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

NON-SCHOOL
SPONSORED TRAVEL

Non-School Sponsored Travel includes all trips involving students and/or employees which have not been approved through any of the processes defined within this Regulation.

Students and/or employees engaging in any Non-School Sponsored Travel shall not be permitted the use of any district property for the purpose of advertising, holding meetings, and/or promotions of such travel.

All SBISD employees engaging in non-school sponsored travel shall adhere to the Code of Ethics and DH (LOCAL).

SCHOOL SPONSORED
TRAVEL

School sponsored trips shall include trips approved in accordance with this Regulation and that fall under the following categories: class field trips; University Interscholastic League (UIL) contests; other contests based upon advancement from one level to the next such as career and technical education contests; state fine arts contests; agricultural contests; debate contests; performance of organizations such as choir, band, orchestra, drill team and cheerleaders in contests; awards for organizations; training for students; and other activities approved by the principal, program director and executive director of administration, superintendent or superintendent designee.

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)

Day, study, or field trips that are not overnight must be submitted to the principal for approval at least one month prior to the date of the trip. [See FMG(EXHIBIT)–A] The principal will send the request to the risk manager 14 days prior to the trip if there is a risk element of physical harm to students, which includes, but is not limited to, activities involving water, height, and the operation of motorized vehicles.

These trips must be age-appropriate and of educational value that tie to the TEKS.

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EXTRACURRICULAR
TRIPS AND
PERFORMANCES
APPROVAL
PROCESS
(OVERNIGHT)

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]

All overnight student trips require building principal approval. The appropriate program director (if any) must approve the submission of FMG Exhibit forms [B – I] trips prior to submission to the superintendent or designee for approval.

TRIP RULES

Extracurricular trip timelines do not apply to: UIL activities, including advancement to regional and state levels of competition.

Activities in the District:

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.)

Any other activities must follow the approval process outlined above.

SPECIAL PROVISIONS
FOR STUDENT
SAFETY

Guidelines for trips involving any body of water (pools, spas, hot tubs, water parks, lakes, rivers, ponds, oceans, provisions for boating, small crafts), hotels that have pools, spas or other water activities, are as follows:

1. All swimming pools and spas used by District students must adhere to Administrative Code Title 25, Part 1, Chapter 265, Subchapter L, Rule 265.181.
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.
 - Watercraft instruction (when appropriate) by a nationally recognized water safety instructor course.

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4. Contact Risk and Safety Management Manager about the nationally recognized water safety student-to-instructor ratio and the student-to-lifeguard ratio that must be followed.
5. All District employees attending the trip must be CPR/AED certified.

BAGGAGE

The District does not pay nor reimburse for baggage fees or additional costs imposed by the airline. is not allowed to pay for baggage fees.

LIMITATIONS

All field trips are subject to the following limitations, unless approval is granted by the superintendent or designee:

At the middle school level:

1. Each middle school group is limited to one out-of-District performance per class per school year.
2. 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.
3. 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.
5. Extended trips requiring three or more days of absence from school or travel to a foreign country will require approval from the Board.

CONSENT

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

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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]

CHAPERONES

The procedures for securing chaperones are as follows:

1. All chaperones must be district approved volunteers and 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

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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 enforcing the Code of Conduct discipline on the entire trip, including travel.
12. Chaperones will make periodic head counts of the children, as well as at 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 SBISD I.D. badge or name tag 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 CONDUCT

District and school regulations regarding student dress and conduct must be followed on each trip. Please refer to the parent/student handbook and Code of Conduct. 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 and subject to disciplinary actions for the following infractions, included, but not limited to:

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1. A student violating the Code of Conduct on a trip.
2. Students are not to be outside of their rooms after curfew unless accompanied by a chaperone. Students will be given a chaperone's telephone number to call should they need to leave the room.
3. The possession or use of any tobacco products, including cigarettes, e-cigarettes and any component part or accessory for an e-cigarette and/or vape product, by a student while on school-sponsored activities is prohibited.
4. The possession or use of drugs, alcohol, chemicals, inhalants, or any intoxicant, or mood changing, mind altering drug is prohibited. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substance is also prohibited.
5. Students shall not be in the possession of any weapons as describe in the Code of Conduct.
6. Students shall not damage or vandalize property. Any damage will be paid by the student(s) involved.
7. Students shall not leave an assigned area for any reason, i.e., a restaurant where the organization is eating, contest site, or motel, etc. Students shall not get into vehicles other than the designated school transportation.
8. Any student in violation of local or state laws may be turned over to the local authorities. If the student is returned to the organization after being referred to the local authorities, he/she will be sent home at the parent's expense.

