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**Note:** In case of conflict between the English language version and the Spanish language version of an exhibit, the English language exhibit will control.

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APPROVAL	The principal, with information from the teacher, will carefully consider each request for a trip and approve only those trips with instructional value outweighing any loss of regular instructional time.
APPROVAL PROCESS (NOT OVERNIGHT)	The trip request (not overnight) form must be submitted to the principal for approval at least one month prior to the date of the trip. [See FMG(EXHIBIT)-A]
EXTRACURRICULAR TRIPS AND PERFORMANCES	Requests for overnight activities will be submitted on the trip request (overnight) form to the building principal, program director, and the appropriate executive director at least one month prior for approval. [See FMG(EXHIBIT)-B]
APPROVAL PROCESS (OVERNIGHT)	All other trips are approved at the building level, except those trips that require support from the central budget. The appropriate program director, as well as the building principal, must approve those trips requiring support from the central budget. Approval of such requests must precede formal announcements of and preparations for the trip.
TRIP RULES	<p>Extracurricular trip timelines do not apply for:</p> <ol style="list-style-type: none"><li>1. UIL activities, including advancement to regional and state levels of competition.</li><li>2. Activities in the District.</li><li>3. Individual performances or competitions, including advancement to regional, state, and national levels. (Examples: Debate, Texas Music Educators Association, career and technology education competition, National Forensics League, and the like.)</li></ol> <p>Any other activities must follow the approval process outlined above.</p> <p>Guidelines for trips involving water activities (pools, spas, hot tubs, water parks, lakes, rivers, ponds, oceans, boating, and small crafts) are as follows:</p> <ol style="list-style-type: none"><li>1. All swimming pools and spas used by District students must adhere to Administrative Code Title 23, Part 1, Chapter 265, Subchapter 1, Rule 265.181.</li></ol>

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2. Before participation in any water activity, students and chaperones must be educated in a nationally recognized water safety course, i.e. American Red Cross.
3. Non-District instructors teaching water activities must be trained and must hold current certification in:
  - First Aid and CPR/AED.
  - Water safety instruction.
  - Water craft instruction (when appropriate) by a nationally recognized water safety instructor course.
4. The nationally recognized water safety student-to-instructor ratio and the student-to-lifeguard ratio must be followed.
5. All District employees attending the trip must be CPR/AED certified.

BAGGAGE

The District is not allowed to pay for baggage fees. Baggage fees must be paid by the student/parent directly to the airlines with a credit card.

LIMITATIONS

Each middle school group is limited to one out-of-District performance per class per school year.

Each group's trip must not require more than one school day total out of class per group per school year unless approval is granted by the Superintendent or designee. Middle school band performances will not involve marching.

At the high school level:

1. Overnight trips are allowed with consideration to the nature of the trip.
2. No more than one day of instruction may be missed for trips (in-state or out-of-state) per group per school year unless approval is granted by the principal and the Superintendent or designee.
3. A group within an organization (i.e., symphonic band, top performing choir, winter guard) may not take an out-of-state trip on consecutive years.
4. Only students who are part of the performing group may participate in trips that require missing school unless authorized by the principal.

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5. Extended trips requiring three or more days of absence from school or travel to a foreign country will require approval from the Board.

EXCEPTIONS

Any exception to these rules will be made only with the approval of the Superintendent.

CONSENT

Students will not participate in a field trip without written consent of a parent or guardian. [See FMG(EXHIBIT)-C and -D]

SUPERVISING  
EMPLOYEES

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

An administrator or designee must accompany students on all overnight trips.

An administrator must accompany students on all foreign country trips.

The adults supervising any student trip will take with them copies of each student's medical authorization form for trips. [See FMG(EXHIBIT)-E and -F]

EMPLOYEE  
REIMBURSEMENT

Travel reimbursement for employees must comply with DEE(LOCAL), which includes, but is not limited to, the following:

OUT-OF-DISTRICT  
TRAVEL

1. All out-of-District travel must be approved in advance on the travel request form [see FMG(EXHIBIT)-A; this form is an NCR form] by the appropriate senior staff member or executive director. Grant managers must also approve all travel being paid for with federal, state, or local grants.
2. Travel request forms are not required if the only expenses are registration fees, substitute costs, and/or local mileage reimbursement.
3. Original receipts are required for reimbursement of the following:
  - a. Registration fees (receipt and documentation indicating the cost of the conference if not printed on the receipt).
  - b. Hotel (hotel occupancy exemption form should be used in Texas). [See FMG(EXHIBIT)-C]
  - c. Airline tickets.
  - d. Rental cars.
  - e. Meals (all meal receipts when using grant funds).
  - f. Parking.

- g. Single expenditure over \$20 (excluding meals paid from general funds).

