

KERRVILLE ISD  
133903

STUDENT ACTIVITIES:  
ELEMENTARY TRAVEL

FMG  
(REGULATION-  
ELEM)

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ELEMENTARY  
GROUP AND  
INDIVIDUAL  
COMPETITIONS

The following regulation shall govern competition trips and shall apply to elementary school-sponsored group/individual competitions determined to be governed by this regulation.

OVERNIGHT AND  
OUT-OF-STATE  
COMPETITION

Out-of-state and overnight competition trips are not allowed for students in Pre-Kindergarten through 5<sup>th</sup> grade. Non-competition trips shall be considered on a case-by-case basis.

APPROVABLE  
TRIPS

Trips considered for approval must provide evidence of legitimately organized levels of performance or competition. In addition, the following items are required: 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.

1. A clear written rationale that explains how the state and/or local curriculum elements are being met through the competition must be on file with the appropriate school principal and the office of the Superintendent.
2. A written description of curriculum methods and/or activities considered as alternatives to competitions and why the competition is more viable than the alternatives.

SUPERINTENDENT  
APPROVAL

Unless the qualifying competition occurs on a date that is less than 90 days prior to the competition, the request for trip approval must be submitted to the Superintendent's office at least 90 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.

FINANCIAL  
BREAKDOWN

2. 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	3. A financial accounting of the amount of money on hand and the amount of money to be raised for the trip.
FUND RAISING PLANS	4. A detailed plan of how the necessary funds will be raised.
TRIP LIMITS	The competition organization will be limited to the minimum number of student participants required for the competition plus two alternates. The Superintendent or designee may consider making an exception to these trip limits when the competition is a nationally televised event.
SCHOLARSHIP	In order for students to be allowed to participate in competition, they must comply with the scholarship requirements as specified in current UIL guidelines.
LIMIT ON NUMBER OF SCHOOL DAYS ABSENT	Groups requesting the Superintendent's approval for a trip are urged to schedule trips to avoid being absent from school as much as possible.
CHAPERONES' EXPENSES	Chaperones' expenses are to be arranged by the organization sponsoring the trip.
ADMINISTRATOR/ CHAPERONE	There shall be at least one adult chaperone for every seven participants (but not to exceed the ratio of 1 to 7). In addition, two of the chaperones shall consist of an administrator and the school sponsor of the group being represented at the competition.
STUDENT CONDUCT	Students shall be required to comply with District rules and regulations regarding discipline and conduct while on a trip.
SPONSOR RESPONSIBILITIES	Sponsors shall be responsible for determining: <ol style="list-style-type: none"><li>1. Fire escape routes and security provisions at the competition location.</li><li>2. Student emergency medical information.</li></ol>
MONEY RAISED FOR TRIP	The method of raising money for the trip shall be limited to the following: <ol style="list-style-type: none"><li>1. Campus operating funds.</li></ol>

2. Voluntary contributions by parents or community members.

Individual accounts shall not be established.

SIGNED DISCLAIMERS / PARENT PERMISSION	Signed disclaimers/parent permission slips 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 before the trip is made.
ACCOUNTING DUE 30 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 principal and to the Superintendent or designee.
TRIP CANCELLATION	In the event a trip is cancelled, 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 activities in which the group might desire to participate.

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