

STUDENT ACTIVITIES
TRAVEL

FMG
(REGULATION)

APPROVAL

The Request for Trip Approval form and the on-line transportation request form must be submitted to the appropriate administrator at least 45 school days prior to the date of departure. [See Exhibit A]

Other than organizational competition, each student group may take one trip per year and only with the principal's approval.

The superintendent or designee must approve overnight trips.

TRANSPORTATION

After the trip has been approved, the appropriate administrator will approve the on-line transportation request form and submit it to the transportation department no fewer than 30 school days prior to the date of the trip. Transportation requests made with less time will be accepted only with the signature of the superintendent or designee.

All trips are subject to transportation availability. Alternate forms of transportation must be approved by the Superintendent or designee.

Buses and drivers will be assigned as available and on a first-come, first-served basis.

In general, students will be required to use district transportation for school-sponsored trips. In accordance with FMG(LOCAL), however, a parent may request in writing that his or her child be released after the event to the parent/guardian with prior approval by the principal.

AVAILABILITY OF FUNDS

Approval for trips will be granted only if funds are available in the group's budget for transportation and other related costs. Students may be charged a nominal fee. For competitions, the District will pay entrance fees.

CONSENT

Students will not participate in a student activity trip without the written consent of a parent. [See Exhibit B]

HENDERSON I.S.D.
201902

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SUPERVISING

District personnel must accompany students on all school-sponsored trips and will assume responsibility for the students' proper conduct.

The adults supervising any student trip will take with them copies of each student's Authorization to Secure Emergency Medical Treatment.

CHAPERONES

The principal may use his or her discretion as to the number of chaperones needed. At a minimum there must be a ratio of one adult for 22 students.

The principal must approve all chaperones.

Chaperones are responsible for their own expenses.

CRIMINAL HISTORY
RECORD CHECK

In advance of any student trip, the District will obtain the criminal history record of all persons serving as supervisors or chaperones. [See GKG]