

GENERAL TRAVEL The Pflugerville Independent School District understands the value of meaningful field experiences for our students, and we support the educational benefits they provide. These trips may entail student travel away from the greater Austin area in order to participate in regional, national, and international activities designed to support the instructional program or for groups to perform, or compete, as representatives of the District or state.

SCOPE OF GUIDELINES The following guidelines shall govern high school, middle school, and elementary travel (whether District funds are used or not) and shall apply to all curricular and extracurricular groups including athletics, fine arts, drill team, journalism, speech, CTE, and other student groups. These guidelines will apply to group travel and are exclusive of approved summer camps.

School sponsored trips shall include class field trips; University Interscholastic League (UIL) Contests; other contests based upon advancement from one level to the next; competitions and performances of organizations such as band, choir, orchestra, dance, and cheerleaders, CTSOs; training for students; and other activities approved by the principal, departmental director, and executive director.

TRIP APPROVAL All requests for trips by extracurricular and curricular organizations must first be approved by the principal and the appropriate departmental director. All overnight trips require approval from the superintendent or designee. All out-of-state trips require formal approval by the Board of Trustees.

Any performance-based submissions to invitational events must have prior approval from the principal and departmental director before submissions can occur. In the case of competitive advancement, the sponsor shall make the District aware of the possibility as soon as it is known.

The PflISD Out-of-District Travel Request (see FMG Exhibit A) form and a proposed itinerary must be completed and approved at all levels before communication with students or parents occurs.

Trips considered for approval must reinforce the curriculum of the course or be legitimately organized competitions.

OUT-OF-STATE TRAVEL A performing organization will be limited to one out-of-state trip every two years. The Superintendent or designee may consider an exception if performing groups are invited to attend a nationally recognized event or if the group has advanced to a national level competition.

All out-of-state trip requests are required to be submitted a minimum of six months in advance of the departure of the trip.

INTERNATIONAL TRAVEL	If granted approval, an organization will not be allowed to travel outside of the United States for the following four years or to travel out of state for the following two years.
STUDENT ELIGIBILITY	<p>Students participating in a trip must be passing all classes and follow all UIL eligibility requirements (even if the organization is not governed by UIL). For the most updated eligibility requirements, please consult the TEA/UIL Side-by-Side from the UIL website: www.uil.utexas.edu.</p> <p>Parents and students shall be informed that if a student becomes ineligible to participate in the event, parents will not be refunded if the cancellation is outside of the window specified in the contract.</p>
STUDENT CONDUCT	<p>Students are expected to model the District's Student Code of Conduct and departmental expectations at all times while at school-sponsored events. School rules and the authority of the District to administer discipline on or off school grounds apply on all school-sponsored or school related activities. Parents will pay any extra expenses in the event that their child has been sent home early from the trip due to medical or disciplinary action.</p> <p>Students must follow the "Pflugerville ISD Rules of the Road" while traveling overnight, and a parent signed copy must be on file for each student participating in the trip (See FMG Exhibit B).</p>
CHAPERONES	<p>School sponsored trips shall be supervised by at least one District employee. In rare instances, an exception may be made on an individual case basis, with the approval of the appropriate campus administrator or district department administrator. In addition, each organization will have a minimum of one chaperone per 10 student participants. Non-district employees must submit a Volunteer Application 2-4 weeks before an anticipated trip. A new application must be submitted and approved yearly.</p> <p>District employees who are also parents of students involved in a trip may act as chaperones; however, these employees must abide by the District's non-discretionary calendar. Teachers who are absent from duty on non-discretionary days will be asked to take a leave day for each day they are absent from duty.</p>
PARENT PERMISSION	Students shall submit a form signed by the parent(s) or guardian(s), giving the student permission to participate in school sponsored trips. Sponsors are required to carry the medical release form for each student traveling on every trip.
STUDENT TRANSPORTATION	Students who participate in school-sponsored trips shall be required to use transportation provided by the school to and from the event. Sponsors shall have and maintain a roster of students who are

riding in each vehicle.

PAYMENTS

All trip requests must include the number of chaperones and a clear designation of who pays trip-related expenses. (For instance program directors, chaperones, students etc.).

The organization planning the trip must stay within the fund-raising policies of Pflugerville ISD. District operating funds will not be used to pay any expenses connected with trips that are not approved.

TRIPS NOT
SPONSORED BY THE
DISTRICT

Trips not sponsored by Pflugerville ISD should not result in students missing any instructional days.

If a school employee chooses to sponsor a group of students for travel that is not sponsored by the District (for example, the Spanish teacher taking a group of students to Spain), the sponsor must ensure that parents are aware that the trip is not school-sponsored and indicate this on informational documents. District employees may not collect funds for trips that are not school sponsored nor may they create bank accounts for that purpose. Directors and sponsors may not use class instructional time, materials, copiers or building facilities to prepare for a non-school sponsored trip. If a school employee receives any compensation, free transportation, or consideration from sponsoring the trip, any communications with students/parents including leaflets distribution must be handled by the US Mail. All materials disseminated in school for such trips must include a "Not PflISD sponsored" disclaimer.

BUDGETING

The annual budget process should include requests for funding of trips that meet the criteria detailed in these guidelines. Budget requests should be submitted to the appropriate departmental director and executive director.

Funding for student travel shall be guided by the following:

- Competitive post-district travel shall be budgeted by the Department of Curriculum or Athletics, based on historical data. Groups earning such honors should apply for district-sponsored travel by completing the PflISD Out-of-District Travel Request. This travel will be fully funded by the District if monies are available.
- Instructionally based and invitational trips may be funded through fundraising or campus funds, or a district department.
- CTE instructional field trips will be funded, with advance approval of the District department.
- Privately sponsored trips shall not receive District support.

QUOTES

If the sponsoring organization chooses to use a travel agency, a

minimum of two quotes from separate agencies for trip arrangements, including transportation, meals, lodging, and other necessary expenses for the trip should be quoted. All quotes must be from approved vendors and submitted to departmental directors for review.

TRIP RECONCILING

Within ten working days of the group's return from the trip, the sponsor must submit a financial reconciliation report to the principal and the department that funded the travel.

Information in the report should include:

- Sponsors or outside organizations that contributed to the trip;
- Results of any performances and/or competitions;
- Any problems encountered
- A financial summary of the trip and payments made.
- Any other information that should be made known to the principal.