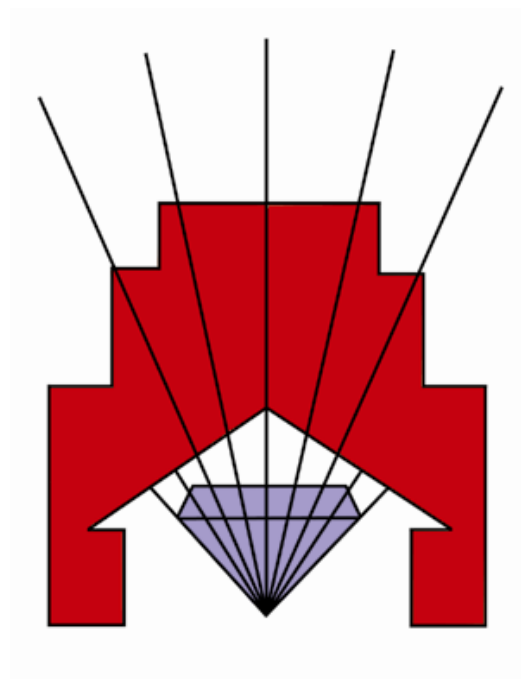


La Joya Independent School District



Student Travel Guidelines

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Co-Curricular Field Trips (definition): students traveling for the purpose of extending their educational opportunities and must be accompanied by a sponsor(s).

Competitive Events (definition): students traveling as an extra-curricular activity for the purpose of competing and must be accompanied by the group's sponsor(s).

Extracurricular Absences: The district will take the position recommended under UIL. State law mandates a maximum of ten absences through district competition, a maximum of five absences for post-district competition, and a maximum of two additional absences for state competition. Therefore, the district will adhere to the 10/5/2 day absence policy for participation in UIL activities. For students involved in more than one UIL activity or co-curricular event, their absences, grades and TAKS scores will be reviewed in an individual basis for consideration to participate.

Monitoring of Absences: The principal and/or the assistant principal in charge of student attendance will monitor the absences of students involved in extracurricular activities. Attendance clerks will use the codes from Skyward to monitor student absences.

GUIDELINES:

One over night trip per program with a maximum of five will be allowed if needed.

All Provisions of Policy FMG (LOCAL) must be met.

Requests for travel must be accompanied by a detailed lesson plan and include:

- Co-curricular objective
- List of students to be traveling; attached with Skyward report on discipline, attendance, grades and TAKS
- Cost analysis and funding source
- List of staff members who will supervise students
- Approved itinerary for trip must be in file with the program director and asst. principal in charge of student activities

Ratio of adults to students on the trip

- Secondary 15:1
- Grade 3/4/5 12:1
- Grade PreK/2 10.1

Each student's signed parental consent form and medical consent for treatment form must be taken with the group, as they travel. The assigned administrator in charge must have these forms in their possession.

Requests for travel must be submitted to the principal and program director no less than three (3) weeks in advance.

A campus administrator (principals, assistant principal, supervisor, counselor, curriculum coordinator, teacher designee) must accompany each student group traveling. This person may be counted as part of the recommended ratios and is the administrator in charge.

The administrator will be the person designated as the one in full charge of the group.

Considerations must be made for students with medical needs and disabilities

No substitutes will be permitted to accompany students on any school sponsored activities.

Volunteers/consultants may accompany student groups and count as part of the recommended ratios. They *will not* be permitted to ride the bus with the students and employees – chaperones must go through a background check and finger printing.

Student trips may *only* be initiated by a district employee.

Adults who are not immediate employees of La Joya ISD may not be the sole sponsors of a student fieldtrip.

All out-of-valley fieldtrips *will require a canine search* of buses and luggage before departure. Requests for canine searches need to be done one week in advance. It is the responsibility of the sponsor do the request for this service or trip will not be allowed. A copy of the request must be submitted to the principal/program director one week prior to the trip.

The campus administrator in charge of trip, or their designee, and all sponsors must remain at the return site until the *last* student is picked up. The designee must be a district employee.

Swimming fieldtrips *will not* be permitted.

Water-park fieldtrips *will not* be approved for *elementary* students.

Water-park fieldtrips for *secondary* students may be considered, but will *require* approval by the superintendent.

Overnight trips must be approved by the Board of Trustees. All regulations of Policy FMG (LOCAL) must be followed.

Sponsor(s) other than the school bus driver must ride to and from a local/ out of district fieldtrip in the bus. Sponsor(s) are also expected to accompany students when they fly in an airplane.

Students will not be allowed to drive their personal vehicles to school sponsored site under any circumstances even if they have parental consent.

UIL

If travel is due to advancement, there are no limitations; local funds may be used.

NON-UIL EVENTS

Limited to one event per year outside of the Rio Grande Valley; excluding Saturdays

Limited to no more than 2 school days/year

BUDGET SOURCE

Through, approved fundraising by the organization