

STUDENT ACTIVITIES
TRAVEL

FMG
(LOCAL)

~~PHILOSOPHY~~

~~Travel for District students may be approved when the educational experiences and value to the District's programs have been established and are in accordance with the District's philosophy of appropriateness for various grade levels and type of activity.~~

~~SCOPE~~

~~In-state travel that is conducted as a regular part of school programs, such as educational trips and competitive events, is considered part of the regular school function and may be organized and approved by campus administrators.~~

~~Other travel may be considered according to the school group, grade level, and type of activity.~~

~~The District neither approves nor sponsors student travel that is not either a part of the approved curriculum or an activity expressly approved by the Board or designated District administrators in compliance with applicable policies.~~

~~CRITERIA FOR
APPROVAL OF TRAVEL
REQUESTS~~

~~1. amount that will be needed from personal funds or fund raising; and~~

~~The District may consider various criteria in the decision-making process regarding travel requests, including but not limited to:~~

~~1. The educational purposes and values of the travel under consideration;~~

~~2. The per-student costs of the activity;~~

~~3. The ability of the student or organization to raise funds for the activity considering District fund-raising policies and the potential exposure to the students and to the District for financial liability arising from such travel.~~

~~STUDENT CRITERIA~~

~~For a student's travel to be considered for approval, the following criteria must be met by the student:~~

~~1. Receive approval/recommendation by teacher and principal;~~

~~2. Have a proven record of good conduct and dependability;~~

~~3. Have written consent from the parent, guardian, or legal custodian for travel to state events; and~~

~~4. Meet all eligibility requirements associated with the activity.~~

~~CRITERIA FOR TRAVEL
STUDY ACTIVITIES~~

~~Any programs established as travel study activities must fulfill the following criteria:~~

~~1. A travel study activity must be an activity that complements an approved District educational course or District-sanctioned student activity.~~

- ~~2.— A certified teacher designated to direct/supervise the student activity shall be named prior to the application for approval being submitted to the principal.~~
- ~~3.— A request for approval of a travel study activity must be submitted to the principal for review and approval/nonapproval and forwarded to the Superintendent for review and approval/nonapproval.~~
- ~~4.— The Superintendent may recommend to the Board approval/nonapproval of the travel study activity.~~
- ~~5.— The Board may take action to approve/disapprove or to allow the Superintendent's decision to stand.~~
- ~~6.— The promotion of a study activity shall not be undertaken until approval of the activity is given by the Board. The promotion of the activity on the school's campus is restricted to a printed announcement posted on a student bulletin board.~~
- ~~7.— The District shall incur no cost for the promotion of or the student's participation in the travel study activity.~~
- ~~8.— A travel study activity request must be accompanied by proof that adequate liability insurance, as determined by the District, will be provided by students, staff members, chaperones, Board members, and the District, at the sole cost of the individuals designated to participate in the travel.~~

~~ELEMENTARY AND
MIDDLE SCHOOL,
KINDERGARTEN-
GRADE 8~~

~~Students in elementary and middle school (kindergarten-grade 8) may engage in school-sponsored travel, within or out of the state of Texas, to participate in events sanctioned by TEA and/or that meet UIL guidelines as follows:~~

- ~~1.— In-state travel for students in elementary and middle school programs for state-sanctioned activities requires advance approval by the school principal.~~
- ~~2.— In-state approved travel may be at the expense of the District.~~
- ~~3.— Out-of-state travel that is a direct extension of state-sanctioned activities requires advance approval by the Superintendent. The request for approval must be submitted through the building principal to the Superintendent for review and approval/nonapproval. The Superintendent may recommend to the Board approval/nonapproval of the travel request. The Board may take action to approve/disapprove or to allow the Superintendent's decision to stand.~~
- ~~4.— Out-of-state approved travel shall be at the sole expense of the elementary and middle school students and their parents.~~

~~5. Out of state travel requests must be accompanied by proof that adequate liability insurance, as determined by the District, will be provided for students, staff members, chaperones, Board members, and the District at the sole cost of the individuals designated to participate in the travel.~~

~~All other travel must be done as individuals without affiliation with the District. Organization and preparation for such other travel must be outside the school day, not solicited on school premises, and without the use of school communication sources.~~

HIGH SCHOOL
GRADES 9-12

~~Students in high school (grades 9-12) may engage in school sponsored travel, within or out of the state of Texas, to participate in events sponsored by TEA and/or that meet UIL guidelines as follows:~~

~~1. In state travel for students in high school programs for state-sanctioned activities requires advance approval by the school principal.~~

~~2. In state approved travel may be at the expense of the District.~~

~~3. Out of state travel requires advance approval by the Superintendent. The request for approval must be submitted through the building principal to the Superintendent for review and approval/nonapproval. The Superintendent may recommend to the Board approval/nonapproval of the travel request. The Board may take action to approve/disapprove or to allow the Superintendent's decision to stand.~~

