

STUDENT ACTIVITIES  
TRAVEL

FMG  
(LOCAL)

PHILOSOPHY

Educational study trips are an extension of the classroom and shall be planned so that the Texas Essential Knowledge and Skills (TEKS) are reinforced. Careful note should be made of all trips requested so that trips are not duplicated as children progress from one grade to the next.

The District supports the concept of meaningful, TEKS-related study trips, as well as athletic trips, UIL competition trips, trips to Special Education Community-Based Instruction, and trips for Career and Technology Education.

INSTRUCTIONAL TRIP  
REVIEW PROCESS

For an instructional trip request to meet eligibility standards, it must:

CRITERIA FOR  
APPROVAL

1. Be approved by the principal and, at the secondary level, the content-area department chairman;
2. Demonstrate that the trip provides for experiences directly related to the content-area essential knowledge and skills;
3. Involve a manageable group size for participation in the particular field experience chosen; and
4. Provide an adequate plan of student supervision for the number, age-level, and type of activity.

PROCEDURES FOR  
OBTAINING TRIP  
APPROVAL

Teachers/sponsors of proposed instructional trips must complete a trip request form, providing all the necessary details of the proposal, and obtain the signature of the principal.

All field trip requests must be submitted one month prior to the date of trip requested.

School-connected student travel shall be defined as any school-sponsored, school-approved activity that involves a school representative and one or more students leaving the school campus. All such excursions shall have the approval of the Superintendent or designee, and it shall be his or her responsibility to determine that all reasonable and proper provisions for safety and well-being of the personnel concerned have been made.

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. An exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal or designee the day before the scheduled trip that the student be allowed to ride with an adult designated by 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 the following purposes:

1. Instructional purposes (study trips and all extracurricular travel) with approval from the principal.
2. Activities of school-sponsored or -sanctioned clubs or organizations with approval from the principal and the Superintendent or designee.
3. UIL or other sanctioned competitions with approval from the principal and Superintendent or designee.

Out-of-state trips require approval of the principal and the Superintendent or designee.

Extended trips requiring three or more days of absence from school or travel to a foreign country shall require approval of the Board.

Requests for overnight student travel with student clubs or organizations shall require the sponsor to complete all appropriate forms, including the following [see FMG(EXHIBIT)]:

1. A copy of the official invitation/notice of event in writing from the organization sponsoring the event.
2. A list of all major trips taken by the organization/club in the past four years, including expenditures.
3. A financial breakdown for the trip indicating the total amount of money needed to make the trip and the actual cost per student.
4. A financial accounting of the amount of money on hand and the amount of money to be raised for the trip.
5. Signed disclaimers from all trip participants and, in the case of students, their parents or guardians, relieving the Board, the administration, and the staff of any responsibility for losses or personal or financial injury or damages arising from incidents associated with the trip.
6. A purchasing agenda item, submitted in a timely manner, if the total cost of the trip is over \$50,000 paid to a sole vendor.

A single organization shall be limited to one out-of-state trip every other year, unless approved by the principal and the Superintendent or designee.

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FINANCING

No expenses connected with an out-of-state trip shall be paid from District funds. Chaperones' expenses shall be paid by the organization sponsoring the trip and must comply with DEE(LOCAL).

Money shall be raised before the trip by direct contributions from parents, by fund-raising projects [see FJ and GE], and/or through a "Trip Fund," which may be established by any school organization and may be contributed to each year in anticipation of trips. No direct solicitation of contributions from local merchants shall be allowed.

A complete financial accounting shall be required 30 days after completion of the trip.