

**School-Sponsored
Trips**

School-sponsored trips provide instructional value to students through firsthand learning opportunities.

No student will be required to participate in any student trip. A student's academic grade will not be adversely impacted because of a decision not to participate in a school-sponsored trip.

A student will not be denied participation in a school-funded trip because of financial need.

All school-sponsored trips will have a District employee assigned who is responsible for all related aspects of the trip.

A trip may require a student-to-adult ratio recommended at the discretion of the campus principal. If the student-to-adult ratio differs from the recommended ratio, the Executive Director of Leadership must approve.

Approval

Before a school-sponsored trip, the District employee must submit a request for trip approval form detailing the purpose and instructional value; departure and return times; the location; the number of chaperones needed; and an estimate of any permissible fees. [See FMG(EXHIBIT-A)]

For day trips outside the cities of Odessa and Midland, the employee must submit the trip approval form to the campus principal 10 business days before the trip.

For in-state overnight trips, the employee must submit the trip approval form to principal and superintendent (or designee) 10 business days before the trip.

For out-of-state trips, the employee must submit the trip approval form to principal, superintendent (or designee), and school board two months before the trip.

Chaperones

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 chaperone.

The principal must approve all chaperones. Chaperones should be:

- Parents of an enrolled student;
- A school volunteer who has completed the volunteer program requirements; or
- District personnel.

Chaperones must agree to follow district policies and procedures and codes of conduct for parents and students.

STUDENT ACTIVITIES
TRAVEL

FMG
(REGULATION)

Chaperones will be recruited at the earliest possible date and may participate in the fundraising activities of the student group to offset their expenses.

For overnight trips, there must be a ratio of one adult for every 8 students in middle school grades and one adult for every 10 students in the high school grades.

Criminal History
Record Check

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

Approval Granted

If approval is granted for the trip, the District employee must do the following:

- Request and obtain approval of student transportation from the principal at least 10 business days prior to the date of departure. Submit the approved transportation request to the transportation department.
- Secure and obtain approval from the appropriate department of any requested student accommodations 10 business days prior to the date of departure.
- Contact the Development Office to request that a criminal history check be completed on each chaperone.
- Make all plans regarding the trip.
- Secure all necessary paperwork and documentation.
- Document dates of trip on the District and/or campus calendar.
- Notify all participants and parents of key dates, permissible fees, behavior expected, and other trip information.
- Seek written consent from parents. A student must have written consent of a parent to participate in a school-sponsored trip. [See FMG(EXHIBIT-B)]
- Conduct a chaperone meeting to discuss expectations and make sure the District has approved all chaperones and completed a criminal history check for each chaperone. [See GKG]
- Notify the nurse at the campus and/or District and obtain student medical information.
- If needed, make arrangements for meals during the trip with District or campus food service.

- Account for all students prior to departure at all stops (head-count) during travel.
- Maintain and have in your possession at all times during the trip the following items:
 - Attendance roster,
 - Parent permission slips,
 - Student medical information, including parental authorization to obtain emergency medical treatment.
- Notify all participants and parents if the trip is canceled.

Transportation

After the principal or other administrator has approved the transportation request, the employee will forward the request to the transportation department no fewer than 10 business days prior to the date of the trip. The employee must include any special accommodations that must be considered. Transportation requests made after this deadline will be accepted only with the signature of the Director of Transportation.

Transportation to
and from School-
Sponsored Events

In general, students will be required to use District transportation for school-sponsored trips. However, a parent may provide consent for a child to ride with or be released after the event to the parent or another adult designated by the parent. [See FMG(EXHIBIT-D)]

*Alternate Means
of Travel*

The consent for alternate means of travel must be in writing, signed by the parent, and submitted to the district employee sponsor before the trip.

See below for guidelines on student transportation to and from regularly occurring, off-campus District programs.

Cancellation

The District reserves the right to cancel any student trip. The District is not responsible for refunding fees paid directly to a third-party vendor.

**Transportation for
Trips Not Sponsored
by the District**

Trips organized through District-affiliated organizations or student organizations are optional and no student will be required to participate.

Unless otherwise notified, parents should not expect the District to provide transportation for trips that are not sponsored by the District. Parents and students who choose to participate may be asked to arrange their own transportation.

**Other Student
Transportation**

The District does not provide transportation to and from some optional, off-campus programs, including Athletics, Fine Arts, and other extra curriculum activities. As applicable, transportation to and from these programs is the responsibility of the parent and student except as otherwise required by law.

Before a student may participate in an off-campus District program requiring the student to be off campus during the instructional day, the student's parent must submit a signed release form giving permission for the student to participate in the program and stating how the student will get to and from the program. [See FMG(EX-HIBIT-E)]

A student will not be allowed to ride with another student in a personal vehicle unless authorized to do so by both the parent of the student driver and the parent of the student passenger.

The District will provide transportation to and from designated ECISD Career and Technical Education (CTE) satellite campuses to ensure the safety, consistency in arrival times, and equitable access to CTE programs for all students enrolled in off-campus CTE courses. This includes transportation from the student's home campus to the designated CTE satellite campus and back to the home campus after the completion of the CTE courses.

This regulation is in place to ensure the safety of students during transit and to maintain a consistent schedule that aligns with the start and end times of CTE classes. All students and staff are expected to comply with this regulation to ensure the smooth operation of the CTE programs and to uphold the safety and educational standards of the district.

In cases of hardship where a student needs to drive their personal vehicle to and from a CTE satellite campus, the student may be granted an exception. To qualify, a parent or guardian must sign and submit a release form to the district, outlining the specific circumstances requiring the student to drive. This release form must be approved by the appropriate district officials before the student is permitted to use their vehicle for this purpose.