for the elementary schools, for such activities as American Education Week or elementary choral group presentations at nursing homes within the Neshaminy School District.	26
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1		Policy #903 (Continued)	1
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3	24PS 13-1361	<u>DISTRICT TRANSPORTATION</u> – Those buses that operate for the purpose	3
4		of transporting students to and from their assigned school building. Such	4
5		transportation is for public as well as private schools in accordance with the	5
6		established district calendar.	6
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8	GUIDELINES	All field trips held during the school day must be approved by the building	8
9	PRE-APPROVAL	principal or his/her designee. Requests for field trips must be submitted four	9
10		weeks prior to the trip. All field trips held during the day must be planned	10
11		as an enhancement of the educational program. If the trip is approved, it is	11
12		expected that meaningful activities with students be scheduled prior to the	12
13		trip. Follow-up activities will be scheduled for students who take part in the	13
14		trip. In addition to being briefed for the trip, students should be given any	14
15		available materials, literature, or handouts that will make the trip more	15
16		meaningful. Participation in field trips should be considered a privilege and	16
17		not a right. Student participation is subject to approval by the principal or	17
18		his/her designee.	18
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20		Departure and return times for field trips must be planned so that trips do not	20
21		conflict with the normal use of school buses.	21
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23	FUNDING	Students may not be charged for field trips that are required for the study of	23
24		a subject or for trips upon which they will be tested.	24
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26		If a field trip’s purpose is for enhancement of a subject, but not necessary for	26
27		the subject grade, students may be charged a fee to offset the costs of the trip.	27
28		The dollar amount a student is charged must be approved by the	28
29		building principal.	29
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31		Students may also be charged a fee for a field trip if the trip is scheduled at	31
32		a time when school is not in session.	32
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34	NON-EXCLUSION	No student may be excluded from a field trip which provides subject	34
35		enhancement because he/she cannot financially afford to participate. If a	35
36		parent and/or student can demonstrate to the building principal that he/she	36
37		is unable to pay the amount needed for the student to participate in a field	37
38		trip, varied options may be considered such as, but not limited to, donations,	38
39		additional support by parent organizations, scholarships, or fundraising.	39
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41		All school rules, regulations, and policies shall be in effect during any trips	41
42		approved by Neshaminy School District.	42
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1		POLICY 903 (con't)	1
2	PARENTAL	Parental permission slips must be executed, submitted, and filed by trip	2
3	APPROVAL	coordinators. Students failing to obtain parent permission may not be	3
4		permitted to attend the field trip subject to review by the principal. Under	4
5		unusual and extenuating circumstances, such students may be permitted to	5
6		attend the field trip if oral permission has been received and documented by	6
7		the principal or his/her designee. Principals must still attempt to obtain	7
8		parent permission slip following the trip.	8
9		Students not attending a specific field trip should report to school as normal	9
10		on the day of the field trip.	10
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12		Trips within the school day requiring all parents to transport all students are	12
13		not permitted.	13
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15	PRIVATE	Transportation of students by a private contractor may be used to provide	15
16	CONTRACTORS	approved transportation when district owned vehicles are not available,	16
17		practical, or if the cost would be less than with district owned buses.	17
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19	BUDGETING	The Transportation Department shall estimate the cost of those trips using	19
20	RESPONSIBILITIES	district buses by using the established administrative guidelines referred to	20
21		in the District Handbook.	21
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23	ATHLETIC TRIPS	Annually, in February, each secondary school may advise the Transportation	23
24		Department of all athletic events requiring district owned transportation.	24
25		The approximate number of students to be transported and destinations	25
26		should be included.	26
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28		The Transportation Department will calculate the cost from the information	28
29		furnished and add an additional amount for unanticipated expenses such as	29
30		championship games, rain-outs, etc.	30
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32		Should contract carriers be desired, principals shall provide the budgetary	32
33		request.	33
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35	TRIPS	The approximate number of students to be transported, and the destination	35
36		for district owned equipment should be included.	36
37			37
38		The Transportation Department will calculate the cost from the information	38
39		furnished and add an additional amount for unanticipated expenses such as	39
40		competitions, rain-outs, etc.	40
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42	ELEMENTARY	The Transportation Department will be responsible for estimating and	42
43	IN-DISTRICT TRIPS	budgeting the cost of such trips.	43
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1		POLICY 903 (con't)	1
2	REGULATIONS	District buses may be provided to home games, away games, and to	2
3	ATHLETICS	scrimmages to the extent that funds were budgeted. Transportation will be	3
4		provided from school to the location of the game and return to school.	4
5		Post game transportation home will be provided sports in middle schools	5
6		only when the teams return too late for transportation on the regularly	6
7		scheduled late buses.	7
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9	CO-CURRICULAR	District buses for co-curricular activities may be provided to the extent that	9
10		funds were budgeted. Transportation will be provided from the school to	10
11		the destination and return to school. No transportation will be provided upon	11
12		return to school other than the regularly scheduled late buses.	12
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14	LATE BUSES	A designated number of district buses may be provided at each secondary	14
15		school on a scheduled daily basis. School should notify the transportation	15
16		department of special situations when fewer or additional buses may be	16
17		needed.	17
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19	CURRICULAR	District buses may be provided in accordance with curriculum and/or	19
20	INSTRUCTION	classroom demonstrations as established in the current year and modified in	20
21		accordance with information provided annually by Central Office	21
22		Administrators. Such transportation may be needed due to group	22
23		instructional needs or location of facilities.	23
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25	MISCELLANEOUS	District transportation from the school to the home will not be provided upon	25
26		return from activities when the student had to provide his/her own	26
27		transportation from his/her home to the school.	27
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29		No transportation will be provided for intramural or club activities other than	29
30		home or late buses.	30
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32	BGH;jh/BMW/ef		32
33	Approved: 9/26/67		33
34	Rescinded: 10/3/77		34
35	Adopted: 10/3/77		35
36	Revised: 11/27/84		36
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38	Revised: 6/18/96		38
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40	Reviewed: 3/04		40
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42			42