

# **STUDENT TRAVEL**

La Joya ISD  
108912

STUDENT ACTIVITIES  
TRAVEL

FMG  
(LOCAL)

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.

An exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or immediate family member or presents a written request to the principal or designee before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The parent or the designated adult shall be required to personally check the student out with the sponsor at the event and notify him or her at that time that the student shall not be using school transportation after the event.

The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

OVERNIGHT TRIPS

Students may be permitted to take school-sponsored overnight trips for the following purposes:

1. Instructional purposes (field trips and excursions). Approval for the trip shall be from the principal and/or Superintendent.
2. Activities of school-sponsored or -sanctioned clubs or organizations. Approval for the trip shall be from the principal and/or Superintendent.
3. UIL or other sanctioned competitions. Approval for the trip shall be from the principal and/or Superintendent.

ROTATION CYCLE

Approval for proposed school-sponsored trips shall be subject to a District-established rotation cycle. Only certain specific honors, such as an invitation from a professional or government agency, shall be recognized by the Board as an exemption from the rotation cycle.

EXTENDED AND OUT-  
OF-STATE TRAVEL

Any school-sponsored trip to be taken during the school year that is over 550 miles round trip, out-of-state, and involves an overnight stay must be presented to the Board for tentative approval at least 60 days prior to the trip. The actual details of the trip shall be presented to the Board at least 30 days prior to the departure date. At that time, the requesting organization must present copies of the trip itinerary, parental consent form, trip rules, medical information, and a list of chaperones.

Sponsors shall present criteria to be used for determining the students who will be eligible to participate in the trip.

FOREIGN TRAVEL

Student travel to a foreign country shall require a written invitation from the sponsoring organization of the host country. Documenta-

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tion supporting specific security measures to be provided by the host organization/country for the District's students and sponsors shall also be required.

A District or campus administrator shall be included among the adult sponsors for each trip that involves extended student travel outside of Texas.

## Student Travel

- Student travel rationale must be requested using the School Board Agenda Format

The following information must be attached to request:

- Objective of student travel
- Student Travel Form (Cost analysis and funding source)
- List of Students
- List of staff members supervising students
- Itinerary

- All student travel must be approved as follows:

### Secondary Schools

- Executive Director for Secondary Education
- Assistant Superintendent for Curriculum and Instruction
- Superintendent
- School Board (If required, see School Board Policy FMG Local)

### Alternative Center

- Area Director for Alternative Centers
- Assistant Superintendent for Curriculum and Instruction
- Superintendent
- School Board (If required, see School Board Policy FMG Local )

### Elementary Schools

- Executive Director for Elementary Education
- Assistant Superintendent for Curriculum and Instruction
- Superintendent
- School Board (If required, see School Board Policy FMG Local )

- Student related travel requires the use of a 6412 object code (sponsors traveling with students must be coded with a 6412 object code).
- A purchase order payable to restaurant **must** be processed for meals.
- If restaurant does not accept purchase orders, student meal advancements will be processed through the Secretary for Budget and Finance using the Travel/Reimbursement Request Form. Student travel rationale must be attached to Travel/Reimbursement Request Form.

Plan accordingly to allow sufficient time to process check.

After returning from trip an advance/cost comparison must be prepared and submitted to the Secretary for Budget and Finance.

- Student Meal allotment will be at the following rate:

Breakfast –\$ 5.00, Lunch -\$6.00, Dinner – \$7.00)

## **Student Travel (continued)**

- Sponsor Meal Reimbursement will be at student rate (In-Region and Out-of-Region)
- Lodging when applicable will be reimbursed at actual cost.
- A Purchase Order must be issued for charter buses and hotels.

Refer to the current Purchase Order Requisition Resource Material online information for approved vendors and related information.

- Student field trips for entertainment are not allowed through federal and state funds.
- La Joya ISD does not allow employees to transport students in personal vehicles.