

BUSINESS OPERATIONTRANSPORTAIONOperationsAuthorization of Students to Participate in and/or be Transported to, Out-of-School Activities Without School Personnel Being PresentResponsibilities of the Administration

1. The principal or his/her designee must require the student or parent transporting students to provide a copy of the insurance policy with no less than \$100,000/\$300,000/\$100,000 liability limits and keep on file.
2. The principal or his/her designee must obtain written permission from each student's parent to participate in, and be transported to, an activity without school personnel being present prior to authorizing the activity.
3. If a student is planning to drive himself/herself or other students to an out-of-school activity, a parent of all students must complete and submit the proper form to the teacher indicating that: They know who is driving; they understand what the activity entails; they understand the distance being traveled; and they recognize the liability of the owner of the vehicle in case of an accident.
4. The student driver, or parent transporting the students, must have a copy of a valid driver's license on file with the principal before leaving school.

Responsibilities of Teachers/Aides/Activity Advisors:

1. No out-of-school activity will be conducted by a teacher without prior authorization being received in writing from the building principal or his/her designee.
2. The teacher may be asked to contact parents by telephone if administration deems it necessary.
3. A teacher aide may accompany students on a school-authorized activity out-of-school if approved by the principal and/or his designee.

Responsibilities of Parents/Students:

1. Parents/age of majority students must comply with all school rules related to field trips, class projects, out-of-school curricular and co-curricular activities when transporting students by administrative authorization.
2. A Certificate of Insurance form must be submitted to the principal or his/her designee prior to approval being granted by the administration to excuse students from school.
3. Only students with a valid driver's license, a copy of which is on file with the principal or his/her designee, may transport themselves and/or other students to out-of-school activities.

Rule Approved: 12/21/82

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