

STUDENT ACTIVITIES:

FMG (REGULATION)

TRAVEL

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. 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 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 District.

OVERNIGHT TRIPS

Students may be permitted to take school-sponsored overnight trips, with prior approval of the principal and Superintendent, for the following purposes:

1. Instructional purposes (field trips and excursions).
2. Activities of school-sponsored or –sanctioned clubs or organizations.
3. UIL or other sanctioned competitions.

CHAPERONES

The expenses of chaperones for student trips must be incorporated in the trip budget. Chaperones will be recruited at the earliest possible date and may participate in the fund-raising activities to offset their expenses. The number and gender of the chaperones must reflect the student membership (i.e., sufficient male or female chaperones for the group).

School sponsored trips must be supervised by at least one District employee. When both male and female students participate in a school-sponsored overnight trip, they will be accompanied by at least one male and one female sponsor.

TRAVEL EXPENSES

The following provisions shall apply to travel expenses for students for school-approved competition or participation:

1. The total travel expense for student groups is subject to the approved budget amount for each team, activity, or campus.
2. Sponsor/coaches and the campus principal shall determine what room arrangements shall be and when meals are to be provided for student groups.
3. Sponsors/coaches shall limit meal costs to \$7 for breakfast and lunch per student, and \$11 for dinner per student. These limits may be exceeded, with prior approval, when conditions at the site of the activity make them impractical.
4. Sponsors/coaches shall make room arrangements in the most cost efficient manner possible. Total costs, rather than convenience, shall be the determining factor when making hotel/motel reservations.

TRAVEL REQUEST FORM

The district Travel Request Form, FMG (exhibit C), must be completed, approved, and attached to the Requisition Form prior to the travel.