

STUDENT TRAVEL GUIDELINES

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SECTION I: STUDENT TRAVEL POLICIES

The following policies include provisions related to student travel. Each Administrator and Trip Sponsor should become familiar with the policies identified below and with all the guidelines and procedures included in this document.

Board Policy-Student Travel PG-3.49

SECTION II: GENERAL INFORMATION

This section of Texas Leadership Public Schools' Student Travel Guidelines includes general information that pertains to student travel in all grade levels.

A. DEFINITIONS

1. School Affiliated Field Trips

A school-sponsored trip planned and organized by Texas Leadership Public Schools staff, and which is approved and managed in accordance with Texas Leadership Public Schools policy and all applicable student travel procedures. Unless designated otherwise, all references to "student travel" or "student trips" in these Guidelines refer to school-affiliated student trips. School-affiliated trips are considered part of Texas Leadership Public Schools' recognized curriculum or co-curricular program and should contribute to the educational programs of Texas Leadership Public Schools.

2. Non-School Affiliated Field Trips

Non-school-sponsored trips are trips that are not planned, organized, or sponsored by Texas Leadership Public Schools. Texas Leadership Public Schools *will not* approve requests by Texas Leadership Public Schools employees to sponsor non-school affiliated field trips.

3. Academic Field Trip

An off-campus field trip occurring during regular school hours that is organized as part of the class curriculum. Sponsors must include plans for all eligible class members to participate, and trips must be accessible to all students expected to attend. Plans must be made for a comparable instructional experience during the school day for students unable to attend the trip.

4. Extracurricular Field Trip

An off-campus trip organized by a school-sponsored club or group. Participation is optional and voluntary. An extracurricular field trip must offer an educational benefit consistent with the club or group's focus and may not occur during regular school hours, except in circumstances approved by the Principal. The term extracurricular field trip *does not* include scheduled club or group performances or competitions.

5. Overnight Domestic Field Trip

An academic or extracurricular field trip that requires a student to stay overnight within the United States.

6. Overnight In-State Field Trip

An academic or extracurricular field trip that requires a student to stay overnight entirely within Texas.

7. Overnight Out-of-State Field Trip

An academic or extracurricular field trip that requires a student to stay overnight that occurs partially or entirely outside of Texas.

8. International Field Trip

An academic field trip or exchange program which requires a student to stay overnight in a foreign country.

9. Administrator

Each field trip must include a District or Campus Administrator who attends in a supervisory role. [Examples include principal, assistant principal, district Student Services Director, principal, etc...]

10. Chaperone

A Person, 21 years of age or older, who meets all Texas Leadership Public Schools requirements for serving as a chaperone. All non-employee chaperones must complete a volunteer background check.

11. Trip Sponsor

The Texas Leadership Public Schools employee who is responsible for the organization, operation, and all related aspects of a school-affiliated student trip. A trip sponsor shall not be an employee classified as non-exempt.

SECTION III: STUDENT TRAVEL GUIDELINES

A. *GENERAL REQUIREMENTS FOR STAFF / ADMINISTRATOR ATTENDANCE*

Unless approved otherwise by the Principal on a “Day Trip” or the Director of Student Services or Chief of Staff on an “Overnight” or “Out of State” trip, a campus or district level Administrator is required for:

- Any trip where water activity is involved;
- Overnight trips where 30 or more students are attending; or
- Out-of-State trips.

1. Minimum Requirements Day Trip

The minimum chaperones recommended for Day Trips are:

- Elementary School — one chaperone per 10 students;
- Middle School — one chaperone per 15 students; and
- High School — one chaperone per 20 students.

2. Minimum requirements Overnight Trip

The minimum chaperones recommended Overnight Trips are:

- Elementary School — one chaperone per 5 students;
- Middle School — one chaperone per 8 students; and

- High School — one chaperone per 10 students.

The supervising Principal may approve a lower student : chaperone ratio than those listed above. If the Sponsor is requesting a higher student : chaperone ratio than listed above, the overage must be approved by the Superintendent or his/her designee prior to trip approval.

3. Restrictions for Overnight Trips

Any exception to the following restrictions on scheduling *overnight trips* must be approved by the Director of Student Services or Chief of Staff prior to engaging in any planning activities for the trip.

