

STUDENT ACTIVITIES: FMG (R)

TRAVEL

SCHOOL-
SPONSORED

All school-sponsored trips must have prior approval of the principal. Out-of-state trips must have approval from the Superintendent or designee. Out-of-country trips must have approval by the Superintendent.

TRIPS IN GENERAL

OVERNIGHT TRIPS

Students shall be permitted to take school-sponsored overnight trips in accordance with Board Policy FMG (LOCAL) with the following stipulations:

1. Trips within the state of Texas by classes, school organizations, and other school groups must have prior approval of the principal. Expenses of students and teachers shall be paid by the organization.

2. Overnight field trips outside the state of Texas must have prior administrative approval and will be considered by the Superintendent or designee on an individual basis.

3. During the school year, school classes, organizations, and other school groups shall miss no more than two days of instructional time per trip, not to exceed the ten days as specified by law. Any exceptions must be approved by the Superintendent or designee.

OUT-OF-STATE
TRIPS

Students shall be permitted to take out-of-state school sponsored trips in accordance with local Board policy FMG with the following stipulations:

1. Organizations/groups shall be limited to no more than one out-of-state trip every two years, excluding state winners who progress to a national level competition, unless approved by the Superintendent or designee.

2. Any student participating in these trips must have a passing grade in all courses for the previous six-week period prior to the trip.

3. The maximum number of consecutive school days which can be missed per trip shall be limited to two.

4. Organizations invited to perform/compete at national conventions/contests shall be subject to individual approval by the Superintendent or designee.

EXPENSE FOR TRIPS

The District may assist with expenses for district and/or regional contest winners attending state or national competitions with the following stipulations:

1. Detailed travel plans and request for expenses must be submitted to the principals and to the appropriate central office personnel who shall assist with travel arrangements and coordinate plans to determine the most economical mode, prior to central office approval.

2. The District may pay appropriate registration fees for UIL and other major contest winners.

3. The District may pay appropriate registration fees and other expenses not to exceed \$75 for each eligible participant in state career and technology contests.

4. Teachers/sponsors shall pool their travel to assist in covering student travel on chartered bus, plane, or private auto (whichever is least expensive) to competitions.

5. The District shall assist in the cost for transporting projects to state conferences. Where possible, schools should combine projects and transportation.

6. State and area officers, and national officer candidates and certain contest winners (first and second state level winners of first division individual competitive events) are eligible national participants. The District shall pay actual cost (travel, room, food, and registration) for each eligible student as defined above who is not funded by a state youth leadership organization - not to exceed \$500 per student. When the national conference is held in San Antonio, only registration shall be paid for eligible participants unless the students are required by the sanctioned organization to stay in specific hotels at the convention site.

7. Each teacher who has eligible student participants may be approved to attend. Substitutes shall be provided by the District when necessary; however, teachers are encouraged to depart after classes if possible. Teachers remaining on campus shall be encouraged to cover classes.

8. The District shall pay actual cost (travel, room, and food) not to exceed \$500 for one teacher accompanying up to ten students per youth organization when not covered by other travel or paid for by a youth leadership organization. Receipts for room, meals, and transportation, accompanied by the NEISD "Out-of-District" travel form, must be presented upon return.

9. Requests for Out-of-District trips involving school budget funds (substitute teachers, transportation, etc.) must be approved by the Superintendent or designee as part of the annual budgetary process.

10. Solicitation of funds must have prior approval of the principal and must be handled in accordance with accounting procedures.

11. Any outside contributions received to assist with travel expenses must be deposited to the Central Office Co-curricular Activity Support Account or to the particular Student Activity Fund account immediately upon receipt of the donation.

12. When the Superintendent or designee requests that a group/organization perform at a public relations activity, the District shall pay the travel expenses for that group unless expenses are covered by the requesting organization.

TRANSPORTATION GUIDELINES

The following shall apply:

HIGH SCHOOL CO-CURRICULAR

1. Football games, regular season varsity schedule:

- a. Band - ten buses maximum.
2. Spirit groups - ten buses maximum.
3. ROTC - share one-half of one Spirit group's bus.

