

# La Joya ISD

## Student Travel Guidelines

Co-Curricular Field Trips (definition): Student 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 groups sponsor(s).

Extracurricular Absences: The district will take the position recommended under UIL for ALL extracurricular activities. 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 UIL activities or co-curricular events, their absences, grades and STAAR scores will be reviewed on 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 on OVERNIGHT and DAY trips

Overnight trips must be approved by the Board of Trustees. All regulations of Policy FMG (LOCAL) along with La Joya ISD Student Handbook and Program Handbook must be followed.

One overnight trip per program will be allowed as relevant to instructional program.

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

- Co-curricular objective.
- List of students to be traveling; attached with Skyward report on discipline, attendance, grades and STAAR scores.
- Cost analysis and funding source.
- List of staff members who will supervise students.

- Approved itinerary for trip must be on file with the program director and assistant principal in charge of student activities.

Ratio of adults to students on trip are as follows:

- Secondary 15:1
- Grade 3/4/5 12:1
- Grade Pre-K/2 10:1
- Based on Program guidelines

In case of an overnight trip that involves both male and female students, a male and female sponsor may go regardless of number of students.

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/ sponsor in charge must have copies of these forms in their possession.

Request for overnight travel must be submitted:

1. By campus administrator to the executive director 70 calendar days before travel.
2. By executive director to the Superintendent's office for approval and submission to La Joya ISD School Board for final approval 60 calendar days before travel. Refer to FMG LOCAL POLICY.

A campus administrator must accompany each student group traveling. This person may be counted as part of the recommended ratios and is the administrator in charge.

The principals along with the program director will decide which sponsor will attend if less than fifteen students are participating.

The administrator will be the person designated as the one in full charge of the group if in attendance, otherwise, the designated sponsor will be in full charge of the group.

All out-of-valley fieldtrips *will require a canine search* of buses and luggage before departure. Requests for canine search needs to be submitted to the La Joya ISD Police Department one week in advance, forms can be found in the LJISD Police Department web site. It is the responsibility of the sponsor to complete and

submit the request for this service or trip will not be allowed. A copy of the request must be submitted and kept in file by the principal/program director.

The campus administrator in charge of the 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 will not be allowed by students or adults in the hotel swimming pool while on school sponsored events.

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.

Sponsor(s) must ride to and from a local/out of District fieldtrip in the bus. Sponsor(s) are also expected to accompany students when they travel by airplane.

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

No foreign travel will be permitted.

#### **UIL**

If travel is due to advancement, UIL rules as well as LJISD Policies and procedures will apply; local and CTE funds may be used.

#### **NON-UIL EVENTS**

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

Limited to no more than 2 schools days per year

Travel for competitive events will be kept at the district or regional level, unless teams advance.

No out of state travel for any event on school calendar days through District expense or fund raising, unless it is a university sponsored trip paid for by the university.

Revised 8-31-16