Elementary Schools	Out-of-State travel is approved on a case-by-case basis
Middle Schools	Out-of-State travel is approved on a case-by-case basis
High School	Out-of-State/international travel is approved on a case-by-case basis.
All Levels	Student trip travel destinations shall not include “adult-themed” venues.
Trips Involving Water (bodies of water)	Destinations that are associated with beaches or oceans are not allowed unless the destination is non-discretionary. <i>If a trip is approved to a non-discretionary destination associated with beaches or oceans, <u>swimming is not permitted.</u></i>

Students may swim on trips to venues that are associated with swimming: if

- There are signed permissions for water activities such as swimming, canoeing, etc. (Each student must bring swimming test results from YMCA or a test result from a swimming school or parental consent form) and
- there are certified lifeguards supplied by the venue or
- there is no lifeguard on duty, however, the Trip Sponsor and/or Administrator is monitoring.

The Trip Sponsor and/or Administrator will set any restrictions for swimming based upon the number of students, size of the pool, time available, etc.

4. Water Activities and Swimming Consent

All field trips involving water activity and/or swimming require additional parent/guardian consent for the specified water and/or swimming activity. The Swimming Addendum to the Parent/Guardian Consent Form must be obtained for each and every student prior to the field trip or the student cannot participate in the water and/or swimming activity.

Swimming and water activities (e.g., kayaking, canoeing) are not permitted without specific approval. All field trip applications contain a section specifically for approval for swimming and water activities. For all domestic field trip, each swim site must be staffed with adequate lifeguard supervision at all times.

Texas Leadership Public Schools ***will not*** approve trips involving travel or stays on cruise ships.

5. Participant Restrictions

Day Trip student participants are limited to those involved in the student club or organization organizing the trip.

For Overnight Trips or Out-of-State trips, students currently enrolled in Texas Leadership Public Schools

who are not involved in the student club or organization organizing the trip may be allowed to travel with the group based on available space and subject to approval by the Principal. Youth or minors who are not currently enrolled in Texas Leadership Public Schools are not eligible to participate in Overnight Trips or Out-of-State trips. Additionally, chaperones are not permitted to bring a child or minor not involved in the student club or organization organizing the event on the trip.

B. APPROVAL PROCESS

Trip sponsors are encouraged to plan student trips with sufficient lead time set to ensure all approval procedures and timelines are met. Preliminary approval with the principal is required especially for Overnight Trips, before proceeding with trip notification and planning; however, preliminary approval does not constitute final compliance approval by Texas Leadership Public Schools. Trip Sponsors are responsible for complying with all applicable approval procedures.

1. Day Trips

The Principal shall have the authority to approve day trips by student organizations and other student groups, in accordance with administrative procedures and guidelines. Proposals for day trips must be submitted for approval a minimum of **three weeks prior** to the trip date.

2. Overnight Trips and Out-of-State Trips

The Director of Student Services or will have final approval in accordance with administrative procedures and guidelines and upon the recommendation of the Principal.

Trips that involve international travel requests shall be approved by the Director of Student Services or Chief of Staff with notice being given to the Superintendent.

Proposals for out-of-state and overnight trips inside the United States must be submitted for approval a minimum of **six weeks prior** to the trip departure date when possible; depending upon the location and the complexity of other trip logistics, such requests may need to be submitted further in advance to complete the approval process.

Proposals for international travel must be submitted for initial compliance approval at least 12 weeks or more in advance and prior to distributing any trip information to students.

Trip Sponsors are responsible for initiating the approval process far enough in advance to make sure there is sufficient time to complete the process.

C. TRIPS REQUIRING CONTRACTS

In addition to the Trip Sponsor following the approval process listed in these guidelines, Trip Sponsors are also responsible for complying with Texas Leadership Public Schools' procurement policies if a contract is required to facilitate the student trip or travel.

A trip may be canceled by the Principal or a District -level designee at any time it is determined to be in the best interest of Texas Leadership Public Schools. The Trip Sponsor is responsible for following the cancellation policy outlined in an approved contract for a student trip. Upon notice of a cancellation, the Trip Sponsor will notify all parties involved in the trip of the cancellation.