2. Basketball games, regular season varsity schedule (tournaments are not included):

- a. Spirit groups (non-district games) - two buses maximum.
2. Spirit groups (district games) - two buses maximum.
3. Maximum eight per week (principal

decides how many for boys, how many for girls).

3. Soccer, regular season varsity schedule - Spirit groups - one bus maximum.

4. Volleyball games, regular season varsity schedule - Spirit groups (district games) - two buses maximum.

5. Baseball games, regular season varsity schedule - pep squad - one bus per game.

6. High school swim meets - one bus (a.m. or p.m. practice round trip).

7. Spirit groups competitions:

- a. Dance team - two buses maximum.
2. Flag team - two buses maximum.
3. Drill team - two buses maximum.
4. Pep squad - two buses maximum.

8. Parades (Battle of Flowers or other parades approved by the Superintendent):

- a. Band - ten buses maximum (each parade).
2. Spirit groups - four buses maximum (each parade).
3. ROTC (Guard) - share one-half of Spirit group's bus (each parade).
4. ROTC (Drill Team) - one bus (each parade).

9. Festivals/civic functions:

- a. Choral (10 events maximum) - one bus per event.
2. District operated festivals (including rehearsals):

(1) Choir - one bus for two rehearsals.

(2) Battle of Bands - ten buses maximum, rehearsal and performance.

10. ROTC competitions - total complement of buses given - the Coordinator of Army Instruction will decide what school uses the buses; 40 local trips (meets, parades, inspections, etc.), 10 out-of-town trips.

11. Speech/drama activities - (\$1,500 to be budgeted for each high school to cover transportation costs for invitational competitions).

12. UIL musical and speech/drama competition - transportation will be supported by District.

13. Graduation - four buses per school for rehearsal and graduation, four maximum.

14. Math/science tournaments - three contests annually (Bexar County only) - one bus per event.

15. FFA transportation - Madison High School.

ATHLETICS

1. Football games (playoffs) - cost to be paid by athletic department. The principal shall obtain the Athletic Director's approval before bus reservation is made if transportation is to be paid by athletic department.

- a. Band - ten vehicles maximum.
2. Spirit groups - ten buses maximum.
3. ROTC - share one-half of one Spirit groups bus.

2. Team sports playoffs (basketball, volleyball, soccer, baseball, and softball) - principals must obtain the Athletic Director's approval before bus reservation (one bus maximum) is made if transportation is to be paid by athletic department (Spirit groups only).

MIDDLE SCHOOL

For middle school co-curricular or extracurricular activities, the following transportation guidelines shall apply:

CO-CURRICULAR

1. Tape clinic:

- a. Band - four buses maximum for performance.
2. Orchestra - three buses maximum for performance.

2. Speech/drama activities, two district contests annually - one bus per event.

3. UIL musical competition - transportation

shall be supported by the District.

4. Fine arts orientation program for elementary school:

- a. Band - one bus per feeder school.
2. Choir - one bus per feeder school.
3. Orchestra--one bus per feeder school

5. Math tournaments, three district contests annually - one bus per event.

6. Golf and tennis trips for athletes will be billed to school. Principals are authorized to waive bus transportation requirements for tennis players at their discretion. They must obtain a statement from parents indicating that they assume all responsibility for the student's safety and release District from all liability.

7. Athletic department will pay for transportation for the following sports based on athletic department guidelines: football, volleyball, basketball, and track.

ELEMENTARY
SCHOOL

For District-supported activities, transportation shall be provided as needed for the following:

1. "Evening with Strings" - rehearsal and performance (elementary schools participate; scheduled as needed for program activities through fine arts coordinator's office).

- b. Symphony (elementary schools) - buses are ordered by the school principals based on schedule from the Fine Arts office.

ISSUED DATE: 07/21/98

REVISED: 07/21/00