

**Guidelines for Field Trips and Other Off-Campus Activities**

Schools are permitted to take students on school-sponsored trips with prior approval from the appropriately identified personnel pursuant to this regulation. For approval purposes, school-sponsored trips have been classified in the following manner:

Instructional field trips — These trips originate from a unit of study and are to be appropriate for the age and maturity level of the group. These trips are permitted as they supplement the classroom learning environment and lesson objectives. **High school students participating in work-based instructional field trips directly related to the students' instructional program may not accrue more than two absences per semester in a non-work based academic course resulting from attending a work-based learning activity.**

1. Non-instructional field trips — These trips include activities that are not directly related to classroom instruction and do not interfere with classroom instructional time. These trips are allowed, as long as they occur outside of school hours.
2. UIL competitions — These competitions are UIL-sponsored events and activities that are permitted and handled as school-sponsored trips.
3. District-sponsored extracurricular activities — Each school year, the student activities department will specifically identify and notify campuses of District-sponsored extracurricular activities. The participation and appropriate documentation will be facilitated by the student activities department.
4. Senior activities — There are specific guidelines for senior activities [see FMD(REGULATION)]. Up to three instructional days will be allowed with associated approved activities.
5. School/District-sponsored activities — There are times when schools or the District is requested to attend or participate in a specific function. These will be handled on a case-by-case basis.

Field trips and other off-campus activities (hereinafter referred to as “trip”) require careful planning. They necessitate administrative and parental/guardian approval, suitable behavior for the occasion, and sufficient orientation to ensure the most effective outcomes. Instructional staff and chaperones are responsible for executing the submitted, approved plan for student safety while on the trip.

All field trip permission forms will include parental written confirmation of a student's ability to swim before allowing the student to participate in an organized water activity; for students who cannot

swim, the school or sponsor entity is required to provide a flotation device that meets the United States Coast Guard Type I, II, and III criteria unless the student is engaging in swim instruction or a competition and is closely supervised. In addition, locations with any water activity must have a certified lifeguard on duty.

**Travel**

Whenever possible, students should be transported in school or chartered buses that are bonded and insured transportation carriers. In certain situations when transporting small numbers of students, vans can be used if they meet the requirements of the Transportation Code. Specific questions should be directed to the transportation department.

If a privately owned or rented vehicle is used, the vehicle must be insured, and the operator of the vehicle must be appropriately licensed and insured. Ridesharing services are not a permitted form of transportation for students under any circumstances. Rented trucks can be used to transport instruments when bands/orchestras and other groups are traveling. The operator of the vehicle will ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt. The owner and/or driver of the privately-owned vehicle or the person who leases a vehicle assumes all liability. [See policy FMG(LOCAL)]

The Personal Transportation Form will be completed if personal vehicles are used to transport students. [See FMG(EXHIBIT)]

**Supervision**

At least one campus administrator or instructional staff person/chaperone will be assigned for every ten students. Instructional staff and chaperones are responsible for student safety and conduct while on the trip.

**Cancellations**

Field trips may be canceled at the discretion of the sponsor with prior approval of the principal for any of the following events or any other event, which could possibly jeopardize the safety and security of the students and/or District employees, including, but not limited to:

1. Unsafe conditions;
2. Lack of funds;
3. Natural disasters; and
4. Travel advisories issued for the geographical area.

**Field Trip Proposal  
for In District,  
In County, and  
Out of County**

In-District, in-county, and out-of-county trips or other off-campus activities must be submitted through an electronic platform for approval. Campuses will use the Field Trip Proposal form on an electronic platform for the approval process for any in-District, in-county, and/or out-of-county field trips. The trip proposal format must contain the following:

1. A clearly defined purpose for the trip that meets the guidelines set forth in District policies, such as instructional, UIL, and the like.
2. A defined student/chaperone supervision ratio sufficient to meet reasonable safety requirements, which will be no more than 10:1.
3. A full accounting of the cost of the activity to be managed out of the local campus budget or activity fund.
4. Documented, pre-approved travel and transportation.
5. A plan for medical emergencies.
6. An explanation of any activity that may be hazardous and the safety procedures and precautions that will be taken to ensure student safety.
7. The request submitted through an electronic platform.