D. *SUPERVISORY INFORMATION*

1. *Trip Sponsor Duties*

The Trip Sponsor is responsible for the following duties related to Student Travel:

- Seek initial approval for trips before providing information about the trip to parents and students.
- Notify all participants and parents of key dates and other trip information, including
 - the proposed itinerary,
 - deadlines for signups,
 - payment schedules (if applicable), and
 - cancellation date with corresponding information about refunds or penalties;
- Conduct a Chaperone meeting to discuss expectations for all Overnight Trips (required);
- Require all Chaperones to complete the written Chaperone Agreement;
- Identify room assignments for overnight trips;
- Assign chaperones groups of students to monitor according to these Student Travel Guidelines;
- Make arrangements for meals during the trip;
- Obtain all applicable signed release forms from all participants prior to travel; and
- Account for all students prior to departure at all stops (headcount) during travel.

The Trip Sponsor must also ensure that all records used to organize and conduct a student trip, as well as any records regarding expenditures related to a student trip, are preserved and returned to Texas Leadership Public Schools after the trip to be retained in accordance with Texas Leadership Public Schools' records retention policy and any applicable business office procedures.

2. *Administrator Duties*

An Administrator serving in a supervisory role during Student Travel:

- Should not be assigned a roommate unless it is with the Trip Sponsor or the Administrator's own child;
- Should not be assigned a group of students to monitor during the trip;
- Should serve in a supervisory role to oversee any emergencies, student conduct, or health-related issues;
- May be a campus, district, central office level administrator; and
- Should be provided lodging, transportation, and meals by the club or organization planning the trip.

3. *Chaperone Duties (Texas Leadership Public Schools Employees)*

A Texas Leadership Public Schools employee who is approved to serve as a Chaperone for a student trip:

- Must follow the directives of the Trip Sponsor and Administrator related to the student trip;
- May be responsible for their own expenses to the extent identified by the Trip Sponsor prior to travel;
- Must attend the Chaperone meeting conducted by the Trip Sponsor for all overnight trips;
- Must complete the written Chaperone Agreement;
- May be assigned additional responsibilities related to the trip by the Trip Sponsor or Administrator;
- Will not share a hotel room with any students in grades 7-12, unless it is the employee's own child;
- Must be approved as a Chaperone by the Principal and Human Resources, who will also determine whether the employee's absence requires the use of personal leave at the time the employee is a

- Chaperone; and
 - Must be prepared to consistently perform Chaperone duties throughout the trip and not treat the travel as a personal trip or vacation.
4. **Chaperone Duties (Non-Texas Leadership Public Schools Employee Volunteer)**

An individual not employed by Texas Leadership Public Schools who serves as an approved Chaperone for a student trip:

- Must follow the directives of the Trip Sponsor and Administrator related to the student trip;
- Is responsible for their own expenses related to the trip and all incidentals;
- Must attend the Chaperone meeting conducted by the Trip Sponsor for all overnight trips;
- Can only Chaperone after being cleared through a background check.
- Must complete the written Chaperone Agreement;
- Must complete a Background Check in accordance with Board Policy for volunteers;
- Will not share a hotel room with any students in grades 7-12, unless it is the chaperone's own child;
- May be assigned additional responsibilities related to the trip by the Trip Sponsor or Administrator;
- Must follow all Chaperone Guidelines and any additional assigned responsibilities related to the trip; and
- Must be prepared to consistently perform Chaperone duties throughout the trip and not treat the travel as a personal trip or vacation.

E. *DISCIPLINE GUIDELINES*

Students will be required to sign and abide by the Student Travel Code of Conduct.

The Texas Leadership Public Schools Student Code of Conduct will also continue to be in effect at all times during student travel as well as any additional expectations communicated to students by the Trip Sponsor or Administrator.

A student may be removed immediately from the trip for conduct that is illegal or jeopardizes the safety of the student, other students, or any Chaperone. A student's failure to follow Texas Leadership Public Schools' Student Code of Conduct, Student Travel Code of Conduct, or any other directives of the Trip Sponsor or Administrator will be communicated to the student's parents and campus administration in a timely manner. At the discretion of the Trip Sponsor or Administrator, a student may be sent home at the expense of the parent for significantly disruptive or dangerous behavior.

