

STUDENT ACTIVITIES  
TRAVEL

FMG  
(LOCAL)

PARENTAL  
PERMISSION/SIGNED  
DISCLAIMERS

Written permission from a student's parent/guardian shall be obtained before a student may participate in any field trip or other activity away from school and under District sponsorship. The written permission shall be on a form provided by the District.

A disclaimer form signed by the parent/guardian, relieving the Board, administrators, and staff of the District of any responsibility for financial losses or personal injury, including death, or damages arising from incidents associated with the trip, shall be on file in the principal's office at least ten days before the trip.

A signed release of liability of student participation in school-sponsored trip(s) via alternative transportation shall be submitted by a student's parent/guardian for each different organization or group in which a student is involved (band, choir, athletics, and the like). The form shall be valid for each group for the entire school year.

TRANSPORTATION

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. An exception may be made if the student's parent/guardian submits a written request on the District-provided form to the principal or designee before the scheduled trip requesting the student be allowed to ride with the parent/guardian, a person designated by the parent/guardian, or to drive him or herself. Unless there is an extenuating circumstance, the written request shall be submitted to the principal or designee at least 24 hours prior to the event. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

STUDENT CONDUCT

Students involved in school-sponsored trips are under the same guidelines, rules, and expectations as if they were on campus. A sponsor reserves the right to send any student home at the expense of the student's parent/guardian for inappropriate behavior or misconduct that violates the District's Student Code of Conduct.

ABOVE-DISTRICT  
TRAVEL

For purposes of this policy, above-district competition shall be defined as any competition that occurs after the end of the regular season when an individual or team qualifies for post-district competition. Optional or invitational competitions shall not be designated as above-district events. The Superintendent or designee shall make the final determination as to whether or not an event is classified as an above-district event.

SCHOOL-SPONSORED  
TRIPS

No student shall be allowed to miss more than two consecutive class days for any school-sponsored trip; nor shall a student be allowed to miss more than a maximum of ten school days for all school-sponsored trips combined during the school year for trips

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that are not considered UIL-sponsored trips or trips that are above the District level. These trips shall include but not be limited to day field trips, overnight trips, out-of-state trips, and international trips.

DAY TRIPS

Students shall be allowed to take school-sponsored day trips with prior approval from the principal.

OVERNIGHT TRIPS

Students shall be allowed to take school-sponsored overnight trips with prior approval from the principal, the assistant superintendent for business and support services, and with knowledge and concurrence of the Superintendent.

OUT-OF-STATE-  
TRIPS

Students shall be allowed to take out-of-state school-sponsored trips if they are members of a performing group or team at the secondary level. Out-of-state trips shall require the approval of the principal, the assistant superintendent for business and support services, and the Superintendent.

Out-of-state travel shall be defined as any travel outside of Texas within the contiguous 48 states.

INTERNATIONAL  
TRIPS

Students shall be allowed to take international school-sponsored trips if they are members of a performing group or team at the high school level. International trips shall require the approval of the principal, the assistant superintendent for business and support services, the Superintendent, and the Board. Trips shall not be permitted to any country that currently is or in the previous month was included on the United States Department of State travel advisory list.

International travel shall be defined as travel outside the 48 contiguous states. Trips to Hawaii and Alaska shall be considered international travel.

LIMITS ON TRIPS

A student may take up to one international trip every two school years, and not exceed one out-of-state trip or one international trip per single school year. Exceptions may be made by the Superintendent or designee for a student who is in more than one organization or group, or for up to two (2) additional out-of-state trips whereas a student has progressively advanced to a level of academic competition and such competition cannot be reasonably conducted within the state of Texas, and such competition is found by CISD administration to be necessary for the academic success of the student.

Sponsors of District organizations and groups shall collaborate with each other and schedule out-of-state and international trips in such a way as to avoid a student having to choose one organizational travel event over another.

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TRIP APPROVAL

Requests for overnight, out-of-state, or international trips shall be submitted to the principal by the end of the third week of school for the school year the travel is planned. Exceptions shall be made in the case of above-district competitions.

Upon approval of the principal, a copy of the trip request and all related documentation shall be sent to the assistant superintendent for business and support services for further review. Sponsors shall avoid any conflict of interest when selecting travel agencies, vendors, and chaperones. All trip requests shall include the following:

1. A detail of clearly defined educational goals, including a detail of educational experiences while in transit.
2. A proposed itinerary including dates of school days involved in the trip.
3. A list of all overnight, out-of-state, and international trips taken by the organization or group in the past four years.
4. A minimum of two bids from travel agencies for trip arrangements including transportation, meals, lodging, and other necessary expenses, unless waived by one of the assistant superintendents.
5. A financial breakdown of trip costs, including the amount of money needed and the estimated cost per student.
6. The total number of free or complimentary tickets to be provided by the travel agency for the trip and a list of names of people who shall use the tickets. The following shall apply:
  - a. Only full-time District employees and parents/guardians of District students attending the trip and serving as chaperones shall use any free or complimentary tickets.
  - b. Every consideration shall be made to minimize the cost for students; therefore, if possible, free or complimentary tickets shall be used as a means of reducing the cost for students.
  - c. District employees and/or sponsors shall not accept compensation of any kind, including free or complimentary tickets for personal use, from travel agencies or other vendors unless the tickets fall under the guidelines in this policy.
  - d. Exceptions shall require the approval of the Superintendent or designee.

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7. A financial accounting of money available for trip costs from the appropriate activity fund and booster club donations, and an estimate of any funds to be raised for the trip.
8. A detailed fund-raising plan that includes an explanation of activities and proposed dates.

CHAPERONES

The District shall require a minimum of two adult chaperones for every overnight trip. For groups with less than 30 participants the chaperones shall include at least one coach or sponsor of the student group plus one adult for every ten students. For groups of 30 or more participants the chaperones shall include, but not be limited to, at least one coach or sponsor of the student group, one campus level administrator, and one additional adult chaperone for every ten students.

All travel arrangements for sponsors, administrators and chaperones shall be made in the same manner and at the same time as the arrangements for the students.

All administrator travel expenses shall be paid for by the organization sponsoring the trip. Travel expenses for parent/guardian chaperones may be paid for by the organization sponsoring the trip.

APPEALS

Any appeal regarding student travel as it relates to this policy shall begin at Level Two.