

STUDENT ACTIVITIES:
TRAVEL

FMG
(REGULATION)

RATIONALE

The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom.

In addition to classroom field trips, the District acknowledges that, as students participate in various school-sponsored extracurricular activities (such as Career and Technical Education (CTE), athletics, drill team, band, choir, speech, Academic Decathlon, National Honor Society, etc.), the pursuit of excellence in athletic, musical, and/or instructional skills, academic achievement/knowledge, and/or leadership is enhanced by participation in various competitions, contests, performances, and/or activities. Occasionally, the length of a particular activity and/or the travel distance may require an overnight trip which requires special approval.

RESPONSIBILITIES OF
SPONSOR(S)

It is the responsibility of the teacher/sponsor/coach to ensure that the trip/activity is within the guidelines and restrictions outlined in this regulation and to make all arrangements related to the trip. These responsibilities include, but are not limited to: planning a budget, obtaining appropriate campus- and District-level approvals for the trip, making arrangements/reservations for all aspects of the trip destination, providing parental notification, obtaining signed parent permission slips, submitting requests for transportation, maintaining appropriate student behavior, and enlisting chaperones.

APPROVALS

Classroom field trips and school-sponsored extracurricular trips to destinations within the allowable radius require trip and budget approval of the home campus principal and appropriate director. Trips exceeding the mileage limit and overnight trips require the approval of the home campus principal, the applicable District-level director and/or the Assistant Superintendent for Curriculum and Instruction.

MILEAGE LIMITS

Mileage limits are designated for different types of trips and groups based on various factors. To be consistent for all campuses/groups within the District, the District's Administration Building will be used as the focal point to calculate the radius for all trips.

ELEMENTARY &
MIDDLE SCHOOL

All elementary and middle school classroom field trips and/or extracurricular travel must take place within a 100-mile radius of the District unless approved by the Superintendent or designee.

HIGH SCHOOL

All high school classroom field trips and/or school-sponsored extracurricular travel must take place within a 100-mile radius of the District except for travel resulting from qualifying to continue to compete in State UIL playoffs.

MILEAGE LIMIT
EXCEPTIONS

Exceptions to the mileage limit are as follows:

1. Teams/groups/individuals who have advanced in competition at the regional, state, or national level that require travel which exceeds the District guidelines may be eligible for an exception. When available the District may provide funding for UIL regional and state contests.
2. High school athletic teams may request a single competition travel-limit exception. If granted, the athletic department will provide entry fees only. No team will be granted more than one non-UIL competition trip beyond

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the 100-mile limit per year.

3. High school teams, individuals, or organizations that are highly ranked in the region or State that have been invited or qualify to participate in invitational meets or tournaments outside of the travel limit may receive a mileage limit exception. In these situations approval is required from the appropriate program director and the Assistant Superintendent for Curriculum and Instruction. If an exception to this travel limit is granted, the school District may pay for appropriate transportation and required entry fees. Each individual student may be required to pay for his/her lodging and meals.
4. High school teams/groups/individuals that are designated to take overnight trips that may or may not exceed a 400-mile radius as defined elsewhere in this regulation.
5. A high school team or organization demonstrating a sustained commitment to excellence, discipline, and responsibility, as determined by the campus principal and Executive Director of Secondary Instruction, can apply for an exception to travel beyond the 400-mile radius. Such an exception may be granted to allow students to engage in exceptional learning opportunities or competition not available within the 400-mile radius. International travel under this exception requires approval of the Superintendent.

OVERNIGHT TRIPS

Overnight trips for elementary and middle school students are not allowed except in unusual or extenuating circumstances. Middle school student council and cheerleading camps may be approved as an extenuating circumstance if the Principal makes a request in writing when the "Request for Student Trip" form (see Exhibit B) is submitted. Overnight field trips for high school teams/groups/individuals are occasionally necessary to provide students with opportunities that otherwise would not be possible.

Organizations are eligible to take one overnight trip each academic year for the purpose of performances, tours, and/or competitions. The distance traveled for an annual overnight destination may not exceed a 400-mile radius from the District; however, once every two years, the organization can apply for travel extending beyond the 400-mile radius from the District. International travel requires approval of the Superintendent.

TRIP REQUEST
DEADLINES

All classroom field trips, school-sponsored extracurricular trips, and overnight trips not exceeding a 400-mile radius must be approved by the principal and other appropriate administrators, as required, at least 30 days prior to the field trip, contest, tournament, or activity. Trip requests will be returned within two weeks of the date received in the principal's office. Trip requests for advancing in competitions, which cannot be planned in advance, should be filed as soon as the next event's schedule is known. No field trips may be scheduled after the first week in April.