In the event a student is sent home before the end of a trip, the Trip Sponsor or Administrator will determine the appropriate method of transportation to ensure the safety of the student and other trip participants.

F. *ELIGIBILITY/GRADE GUIDELINES*

No student shall be required to participate in any discretionary student trip. A student's academic grade shall not be adversely impacted as a result of his or her decision not to participate in a discretionary student trip.

1. **Makeup Work**

Students participating in school-affiliated travel will be allowed to make up any missed work according to the guidelines in Texas Leadership Public Schools' Student Handbook.

2. Academic Eligibility

Students will follow all UIL Eligibility Guidelines to determine eligibility to participate in UIL events.

3. UIL Trips

All student trips related to UIL events will be governed by UIL rules and regulations. Any UIL specific questions should be asked of the appropriate Texas Leadership Public Schools' administrator.

SECTION IV: STUDENT TRAVEL FINANCIAL INFORMATION

By policy, all field trips taken by classes or school organizations must be justifiable on the basis of the contribution to Texas Leadership Public Schools' educational program. As such, all students in the organization, class, or extracurricular activity should be able to participate without undue financial burden for curriculum-related field trips. Students shall not be denied participation because of financial need in curriculum-related educational Day Trip that requires any school day missed.

A. GENERAL FINANCIAL RESPONSIBILITY STATEMENT

It is the responsibility of the Trip Sponsor:

- to determine accurately the costs to be incurred for a student trip;
- to determine the source of the funds (including any costs to be paid by the students);
- must ensure that adequate funds are available to pay for the trip;
- to meet the needs of students with financial difficulties; and
- to review the budget with the Principal before getting approval.

B. DEPOSITS

- The campus will not collect any deposit or money for international field trips.
- Receipts must be issued for any funds received from staff, parents, or students.
- All monies received for trip deposits should be turned in to the appropriate campus business manager each day.
- Any check submitted for a trip deposit should be made payable to the appropriate Texas Leadership Public Schools account. No check should be made out to any individual Texas Leadership Public Schools employee.
- All money collected from students and/or revenue generated from student club activities will be submitted to the campus business manager with copies of receipts, logs, and money totals in accordance with Texas Leadership Public Schools guidelines.
- For specific information on deposits, refer to Texas Leadership Public Schools' Activity Fund Accounting Manual.

C. FUNDRAISING

- A "Trip Fundraiser" is defined as an activity planned and managed by Texas Leadership Public Schools staff and students with the intent of raising money for a student trip.
- The Trip Sponsor will need to complete the required approval forms no fewer than two weeks prior to the start of the fundraiser.
- For specific information on fundraising, refer to Texas Leadership Public Schools' Activity Fund

Accounting Manual.

D. *PAYMENT PLANS*

Payment plans for student trips may be established and communicated by the Trip Sponsor and must comply with any applicable provisions of an approved trip contract.

E. *CONTRACTS*

For any international field trips, it is imperative that the campus does not sign a contract with a travel company. Instead, all trip participants must deposit the fee directly to the travel company. No deposits or money shall be paid to a contractor, nor should any student monies be accepted, until a trip is approved by the superintendent.

F. *VENDOR INFORMATION*

If a trip (excluding international field trips) uses any Texas Leadership Public Schools funds, approved vendors must be used. To request approval for a new vendor, the Trip Sponsor will submit the appropriate approval paperwork to the Purchasing Department. No services or items can be bought until the company is an approved vendor.

G. *STUDENT EXPENSES*

Students are financially responsible for all agreed-upon expenses. The Trip Sponsor is solely responsible for providing parents with written guidelines related to the availability of any refund for payments made directly on behalf of a student if the child later elects not to participate in the trip or if the child is unable to participate. All financial responsibilities, including a schedule of refund amounts and deadlines, shall be distributed to all parents prior to any fundraising activity or the collection of any personal payments for a student trip.

Texas Leadership Public Schools reserves the right to cancel any student trip if it is determined that the safety of students and/or staff members would be jeopardized due to legitimate security or safety concerns. Program sponsors shall provide all parents with written notification of this provision prior to the collection of any funds for a student trip.