Miscellaneous expenses must be itemized and include airport parking and any ground transportation (taxi and shuttles) and gratuities applicable to the conference.

Credit card charge slips or copies of checks are not considered original receipts.

#### MEALS

Meals, including gratuities, will be reimbursed up to \$35 per day. Meals charged against grant budgets require receipts and will be reimbursed based on the amount of the receipts up to \$35.

Meals, including gratuities, and reimbursement for partial days will be based on breakfast, \$5; lunch, \$10; and dinner, \$20.

Meals for meetings within the Houston metropolitan area will not be reimbursed unless they are in conjunction with the meeting and included in the registration cost.

Reimbursement for meals provided by the seminar or conference is prohibited. For example, if the conference includes a lunch program, the per diem meal reimbursement for that day would be limited to \$25 (\$35 less \$10 for lunch).

#### CHAPERONES

The procedures for securing chaperones are as follows:

1. The principal must approve all chaperones.
2. There must be a minimum ratio of one chaperone per ten students for prekindergarten–grade 5. Some trip locations will require an increase in adult supervision, especially for young children. Principals will take this into consideration when planning a trip.
3. There must be a ratio of one chaperone per ten students for grades 6–12. Exceptions to the student-teacher ratio for campus organized trips would be one chaperone per 20 students for indoor theaters, movie theaters, and concert halls. Additional chaperones must be approved first by the principal.
4. For any overnight trip, there must be at least one adult for each ten students.
5. When both male and female students participate in a school-sponsored overnight trip, they will be accompanied by at least one male and one female sponsor, when possible.
6. Sponsors and chaperones should provide personal information, in case of emergency, to the school office associated with the student travel. [See FMG(EXHIBIT)-G and -H]

7. Sponsors and chaperones must keep the signed District parent permission and release of liability for students participating in school-sponsored study trips [see FMG(EXHIBIT)-C and -D] and medical authorization form for trips [see FMG (EXHIBIT)-E and -F] with them at all times.
8. The expenses of the approved chaperones and bus drivers for school-sponsored trips must be incorporated into the trip budget. Bus drivers are not considered chaperones. Chaperones will be recruited at the earliest possible date and may be required to participate in the fund-raising activities of the student group to offset their expenses. Expense reimbursement must comply with DEE(LOCAL).
9. School-sponsored travel on District buses is limited to participants, sponsors, and chaperones. This includes children who are not members of the participating organization.
10. Sponsors and chaperones will have the student discipline guidelines with them at all times, which will ensure consistency with rules and discipline. Specific school rules will need to be provided to each chaperone to use as a reference.
11. The sponsors and chaperones are responsible for discipline on the entire trip, including bus travel.
12. Chaperones will make periodic head counts of the children, as well as meet at certain designated times with the large group.
13. Students must have identification information in their possession at all times. Chaperones of elementary students must make sure that every student has an I.D. badge or sticker on at all times with the child's name, school name, and school phone number. Chaperones and sponsors are representing the District as role models for the students and are on duty for the duration of the trip.
14. The teacher, sponsor, or designees should handle and dispense all medications. The District health services medication administration record [see FMG(EXHIBIT)-I] should always accompany medications from the school nurse.

CHAPERONE  
APPROVAL

At least three weeks prior to a trip, a person who is not a District employee and is planning to be a chaperone must submit a completed volunteer form to the school office. A person will not serve as a chaperone/volunteer for any school trip unless he or she has been approved by the District.

STUDENT ACTIVITIES  
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STUDENT CONDUCT	District and school regulations regarding student dress and conduct should be followed on each trip. Please refer to the parent/student handbook. Failure to follow the Student Code of Conduct during a trip may result in the student being sent home immediately at the parent's expense.
ORDERING TRIP BUSES	Sponsors and administrators should follow guidelines available on the transportation website <a href="https://internal.springbranchisd.com/admin/transport/bus1.htm">https://internal.springbranchisd.com/admin/transport/bus1.htm</a> .
CHARTER BUS INFORMATION	Charter buses that are not used as part of an approved travel agency package will be handled by the transportation department. [See transportation website <a href="https://internal.springbranchisd.com/admin/transport/bus1.htm">https://internal.springbranchisd.com/admin/transport/bus1.htm</a> ]
COMMUNITY-BASED INSTRUCTION	Community-based instruction (CBI) offers many opportunities for students in special education to learn skills necessary for participation in their community. It is with this philosophy that the District is committed to providing a comprehensive CBI program to all students with moderate to severe disabilities who reside in the District's boundaries.  Procedures for CBI trips should follow the special education guidelines. Extracurricular trip request information is available on the transportation website: <a href="https://internal.springbranchisd.com/admin/transport/bus1.htm">https://internal.springbranchisd.com/admin/transport/bus1.htm</a> .