High school trip requests for travel extending beyond a 400-mile radius from the District must be completed and have received all appropriate approvals on or before October 1 of the academic year in which the proposed trip is to take place. The sponsor must obtain all District-required approvals **prior to applying** for selection to perform at a state or national event or to solicit invitations beyond a 400-mile radius. No trip fund-raising may take place prior

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to trip approval.

OTHER LIMITATIONS

Elementary and Middle school groups/organizations approved for non-UIL competition or invitational travel must leave no earlier than 6:30 am and conclude their trip by returning to their respective campuses no later than 9:30 pm of the same day.

EXPENSES

The cost of any trip is the responsibility of the campus/organization. The District will not provide funding for trips other than those specified in this regulation. Funds may come from the respective activity fund, the booster club treasury, donations, or a combination thereof. The expenses for chaperones shall be incorporated in the trip budget.

EXPENSE
EXCEPTIONS

Expenses for athletic teams competing within the travel limit and for teams advancing beyond the District level in UIL competition will be funded by the school District. This also includes the high school Academic Decathlon teams.

Expenses for other academic competitions may be generated through campus/district budgets and/or through donated funds. Principals may request District funding for academic groups that have earned their way to the next level of competition. This request will be reviewed by the Assistant Superintendent for Administrative Services and Assistant Superintendent for Curriculum and Instruction as appropriate before approval is granted. There is no automatic funding of these events. Each request will be reviewed on an individual basis. If approved, full or partial funding may be funded by the District.

If funds are available, the district may subsidize transportation, meals, and any required entry fee for Career and Technical Education (CTE) competitions at the state level provided students were required to compete to advance to the state level.

STUDENT ABSENCES

Students absent from class(es) for classroom field trips or school-sponsored extracurricular trips will be excused. Students will not be allowed to miss more days than allowed by Board policy FM (LOCAL). Students will be allowed to miss up to one day of school per organization for an overnight trip.

All work missed must be completed in accordance with District policy. [See EIA (LOCAL)]

ELIGIBILITY

Each student must satisfy eligibility criteria as outlined by TEA, UIL, and/or District policy in order to participate in a scheduled event. If a student is injured, but otherwise eligible to play/participate, he/she will be allowed to travel with the team. A student who is ineligible or who will become ineligible at any time during a competition or invitational trip is not eligible to participate in the event/activity.

A CTE student may only attend contests within the CTE career cluster(s) the student is enrolled.

PERMISSION SLIPS

The appropriate permission/release form (see Exhibit C) must be completed and on file for each student participating in an activity/event. Students and parents will be provided a copy of the general trip rules prior to all trips.

CHAPERONES

It is the responsibility of the teacher/sponsor/coach to make arrangements for

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an adequate number of chaperones and school District personnel to supervise the number of students expected to participate in the trip. Consideration should be given to the number, age, gender, and special needs of the students involved. The number and gender of the chaperones must reflect the number and gender of the students participating in the activity/event.

Chaperones and school personnel whose purpose is to provide adequate supervision will not bring family or friends. Adults traveling with the group must be designated chaperones.

OPTIONAL
PARTICIPATION

Students are required to ride to and from all **required** activities, competitions, and performances in District-provided transportation. In circumstances where participation in an activity, competition, performance, and/or elective course (event) is **optional**, the District is not required to provide transportation; however, in some cases District-provided transportation may be available or may be required for certain activities by the sponsor.

In circumstances when District-provided transportation is available, for optional participation in an event, a student may utilize the District-provided transportation. No student may be allowed to drive him/herself to the site of a competition/performance/activity when District transportation is provided. It will be the responsibility of the teacher/sponsor/coach to adhere to the regulations as specified in the Chaperone category of administrative regulation FMG. In addition to this circumstance, parents may submit "Permission for Student/Parent-Provided Transportation" form (Exhibit G) for parent-provided transportation approval only. "Permission for Student/Parent-Provided Transportation" must be approved by the sponsor, home campus principal, and the appropriate program director.

On approval of the request for "Permission for Student/Parent-Provided Transportation, the parent will be responsible for their child both during daytime and nighttime hours; and on-site and off-site of the event. The parent will be required to accept full responsibility in the event of an accident while traveling to and from the event.