For all other infractions, see the Student Code of Conduct.

CHAPERONE
CONDUCT

All SBISD employee chaperones shall adhere to the Code of Ethics and DH (LOCAL).

PROCEDURES FOR
SENDING A
STUDENT HOME

Procedures for sending a student home before the end of a trip for disciplinary reasons shall be as follows:

1. The teacher/sponsor will notify the parent/guardian of the student's return and cause. In addition, the student will make a call to the parent/guardian and inform the parent/guardian of the student's offense and that he/she will be sent home.

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2. The teacher will call to obtain a schedule and cost for a common carrier (bus, airplane, etc.)
3. The parent/guardian will be asked on which common carrier they would prefer their child to be placed for the trip home. An employee will accompany the student, if possible, at the parent's expense.
4. The student may be separated from the rest of the organization until the student leaves.
5. Parent/Guardian is responsible for arranging all student accommodations and travel should a student be sent home before the end of the trip.

ORDERING TRIP
BUSES

Sponsors and administrators should follow guidelines available on the transportation website <https://internal.springbranchisd.com/admin/transport/bus1.htm>.

CHARTER BUS AND
TRANSPORTATION
INFORMATION

Charter buses that are not provided by a Board approved student travel vendor for travel must be procured by the transportation department. [See the transportation website <https://internal.springbranchisd.com/admin/transport/bus1.htm>]

Employee personal vehicles shall not be used to transport students. A district vehicle or rental vehicle from a Board approved vendor shall be used.

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: <https://internal.springbranchisd.com/admin/transport/bus1.htm>.

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OVERNIGHT AND
NOT OVERNIGHT
TRAVEL

The guidelines for procurement payment and budget are as follows:

1. CONTRACTS:
 - a. The Spring Branch ISD purchasing department maintains a contract for student travel related services. One of the board approved student travel vendors must be used when district funds are expended on student travel. Use of a board approved student travel vendor is highly encouraged when 865 Student Activity Funds are expended on student travel.
 - b. Employees may not sign a contract unless directed to do so from the Director of Purchasing. A contract must be submitted to the Director of Purchasing at least 14 days in advance of the date a response is needed.
2. EXPENDITURE:
 - a. Funds shall be expended using a district Purchase Order and if a PO cannot be used, the Direct Invoice and Employee Expense Claim processes.
 - b. Expenditure may be made only after FMG Exhibit A or B is fully executed.
 - c. Do not pay Texas Sales Tax. Use the Texas Sales and Use Tax Exemption Certification.
 - d. Do not pay Texas Hotel Tax. Use the Texas Hotel Occupancy Exemption Certificate.
 - e. Down payments and advance payments of any type should be avoided, delayed, and limited to the extent possible. Unavoidable advance payments may be made only with the approval of the campus principal.
 - f. Expenditure shall not be commingled with a parent organization. If a parent organization is funding a portion of the trip, the parent organization shall donate funds to the campus after with expenditure shall be made by the district. If a parent organization is paying for the trip, the district will make no expenditure for the trip.
 - g. No payment of any type will be made by the district for a Non-School Sponsored Trip.
3. FUND RAISING - See policy and regulation FJ Student Fundraising for direction and procedure to fund raise in support of student travel.
4. MEAL ALLOWANCES:

- a. Meal allowances shall be no more than \$10 for breakfast, \$15 for lunch, and \$25 for dinner.
 - b. Meal money may be advanced. Request should be made using the Advance Payment Request form and procedure.
5. REIMBURSEMENTS:
- a. Costs for Sponsor and Chaperon travel, room and board, and incidentals shall be included with student costs and paid against the applicable PO. Accordingly, reimbursement of employee's out-of-pocket purchases shall be limited to instances where a PO cannot be used and unforeseen costs.
 - b. The district's DEE Expense Reimbursement policy shall be applied to determine costs eligible for reimbursement.
 - c. Employees will request reimbursement using the Travel Reimbursement Request Form and the Munis Employee Expense Claim process.
 - d. Merchant receipts with a description of items purchased as well as proof of payment must be attached to the Employee Expense Claim.
 - e. The Employee Expense Claim shall be entered and approved no later than 5 days after the trip.