

STUDENT ACTIVITIES
TRAVEL

FMG
(LOCAL)

SCHOOL-SPONSORED
TRIPS IN GENERAL

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent or guardian submits a written request to the principal 24 hours before the trip that the student be allowed to ride with the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

OVERNIGHT TRIPS

Students may be permitted to take school-sponsored overnight trips for instructional purposes: ~~(field trips and excursions), activities of school-sponsored or sanctioned clubs or organizations, and UIL or other sanctioned competitions. Approval for all trips shall be from the principal and appropriate executive director. The Superintendent shall be advised of each out-of-town trip.~~

1. Instructional purposes (field trips and excursions). Approval for the trip shall be from the Superintendent or designee.
2. Activities of school-sponsored or sanctioned clubs or organizations. Approval for the trip shall be from the Superintendent or designee.
3. UIL or other sanctioned competitions. Approval for the trip shall be from the Superintendent or designee.

OUT-OF-STATE TRIPS
ELIGIBILITY

Students may be permitted to take out-of-state ~~trips as follows:~~ school-sponsored trips for the following purposes:

1. Instructional purposes (field trips and excursions). Approval for the trip shall be from the Superintendent or designee.
 2. Activities of school-sponsored or sanctioned clubs or organizations. Approval for the trip shall be from the Superintendent or designee.
 3. Other sanctioned competitions. Approval for the trip shall be from the Superintendent or designee.
- ~~1. Student groups in grades 9-12 performing or participating in contests; or~~
- ~~2. Student groups in all grade levels for a legitimate instructional purpose.~~

APPROVAL

~~The trip request shall be reviewed by the sponsor/director, program director, and the school principal prior to being submitted to the Superintendent or designee for approval. Trips considered for approval must provide evidence of legitimately organized levels of performance or instructional worth.~~

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	The request must be submitted to the Superintendent's or designee's office at least 30 days before the date of the proposed trip and must include the following information:
ITINERARY	1. A proposed itinerary including school days involved in the trip.
	2. Information about trip arrangements, including transportation, meals, lodging, and other necessary expenses for the trip.
FINANCIAL BREAKDOWN	3. A financial breakdown for the trip indicating the total amount of money needed to make the trip and the actual cost per student.
FINANCIAL ACCOUNTING	4. A financial accounting of the amount of money on hand and the amount of money to be raised for the trip.
FUND-RAISING PLANS	5. An explanation of how the necessary funds will be raised.
INSURANCE	6. Proof that the District is listed as additional insured on the insurance policy of the organization hosting the trip or the travel agency organizing the trip, or that student self-insurance will be provided.
TRIP LIMITS	Each organization shall be limited to one major out-of-state trip every two years. This limit does not apply to trips that are strictly instructional in nature. The Superintendent or designee may make an exception to this limit on a case-by-case basis.
SCHOLARSHIP	In order for a student to be allowed to participate in a major trip with a group, he or she must comply with the scholarship/eligibility requirements as specified in current UIL guidelines and local policy. [See FM]
LIMIT ON NUMBER OF SCHOOL DAYS ABSENT	Any group requesting approval for an out-of-state trip shall not be allowed more than two days absent from school.
CHAPERONES' EXPENSES	The organization sponsoring the trip shall be responsible for all chaperones' expenses.
ADMINISTRATOR REPRESENTATIVE/ CHAPERONE	There shall be a minimum of one adult chaperone for every ten participants. At least one of the chaperones shall be an administrator of the school being represented by the performing group.
NO DISTRICT FUNDS	District operating funds shall not be used to pay any expenses connected with the trip.
STUDENT CONDUCT	Students shall be required to comply with District rules and regulations regarding discipline and conduct while on a trip.

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~~SPONSOR
RESPONSIBILITIES~~

~~Sponsors shall be responsible for determining:~~

- ~~1. Fire escape routes and security provisions at hotel/motel.~~
- ~~2. Student emergency medical information as outlined in administrative regulations.~~

~~MONEY RAISED FOR
TRIP~~

~~The method of raising money for the trip shall be limited to the following:~~

- ~~1. Voluntary contributions by parents.~~
- ~~2. Fund-raising projects.~~
- ~~3. A "trip fund" established by each organization to be added to each year in anticipation of future trips.~~
- ~~4. Contributions by booster clubs or community groups.~~

~~SIGNED DISCLAIMERS~~

~~Signed disclaimers from each trip participant and his or her parent(s) or 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 must be on file in the principal's office at least ten days prior to the trip.~~

~~ACCOUNTING DUE
THIRTY DAYS AFTER
TRIP~~

~~A complete financial accounting shall be made no later than 30 days after the trip. This account shall be submitted to the building principal and to the Superintendent or designee.~~

~~TRIP CANCELLATION~~

~~In the event a trip is canceled, the principal and Superintendent or designee shall be notified immediately.~~

~~INITIATION OF TRIP
CONSIDERATION~~

~~The sponsor or director of the performing group shall receive approval from the principal before soliciting information pertaining to any activity in which the group might desire to participate.~~