Texas Leadership Public Schools shall assume no responsibility for either the financial support of any student trip as outlined in these Guidelines or the reimbursement of any funds due to the cancellation of a student trip for any reason.

H. *SOURCE OF FUNDS*

The Trip Sponsor must state on the approval forms the source of all funds required for a student trip.

I. *FOOD & MEALS*

The Trip Sponsor is responsible for making arrangements for meals during the trip.

Day Trips: The Trip Sponsor will communicate with all participants regarding the plan for meals during the trip. Students may be required to bring a sack lunch or bring money to purchase lunch from a restaurant.

The Trip Sponsor shall make arrangements with the campus cafeteria for any students receiving free or

reduced lunch to get a sack lunch from the school at a free or reduced price.

Overnight Trips: The Trip Sponsor will communicate with student participants and Chaperones regarding the plan for meals during the trip. Students and parents must be made aware, in advance, of any financial responsibility regarding meals not included in the initial cost of the trip.

SECTION V: STUDENT TRAVEL HEALTH & MEDICAL INFORMATION

The School Nurse, Health Clinic Assistant, or Principal may assign the responsibility for medication (medications as defined per Texas Leadership Public Schools policy) administration to another trained staff member when prescription medication must be taken while away from school. Therefore, certain measures must be taken by the health aide to ensure students receive their medications in a timely manner. However, if the School Nurse or Health Clinic Assistant is familiar with the student's health condition and treatment determines that the required medical care to be provided cannot safely be assigned to another staff member, a School Nurse/Health Clinic Assistant/trained health care provider may need to accompany the student and an additional School Nurse/Health Clinic Assistant/ healthcare provider may need to cover the school health aide office.

A. ANNUAL TRAINING RECOMMENDATIONS

All school staff who participate in student travel activities must receive diabetic care and EpiPen training.

If a student requires these medical procedures (examples listed below), the principal should get a volunteer (or appointee) from each grade level or organization that takes students away from campus to be the person responsible for medication on field trips. The health official will then:

- Train the group to administer medications and complete the **Non-Medical Personnel to Administer Medication Check-Off Sheet**
- Train the group to be Unlicensed Diabetic Care Assistants and complete the **Check-Off Sheet**
- Train the group to administer EpiPens and complete the Check-Off Sheet.
- Train staff on any other special procedures (tube-feeding, nebulizer treatments), and have document training using appropriate forms.

1. Procedure for Trips

The Trip Sponsor is to notify the campus health official of a planned field trip at the same time that parents and cafeteria workers are notified. The principal will give a list of students or classes scheduled for field trips to the health aide no later than 48 hours prior to finalized lists and preliminary lists of trips at least two weeks prior to the trip, if possible.

2. Procedure for Day Trips

The school health aide will:

- Prepare the number of scheduled doses of medication to be sent in the appropriately labeled prescription bottle/or medication envelopes clearly labeled with contents and instructions provided by the clinic personnel. Medications to be given on field trips will be double-counted by Texas Leadership Public Schools personnel. The remainder of the student's medication will be kept labeled and locked in the clinic until the bottle is returned.
- Prepare doses of each PRN medication for students going on the trip and send in appropriately

labeled bottle/packages. The remainder of the medication will be kept labeled and locked in the clinic until the bottle is returned.

- Prepare the Field Trip Medication Worksheet noting if the medications are scheduled or PRN (as needed). Listing scheduled medications first and then the PRN medications. The list should contain dosing information and any special considerations or comments regarding side effects, etc.
- Deliver medication, first aid kits and worksheets to the teacher/staff member assigned to give the medication.
- Go over the medications and answer any questions that the staff member has. Retrain/refresh skills with him/her as needed. Review list of students who carry their own medications with the staff member. Documentation of training, by the school health aide, on check off skills lists as appropriate and have staff member sign medical confidentiality agreement for student medical privacy
- Provide and review emergency action plans for students going on the field trip.
- Receive the medications and worksheet back after the field trip. Document in Texas Leadership Public Schools' documentation system as needed.

