

**NORTH EAST INDEPENDENT SCHOOL DISTRICT
GUIDELINES FOR STUDENT TRIPS (Excluding UIL Athletic Competitions)
2016-2017**

The following guidelines pertaining to student travel for the 2016-2017 school year are to be adhered to without exception. They are subject to change at any time with any policy or regulation change deemed appropriate by the Superintendent.

The approval of student trips by the principal will be contingent on the campus director, sponsor, teacher, students and/or principal having sufficient funds in the appropriate account(s). *Student Activity Funds (SAF)*, *Campus Activity Funds (CAF)*, or funds designated in the District budget may be used in paying for a trip. Remember, the membership of the organization must give prior approval to the spending of Student Activity Funds. As in all cases where funds in any of these accounts are to be utilized, it is the principal's responsibility to make certain that each expenditure is appropriate.

Trip approvals are also contingent upon the circumstances that exist in our nation and the world at the time of the trip. If national or world circumstances dictate that it would be hazardous for a trip to commence, the principal should make sure that the trip is postponed or canceled. As an example, where the U.S. State Department maintains an advisory against travel to a certain foreign place, a school sponsored or planned trip to that place should not occur. We are fully aware that this makes planning difficult for all concerned; however, common sense must prevail to where the safety of our students and employees remains our first priority.

The Superintendent or his designee must approve any waiver associated with these guidelines.

GENERAL RULES FOR OVERNIGHT TRAVEL

Students shall be permitted to take school-sponsored overnight trips in accordance with Board Policies FM (Local), FMF (Local) and FMG (R) within the following rules:

1. All school-sponsored trips must be for educational and competition purposes. The coach, director, sponsor, or teacher is to meet with the principal to review the purpose of the trip prior to it being announced to any parent group, individual parent, or student. After receiving the principal's approval, the sponsor of the organization requesting authorization of the trip will enter the information into the on-line Student Travel System.
2. All information that is requested in the on-line Student Travel System should be complete, and submitted at least two (2) weeks prior to any planned trip.

3. Final authorizations and disapprovals will come from the office of the Associate Superintendent for Campus Support and Human Resources.
4. Travel insurance should be purchased in order that part or all monies can be saved in case of cancellation.
5. Appropriate and allowable expenses of students and teachers shall be paid by the organization.
6. Trips less than 50 miles from San Antonio can be approved solely by the principal and do not need to be entered into the on-line Student Travel System.
7. Both in-state trips more than 50 miles from San Antonio and out-of-state trips must have the prior approval of the campus principal, appropriate executive director of program (fine arts, athletics, JROTC, etc.), and the Superintendent or designee.
8. Out-of-country or international trips to include cruises must have prior approval of the principal, appropriate executive director of program (fine arts, athletics, JROTC, etc.), Associate Superintendent for Campus Administration and Human Resources, and the Superintendent or designee.
9. Board Policy CNA (Legal) shall be adhered to regarding transportation of students when on trips. During the school year, school classes, organizations, and other school groups shall miss no more than two (2) days of instructional time per trip as per North East ISD Board Policy. Any exception to the two (2) day rule must be approved by the Superintendent or designee. As specified by law, no trip shall exceed ten days.
10. For all District personnel accompanying students on any school-sponsored out of town extracurricular or competition trip requiring one or more overnight stays, and whom are responsible for direct supervision of those students (e.g. team sponsor, coach, administrator, etc.) while on the trip, those individuals shall not be permitted to bring guests to stay with them in their hotel room during the trip. This is to ensure that the District personnel responsible for the direct supervision of students on the trip will have minimal distractions and remain better able to monitor the safety of the students on the trip, while also able to respond to any issues that may arise which requires immediate attention, such as a medical or disciplinary issue. Should the District personnel to whom this procedure directly applies wish to have guests attend any events during the trip, those guests will be treated as a spectator for all purposes with no special rights of access to the students or sponsor beyond that of any other spectator on the trip. This directive does not pertain to any parents who may be attending as chaperones.