**Field Trip Proposal  
for Out of State, Out  
of Country,  
and / or Overnight**

Trips that are out of state, out of country, and/or overnight or to any area where student safety is in question must be submitted in proposal format [see FMG(EXHIBIT)], which must contain, but not be limited to, the following:

1. A clearly defined purpose for the trip that meets the allowable guidelines set forth in District policies, such as instructional, UIL, and the like.
2. A defined student/chaperone supervision ratio sufficient to meet reasonable safety requirements, which will be no more than 10:1.
3. A full accounting of the cost of the activity to be managed out of the local campus budget or activity fund.
4. Documented, pre-approved travel and transportation.
5. A plan for medical emergencies.
6. An explanation of any activity that may be hazardous and the safety procedures and precautions that will be taken to ensure student safety.

7. A security plan for monitoring rooms during the night to ensure safety for participants.
8. The request submitted through an electronic platform.

**Teacher Sponsor  
Responsibilities for  
In-District and In-  
County Trips**

Teacher sponsor responsibilities are as follows:

1. Secure all approvals and notices prior to committing the District and collecting/raising funds. The school principal will submit the request through an electronic platform for approval.
2. Provide appropriate adult supervision. Required adult supervision is one adult for every ten students.
3. Inform chaperones, in writing prior to the trip, of their full responsibilities while on the trip, including any special instructions necessary for a successful trip.
4. Secure parent/guardian permission (Parent/Guardian Approval for Student Participation form) in writing and retain in the possession of the sponsor. Sponsors and students may be required to complete other forms if the trip is being sponsored by an organization.
5. Be aware of students on prescribed medication and keep and monitor the administration of the prescribed medication while on the trip. The sponsor must have a signed copy of the student's Physician/Parent Request for Administration of Medicine or Special Procedures by School Personnel, a copy of which may be obtained from the school nurse.
6. Know what to do in the event of an accident or illness while on a trip. The teacher sponsor should:
  - a. Plan, with the school nurse, what to do in case of an accident or illness before leaving on the trip.
  - b. Render first-aid for minor injuries, such as minor scrapes and cuts.
  - c. Call the local police department/emergency medical service for more serious injuries. If the emergency medical service transports the student to the hospital, the sponsor or his or her adult designee must accompany the student and remain with the student until the parent/guardian arrives.
  - d. Notify the parent/guardian.
  - e. Not assume hospital costs. This is the responsibility of the parent/guardian.

- f. Upon return, make a report of the accident to the principal, who will provide a copy to the school nurse and the appropriate school leadership personnel.
7. Frequently count the number of students, such as when the group arrives and departs from each activity. Implement a buddy system for use throughout the entire trip.

**Teacher Sponsor  
Responsibilities for  
Out-of-District,  
Out-of-County,  
Out-of-State,  
and / or  
Overnight Trips**

Teacher sponsor responsibilities are as follows:

1. Secure all approvals and notices prior to committing the District and collecting/raising funds. The school principal will submit the request through an electronic platform for approval.
2. Provide a written list of unique potential hazards and establish written precautionary rules of conduct.
3. Provide appropriate adult supervision. Required adult supervision is one adult for every ten students.
4. Inform chaperones, in writing prior to the trip, of their full responsibilities while on the trip, including any special instructions necessary for a successful trip.
5. Secure parent/guardian permission (Parent/Guardian Approval for Student Participation form) in writing and retain in the possession of the sponsor. Sponsors and students may be required to complete other forms if the trip is being sponsored by an organization.
6. Be aware of students on prescribed medication and keep and monitor the administration of the prescribed medication while on the trip. The sponsor must have a signed copy of the student's Physician/Parent Request for Administration of Medicine or Special Procedures by School Personnel, a copy of which may be obtained from the school nurse.
7. Know what to do in the event of an accident or illness while on a trip. The teacher sponsor should:
  - a. Plan, with the school nurse, what to do in case of an accident or illness before leaving on the trip.
  - b. Render first-aid for minor injuries, such as minor scrapes and cuts.
  - c. Call the local police department/emergency medical service for more serious injuries. If the emergency medical service transports the student to the hospital, the sponsor or his or her adult designee must accompany the

student and remain with the student until the parent/guardian arrives.

- d. Notify the parent/guardian.
  - e. Not assume hospital costs. This is the responsibility of the parent/guardian.
  - f. Upon return, make a report of the accident to the principal who will provide a copy to the school nurse and the appropriate school leadership personnel.
8. Frequently count the number of students, such as when the group arrives and departs from each activity. Implement a buddy system for use throughout the entire trip.