Assigned staff members will be:

- Properly trained to administer medication according to Texas Leadership Public Schools' protocol.
- Informed of any special instructions, medication side effects to be aware of, and special needs procedures that will need to be accomplished while on the field trip.
- Given a list of students with special needs and health accommodations.
- Given a copy of the Emergency Action Plan for any student who has one.
- Instructed to call the health aide/ health care provider with any changes of behavior or awareness, rash, complaints, or other untoward events.

The assigned staff member who is administering medications will do the following:

- Be responsible for carrying and administering medications, and/or observing use of self-administered meds. (Only students identified by the health official may carry self-administered physician-ordered medications.)
- At the designated time, match the name on the container/or medication envelope with the students who have scheduled medications and observe the students taking the medication, noting the time taken. Sign off that the medication has been given.
- Return all worksheets and meds to the school health aide upon returning to school. The fact that a child took or did not take his/her medication will then be recorded on Texas Leadership Public Schools' current charting system.
- Notify the principal and health official of any emergency action taken during the field trip. Complete, as necessary, an Accident/Incident Report.

3. Procedure for Overnight Trips

The parent will:

- Provide only the total required amount of all prescription medication (depending on the length of the trip) in a separate, original, labeled container. For as needed, over the counter medications, provide a small to medium sized, original, labeled container.
- Fill out and sign the Extended Field Trip Medication Administration Permit Form. The form

should be provided to parents when the permission form for the field trip is sent home. Medication and Field Trip Medication Administration Permit Forms are to be turned in to the activity sponsor/assigned staff person with other permits/forms for the trip. Medications are to be counted and initialed by parent/guardian and sponsor/assigned staff person.

The health official will:

- Provide the assigned staff person with a Field Trip Medication Worksheet Form that is to be filled out as medications are given. Assist staff person in making a master worksheet. (It is suggested that a master worksheet be made and copied for each day.)
- Review the medications, medication forms, and answer any questions that the assigned, trained, staff person may have regarding the medications. NOTE: If students are allowed to carry inhalers, diabetes supplies, or EpiPens, make sure that the assigned staff person is aware and knows what to do for emergencies.

The assigned staff person or sponsor will:

- Review medications with campus health aide. Make a master worksheet and copies needed for each day with the assistance of a school health aide.
- Keep medications and documentation in a secure location.
- Administer medications as scheduled.
- For PRN (as needed) medications administered only for conditions/symptoms listed on medication administration form. Dosage and frequency listed on the medication bottle is to be strictly followed and must be age/weight appropriate.
- Document on Field Trip Medication Worksheet Form(s) both scheduled and PRN (as needed) medications.
- Upon return, give any unused medication back to the parent/guardian. Medications are to be counted and initiated by parent/guardian and sponsor.
- Turn the Field Trip Medication Worksheet Form(s) and any medications not picked up in to the school health aide

B. *ADDITIONAL MEDICAL INFORMATION*

Each traveler is required to complete a Medical Release form. These completed medical forms must be available to the Trip Sponsor and Chaperones at all times during the field trip.

The school health aide will send first aid kits and will prepare suitable medical supplies based on the needs of the students attending, as provided by parents, as well as train the Trip Sponsor on any students medical needs presented in the Medical Release form.

The Trip Sponsor will be responsible in conjunction with the school health aide for addressing any special medical requests with travelers and their parents prior to the trip to ensure that the necessary accommodations of the student's medical needs are met. All required prescription medicine should be notated on the medical form and monitored by an adult Chaperone.

If a student requires a special medical device (e.g., epinephrine pen) for a severe medical condition, the Trip Sponsor or specified Chaperone must be properly trained on the device. Special medical devices must remain in the vicinity of the student at all times.

The Chaperone who has been trained to accommodate a student with a medical condition must be their

assigned Chaperone to manage the medical needs of that student at all times.

SECTION VI: STUDENT TRAVEL, SAFETY, AND SECURITY

Student safety and security come first. The Trip Sponsor is primarily responsible for ensuring student safety and that the provisions of this handbook are followed; however, all adult participants on a student trip, whether Texas Leadership Public Schools personnel or not, shall take all reasonable measures to ensure the safety and security of all students during the trip.

A. *BACKGROUND CHECKS*

Texas Leadership Public Schools policy requires prospective school volunteers to sign a statement allowing Texas Leadership Public Schools to obtain criminal history record information.