OUT-OF-STATE TRIP RULES

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

1. Out of state travel is reserved for high school students only with the exception of KSAT and STEM.
2. Organizations/groups shall be limited to no more than one (1) out-of-state trip every two (2) years, excluding state winners who progress to a national level competition, unless prior approval is given by the Superintendent or designee.
3. Any student participating in these trips must have a passing grade in all courses for the previous nine-week grading period prior to the trip.
4. The maximum number of consecutive school days that can be missed per trip as per North East ISD Board Policy shall be limited to two (2) days unless otherwise approved by the Superintendent or designee.
5. Organizations invited to perform/compete at national conventions/contests shall be subject to individual prior approval by the principal and authorization by the Superintendent or designee.
6. Detailed travel plans and requests 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 of travel, prior to central office authorization.
7. 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.
8. Solicitation of funds must have prior approval of the principal and must be handled in accordance with established accounting procedures.
9. Any outside contributions received to assist with travel expenses must be immediately deposited to the appropriate Student Activity Fund account upon receipt of the donation.
10. The principal may withdraw approval for any trip at any time if safety concerns arise. The Superintendent or his designee may also withdraw prior authorization under these circumstances.

11. Minimum requirements for adequate supervision of students must be in place:
- High School – one adult for every 15 students
 - Middle School – one adult for every 8 students
12. An itinerary and other information insuring that students are adequately supervised at all times must be submitted to the principal. This information is a must. No exceptions will be made. Each travel itinerary shall include:
- The name(s) of hotel (s) with hotel phone numbers;
 - Emergency numbers;
 - Flight information (flight numbers, and departure and arrival dates and times);
 - Names, addresses, and phone numbers (home and cellular) of all students, coaches, directors, sponsors, teachers, and parent chaperones traveling on the trip;
 - Printed guidelines for all adult supervisors to include parent chaperones;
 - Schedule of events from departure to return – all unsupervised time is banned;
 - Students are required to travel to, with, and from any trip with the employed sponsor(s);
 - Written rules and expectations must be reviewed with all students prior to the trip;
 - The signed District's parent permission travel / liability form must be signed;
 - Emergency cards and other pertinent information for each student should be carried by the lead employed adult in charge of the trip; and
 - Telephone numbers of the principal and assistant principals should be carried by the lead employed adult in charge of the trip in order for immediate notification in the case of any emergency.

STUDENTS MUST UNDERSTAND AND AGREE TO

- Comply with the District's Student Code of Conduct, along with any other applicable rules required by the organization or team, at all times;
- Immediately follow instructions given by the administrators, directors, coaches, sponsors and chaperones while on the trip;
- Be on time for all roll checks;
- Not to leave the group for any reason without permission from an administrator, director, coach, sponsor or chaperone;
- Not to leave the hotel room for any reason after bed check. If there is an emergency after bed check, the student should call the chaperone's room;

- Regular room checks by chaperones (chaperones, and not students, are responsible for roll checks, meeting times, bed checks, staying with the group at all times, designating meeting places and times);
- Be assigned to a specified group assigned to a chaperone;
- Keeping noise in hotels to a minimum;
- Not to allow any individual who is not part of the travel group to be in their hotel rooms;
- Know that any misbehavior will be dealt with immediately, and may have consequences for the student's further participation in the trip's activities; and
- Know that in the event of a major student offense (assault, weapons, theft, drugs, alcohol, out after bed check, having a guest in the hotel room) or persistent misbehavior, the student is to be sent home immediately at the parent's/guardian's expense.

If NEISD students are traveling out of state or out of country and the sponsors are NOT going through NEISD to schedule this travel, it will not be considered District travel. Because such travel is not connected to the District in any manner, the following must occur:

- Any communication about the trip must be made away from the school.
- No announcements are to be made at school or in classes about any such trip.
- Flyers or other information promoting a trip are to be distributed as you would for any other outside organization.
- No collection or channeling of funds is to be connected to the school or its accounts.
- No fund raising involving the school is to be conducted.
- A teacher may contact the student(s) at home, but not at school.

As a principal, you should be aware that some of these trips are a major commercial venture in which concerns about the lack of supervision could lead to potential claims by students and/or parents resulting from any misconduct or mishap that may occur on such trips.

The above guidelines pertaining to student travel are to be followed without exception. They are subject to change at any time, if deemed appropriate by the Superintendent.

Again, the principal will be the person who approves, promotes, and defends the purpose of the trip as well as the expense of any approved trip to the faculty and staff, students, and parents. This office will only check for any conflicts with North East ISD Board Policy and testing dates. Sponsors and principals should remember to be very sensitive to the economic circumstances that may impact families at any given time.