~~4. Out of state approved travel for high school students may be at the expense of the District.~~

~~5. Out of state travel requests must be accompanied by proof that adequate liability insurance, as determined by the District, shall be provided for students, staff members, chaperones, Board members, and the District at the cost of the individuals participating in the travel.~~

~~All other travel must be done as individuals without affiliation with the District. Organization and preparation for such other travel must be outside the school day, not solicited on school premises, and without the use of school communication sources.~~

TRAVEL TO
NONSTATE-
SANCTIONED
EVENTS

~~Travel activities not sanctioned by TEA and that do not meet UIL guidelines, whether in-state or out-of-state, such as festivals, choir and band trips, camping trips, and the like, shall be reviewed by the principal and submitted to the Area Superintendent for approval/non-approval 90 days prior to the event. Possible approval only by the Board upon two months' advance notice to the Board~~

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~~and upon such terms and conditions as the Board may deem appropriate. Requests for such travel will need to be submitted to the Superintendent at least three months in advance.~~

~~TRAVEL EXPENSES~~

~~Cost for travel activities that exceed established school budgets must be addressed in the travel request. Sources and amounts of funds shall be enumerated. If fund-raising activities are to be included, a listing of such activities and anticipated revenue shall be made. In all cases, the District's financial involvement shall be delineated.~~

~~The total cost of an organization's travel expenditures for any trip must be secured at least one month prior to the date of travel in order for the District-approved travel request to remain valid.~~

~~UNAPPROVED TRAVEL
SOLICITATION~~

~~Publicity and recruitment of tour participants for student travel that has not been approved by the Board or other appropriate administrator shall not occur on school property during school hours. Tour company representatives may contact or meet the students only before or after school. No posters may be displayed or fliers distributed on school premises, nor may school communications be used.~~

~~TRANSPORTATION~~

~~All students will travel via school-approved transportation. Students may make other arrangements for returning from these events if granted permission by the school sponsor as follows:~~

- ~~1. If the student desires to ride home with parents, a written parental request must be submitted to the school sponsor. On one-day trips, this request must be submitted 24 hours prior to departure. For extended trips (overnight), this request must be submitted 72 hours prior to departure.~~
- ~~2. If the student wishes to return home with anyone other than the parent(s) or guardians, guideline number 1 should be followed, with the exception that administrative approval will be required.~~
- ~~3. The student's parent(s) or persons approved by the administration must make contact with the school sponsor prior to picking up the student being released.~~

~~FIELD TRIPS~~

~~Field trips for class groups are to be approved by the school principal and are covered in policy EFD(LOCAL). Transportation shall be effected by official school buses or other designated school transportation. Exceptions to this policy shall be made by the school principal only when unusual circumstances exist.~~

~~ABSENCES~~

~~Organizations shall be limited to no more than three consecutive school days missed per event for out-of-town activities. Exceptions~~

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~~must have written approval by the Superintendent or designee at least three months prior to the date of travel.~~

~~CONFLICT OF
INTEREST~~

~~District employees will not be involved in any conflict of interest in promotion of trips.~~

~~DEFINITIONS~~

~~As used in this policy:~~

~~1. "Sponsor" shall be defined as the teacher(s) or other school employee(s) chiefly responsible for the group.~~

~~2. "Chaperone" shall be defined as any other adult who accompanies the group to assist in the supervision of students.~~

Transportation
for Student
Travel

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations.

In State and Out
of State Over-
night Student
Travel

Overnight trips and/or events may be planned to supplement and enrich student learning. Overnight trips approved by the principal and included in the campus budget shall be submitted to the Area Superintendent for review and approval/non-approval, 90 days prior to the event. All overnight trips or events must meet administrative guidelines and be approved by the Area Superintendent before any fundraising activities are planned or held.

Out-of-Country
Over-night Student
Travel

All out of country travel approved by the principal and included in the campus budget shall be submitted to the Area Superintendent for review and approval/non-approval, 90 days prior to the event. The Area Superintendent will then submit and request approval/non-approval from the Board of Trustees.

UIL/TEA
Sanctioned
Events

1. In-state travel for students requires advance approval by school principal and Area Superintendent.
2. Out-of-state travel for students requires advance approval by the school principal and Area Superintendent.

Travel to Non-
State Sanctioned
Activities

Travel activities not sanctioned by TEA and that do not meet UIL guidelines, whether in-state or out-of-state, such as festivals, choir and band trips, camping trips, and the like, shall be reviewed by the Principal and submitted to the Area Superintendent for approval/non-approval. A request for such travel is required to be submitted to the Superintendent 90 days prior to the first payment of the trip or event.

Denton ISD
061901

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ADOPTED:

1 of 1 ~~6 of 6~~