For optional participation in an event, when District-provided transportation is not offered to competitions, performances, and/or elective courses only, a parent may give consent to allow their child to drive to an activity or to arrange another means of transportation. In this circumstance, parents may submit "Permission for Student/Parent-Provided Transportation" form (Exhibit G) for approval. "Permission for Student/Parent-Provided Transportation" must be approved by the sponsor, home campus principal, and the appropriate program director.

For optional participation in an event, students participating under this category will adhere to all student code of conduct guidelines, in addition to rules established in regard to the activity, competition, performance, and/or elective course, including transport under the provisions specified. Students will be expected to arrive at the event in a timely manner. Late arrival(s) could result in the student's removal from participation.

OTHER
RESTRICTIONS

Only students eligible to participate in an event, the teachers/sponsors/coaches, and designated chaperones are allowed to travel and eat with students while on trips. Chaperones will not share rooms with secondary

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students. Exceptions may be granted in cases of extenuating circumstances. (see Exhibit A)

TRANSPORTATION

Students may only be transported in a District-approved vehicle. School buses shall be used to transport all students/groups whenever possible. When a school bus is not practical because of distance, size of group, etc., transportation may be in a District-owned or -contracted vehicle. The use of contracted vehicles must be approved and arranged by the appropriate program director. Transporting students in employee-owned vehicles is strictly prohibited. (See Administrative Regulation CN)

Coaches will drive buses on athletic trips whenever possible and must hold a drivers' license with a Texas Class B-CDL Passenger Endorsement. All regulations, policies, etc., as set by the District and Transportation Department, must be followed by teachers/sponsors/coaches when driving or using District-owned or contracted vehicles.

Students are required to ride to and from school-sponsored activities in District-provided transportation. In the event of an extenuating circumstance involving a conflict between two (2) school-sponsored activities occurring on the same day, the parent may submit a written request to obtain approval from the sponsor and campus principal or designee for parent-provided transportation from the first activity to the second activity.

All students must return with the group unless prior to the trip a parent/guardian submits a Request for Post-Activity Student Release (Exhibit D) or a written request for approval to have his/her son/daughter released to his/her custody at the completion of the activity. Approval of the sponsor and campus principal or designee must be obtained prior to the departure of the group.

No student may be allowed to drive him/herself to the site of a competition/performance/activity when District transportation is provided. In cases where participation is optional, parents may submit a "Permission for Student/Parent-Provided Transportation" form (Exhibit G) for approval.

CONDUCT

Students are expected to adhere to all rules outlined in the Board-approved *Discipline Management Plan and Student Code of Conduct* as well as UIL rules and organizational requirements. Students shall dress in a manner consistent with the District dress code or as appropriate for the activity scheduled. A student who violates any rule will be sent home and/or will be subject to disciplinary action.

In addition, the following rules apply to students on overnight trips.

1. There will be no boys in girls' rooms or girls in boys' rooms for any reason except in the presence of the student's director or administrator.
2. Students are not to be outside of their rooms after curfew unless accompanied by a chaperone. Students will be given a chaperone's telephone number to call should they need to leave the room.
3. The possession or use of any tobacco products by students while on school-sponsored activities is prohibited.
4. The possession or use of drugs, chemicals, inhalants, or any other intoxicants, or mood-changing, mind-altering drugs is prohibited. The

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transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited.

5. Students shall not be in the possession of any weapon as described in the discipline management plan.
6. Students shall not damage or vandalize property. Any damage will be paid for by the student(s) involved.
7. Students shall not leave an assigned area for any reason without permission, i.e., contest site, motel, restaurant, etc.
8. Students shall not get into vehicles other than the District or designated transportation.
9. Any student in violation of local or state laws will be turned over to the local authorities. If the student is returned to the organization, he/she will be sent home.

PROCEDURES FOR
SENDING A STUDENT
HOME

Procedures for sending a student home before the end of an overnight trip shall be as follows:

1. The director will call to obtain a schedule and cost for a common carrier (bus, airplane, etc.)
2. The student will make a collect call home to the parent or guardian. Prior to the student conversing with his or her parents, the director will inform the parents of the student's offense, and that he or she will be sent home.
3. The parents will be asked on which common carrier they would prefer their child to be placed for the trip home.
4. Parents will be informed of the time schedule and the cost of the common carrier. Parents are responsible for the cost or they have the option of coming to pick up their child if they do not want their child sent home by common carrier.
5. The student will be separated immediately from the rest of the organization.