### **Timelines**

The following timelines will be followed when planning for field trips. Therefore, staff should plan accordingly when submitting documents for approval:

1. Intrastate field trips — All required information must be submitted through an electronic platform at least 15 business days prior to the planned activity.
2. Out-of-state field trips — 30 business days (school leadership).
3. Out-of-country field trips — 45 business days (school leadership).

### **Parent / Guardian Approval**

The parent/guardian will be notified of the purpose of the trip, excursion, or tour and will complete the Parent/Guardian Approval for Student Participation Form, which will be returned to the school prior to the event.

Parent permission is required as follows:

1. For each trip, a permission form (Parent/Guardian Approval for Student Participation) is necessary.
2. The Parent/Guardian Approval for Student Participation Form should include the following information:
  - a. Purpose(s) of the trip;
  - b. Place(s) to be visited;
  - c. Means of transportation;
  - d. Date;
  - e. Time of departure and return;

- f. Information about student's swimming ability (with organized water activities); and,
  - g. Parent or guardian signature.
3. Upon request of the principal, additional information may be provided to the parent/guardian in writing for trips such as:
- a. The name of the teachers who will supervise the trip;
  - b. Responsibility of the students;
  - c. Cost, if any, to the students;
  - d. Special arrangements, if any; and
  - e. Itinerary.

**Chaperone Duties  
and Responsibilities**

Chaperones must be:

1. District employees; or
2. Any other adult approved by the principal and sponsor of the field trip who meets the eligibility requirements to volunteer in the District before the trip is scheduled for departure, including a criminal background check. (Note: A "cleared" criminal background check is required of all school volunteers and non-employee chaperones.)

The primary reason for the chaperones is to supervise a group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor their behavior for the entire field trip from departure time until they return to school.

Chaperones are responsible for enforcing the Student Code of Conduct and other relevant District policy. The chaperones are additionally responsible for executing the submitted, approved plan for student supervision for the entire field trip from the time of departure until the scheduled conclusion of the trip.

Chaperones must adhere to established basic guidelines for District-sponsored functions and additional guidelines as may be developed by the individual school. Chaperones are responsible for attending any designated information or procedural meeting prior to and during the field trip as are required by the school principal, sponsor, or designee.

Chaperones must sign a form acknowledging their responsibilities as chaperones and must not be allowed to smoke, use tobacco products of any type, consume alcoholic beverages or illegal

drugs, or be involved in any illegal or immoral activity during the trip. [See FMG(EXHIBIT)]

The ratio of students to chaperones will be no greater than 10:1.

**UIL Fees**

Every year by the third Tuesday of September, all first-round UIL fees must be forwarded to the student activities office for direct payment.

**Travel for Athletics, JROTC, Student Activities, Visual and Performing Arts, and Computer Science and Technology**

Transportation for athletics, JROTC, student activities, visual and performing arts, computer science and technology, and UIL activities and other trips or out-of-school activities, approved and centrally funded, will be governed at the sponsoring Central Office department's discretion.

Only the following departments have students that may take regularly scheduled, school-related trips that are approved and funded by the Central Office:

- Athletics;
- JROTC;
- Student Activities;
- Visual and Performing Arts; and
- Computer Science and Technology.

Because the Central Office must have approved funding for these trips in advance, the transportation for these trips will require only principal approval.

Transportation for UIL activities that are to be funded with local campus funds must follow District guidelines and procedures for field trips.

Overnight and out-of-state trips that do not fall within the UIL or Texas Music Educators Association (TMEA) advancement process are expected to follow the field trip checklist by completing necessary forms and complying with procedures, timelines, and District policy.

**Prohibited Student Activities**

While on or at a District- or school-sponsored activity or event, the following activities are prohibited:

1. Any locations with any water activity, to include swimming, boating, and water-skiing location that does not have a certified lifeguard on duty. In addition, any water activity must have the completed Parent/Guardian Approval for Student Participation Form that indicates a student's swimming ability.

Students that do not know how to swim must be provided with a flotation device that meets the United States Coast Guard Type I, II, and III criteria unless the student is engaging in swim instruction or a competition and is closely supervised.

2. Paintball;
3. Skydiving (Indoor and Outdoor);
4. Parasailing;
5. Motocross;
6. Trampolines; and
7. Ice Skating.

**Adoption or Last  
Amendment Date**

This regulation was last amended on ~~November 7, 2023~~ **March 3, 2025.**