

## GENERAL INFORMATION

Approval for travel must be received prior to the trip from the campus principal.

Students and sponsors/chaperones must travel together at all times. School sponsored trips shall be supervised by at least one District employee. Depending upon the number of students traveling, when both male and female students participate in a school-sponsored trip, they shall be accompanied by at least one male and one female sponsor or chaperone. When only one student travels, a sponsor or chaperone of the same sex must accompany the student.

The expenses of chaperones for student trips shall be incorporated in the trip budget. Chaperones shall be recruited at the earliest possible date and may participate in the fund raising activities in order to offset their expenses. The number and composition of the chaperone group shall reflect the student membership (i. e., sufficient male or female chaperones for the group). A recommended ratio of chaperones would be one chaperone for every 30 students.

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to the event and with written permission by parent request to the sponsor/chaperone, may choose to ride home with parents.

MEALS- If team/club meals are advanced to a coach/sponsor; he/she must return either itemized meal receipts or a Tabulation of Money Distributed form if a specific amount of cash was given to each student. This documentation, along with the Travel Settlement Form, is due back to the business office no later than 10 business days from the return date of the trip.

Student meal allowances are \$6 per meal. Meals may be provided during the customary times of the day only. Beyond the District UIL competition level, student meal allowances are \$10 per meal.

## FIELD TRIPS

Before all field trips, a Parental Authorization & Acknowledgment of Risk for Field Trip Form and a description for the fieldtrip must be sent home to parents for signature. Students who do not have a signed Parental Authorization form will not be allowed to go on the field trip.

Completed and signed Parental Authorization forms are required for every field trip a student attends.

Overnight field trips must be approved by the Superintendent in advance of publicizing the opportunity to participate.

## CO-CURRICULAR/EXTRACURRICULAR COMPETITION

Co-curricular/extracurricular competition is an integral part of the activities of

many student clubs and organizations. Mt. Vernon I.S.D. encourages students to participate in these activities. Funding of these activities at various levels is as follows:

1. First level of competition (District) - Funding must be provided from either the Campus Operating Budget allocation or Campus Activity Fund to the maximum extent possible. (Note: This includes both co-curricular (e.g., drama, FCCLA, etc.) and extracurricular (e.g., athletics, cheerleading, drill team, band, etc.) competition. If sufficient resources are not available from these sources, Student Activity Funds may be utilized pending student approval. Every effort must be made to insure that no student is unable to participate in any co-curricular/extracurricular activity due to financial limitations.

2. Area, region, and state level - Funding for all reasonable expenses associated with qualifying competitions at these levels is provided by allocations in the District's Operating Budget.

#### CONVENTIONS AND INVITATIONALS

1. Students may take school-sponsored trips for activities of school-sponsored or school-sanctioned clubs or organizations. Specifically, trips to conventions or invitationals must be funded by either Student Activity or Campus Activity Funds. Out-of-State trips of this nature must have the prior approval of the Superintendent. The following guidelines apply for conventions or invitationals:

- Students must comply with scholarship requirements as specified in current U.I.L. guidelines.
- Trips must have clearly defined educational goals.
- Only high school students may take out-of-state (pending Superintendent approval) or overnight trips for conventions and invitationals.
- An organization shall be limited to one out-of-state trip every two years.
- A list of all out-of-state trips taken by a group for the previous two years must be submitted with a request for approval. This request can be submitted directly to the Superintendent via email.

2. No District operating funds will be contributed to trips of this nature.

#### OUT-OF-STATE COMPETITION

With prior written approval of the Superintendent, students may take out-of-state school sponsored trips for U.I.L. and other sanctioned competitions. The following guidelines apply:

- Students must comply with scholarship requirements as specified in current U.I.L. guidelines

- Absences from school shall be limited to two days. The Superintendent must approve exceptions.
- Evidence of legitimate qualifying organized levels of performance in the competition must be provided for trip approval.
- The district may contribute toward partial payment of co-curricular academic activities based on budgetary constraints of the present year.

Before a sponsor enters a club/organization in a contest or activity which may lead that club/organization to qualify for an out-of-state competition and receive partial financial assistance from the district, the sponsor must notify the Superintendent prior to September 30th of each year that the contest meets the criteria for financial assistance as established by the district, and that the group will be responsible for raising any funds needed in excess of the district's contribution. This approval must be renewed each year.

The District will not contribute to extracurricular trips/competition involving schools outside the boundaries of the state of Texas for groups such as drill teams, cheerleaders, marching bands, athletic groups, or individuals. The District may contribute toward partial payment of co-curricular academic activities based on budgetary constraints of the present year. Unusual situations must be taken to the Board of Trustees.

#### NON-SCHOOL SPONSORED TRIPS

The guidelines for non-school sponsored trips are as follows:

1. All school employees who are party to the promotion of non-school sponsored field trips, workshops, or group tours involving students and/or community members must not be involved during the school day or on school property. The teacher's planning and conference time may not be used for any activities relating to a project of this type.
2. If the teacher receives any compensation, free transportation, or consideration from the sponsoring organization, any communications with the student/parents including leaflet distribution must be handled by U.S. mail.
3. MVISD school trip permission forms may not be used.
4. A school campus must not be utilized as a departure or arrival location.
5. School equipment, uniforms, materials, etc., may not be loaned or borrowed by the sponsoring adult(s) or students.
6. A permission form, developed by the school employee/sponsor to be signed by the parent/guardian, for non-school sponsored travel will clearly denote that MVISD is not a party to the trip or a sponsor of the trip. A principal will review the permission form.