1. One-on-one contact between adults and student members

Neither Texas Leadership Public Schools staff nor chaperones should have private, one-on-one contact with a student. If circumstances require a private conference, the meeting is to be conducted in view of other adults and/or youth, and another adult should be made aware of the purpose of the private conference.

2. Two-deep leadership between adults and student members

Including digital communication, Texas Leadership Public Schools staff and/or Chaperones may not have one-on-one private online communication or engage in other one-on-one digital activities (games, social media, etc.) with students. Texas Leadership Public Schools staff and/or Chaperones should copy another adult on digital and online communications, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication with students.

B. *EMERGENCY PLAN*

- The Trip Sponsor shall immediately report any safety concerns, accidents, incidents, injuries, or illnesses to the Administrator on duty, if present, or to the immediate supervisor if Administrator is not present on the trip. The Trip Sponsor or Administrator will determine the appropriate emergency procedures.
- If an emergency occurs during a student trip, the Trip Sponsor or Administrator shall follow the host facility's emergency procedures, if applicable.
- If an emergency occurs while traveling in a Texas Leadership Public Schools-owned vehicle or charter bus, the Administrator shall follow the directives provided by the driver while the students remain in the Texas Leadership Public Schools vehicle.
- If a transportation accident occurs during a trip, 9-1-1 must be called so that all students can be evaluated and treated by EMS. An Accident/ Incident report must be completed in a timely manner.
- If a medical emergency involves the need to transport Texas Leadership Public Schools personnel or a student to a hospital or clinic, the Administrator must accompany the transported person. If the parent of an injured student is present, they may take the place of the Administrator during transport. If neither the Administrator nor the child's parent is present, the Trip Sponsor will assign someone.
- In the event of an emergency, parents of affected students must be contacted as quickly as possible.

C. *HOTEL GUIDELINES*

These guides are to serve as protection for both student travelers and Chaperones. Texas Leadership Public Schools ***will not*** approve requests for students to stay in Airbnb, VRBO, or other similar vacation property rental systems. All lodging arrangements must be through hotels.

1. General Hotel Guidelines:

- When available, hotel rooms should be located on floors higher than the ground floor and within enclosed hallways, where doors are not accessible from the outside or to balconies.
- The Trip Sponsor and Administrator reserve the right to search the rooms, luggage, personal belongings, and persons at any point before, and during a school-related trip. Students and parents should be advised prior to the trip that students and their belongings are subject to random searches during the trip.
- No adult may share a room with a person of the opposite sex unless he or she is that adult's spouse.
- Assigning students who are more than two years apart in age to sleep in the same room should be avoided unless the students are relatives.

2. Middle School and High School Hotel Guidelines:

- Texas Leadership Public Schools personnel may not share rooms with any student in grades 6-12, unless it is the employee's own child.
- Chaperones may not share rooms with any student in grades 6-12, unless it is the Chaperone's own child.
- Male and female students shall not share the same room.
- The rooms for male and female students should be separated by floor, when possible.
- The rooms for male and female students should be separated by Chaperone rooms, if not by floors, when possible.
- Texas Leadership Public Schools personnel and other Chaperone hotel rooms should be strategically disbursed among the hotel rooms occupied by students to ensure maximum supervision.
- Chaperones should conduct curfew room checks as determined by the Trip Sponsor.
- If a nighttime security guard is not provided specifically for Texas Leadership Public Schools students, the trip Chaperones should have a night time rotation schedule to monitor the hallways from curfew to wake up.
- Additional security measures may include conducting periodic room checks throughout the night or putting tape on the outside of the hotel room doors to ensure students have not left the rooms.

3. Elementary and Intermediate Hotel Guidelines:

- Chaperones will room with students to ensure adequate supervision and security during the trip.
- Chaperones and students must be the same gender unless it is their own child.
- Chaperones should not share a bed with any student unless they are the student's parent or legal guardian.
- Chaperones may share a room with their own child and at least two other children if they are all the same gender in grades K-5.
- Best practice is to have two adults and three students (with roll-away or pull-out couch) assigned to a hotel room if adults and students in grades K-5 are sharing a room, unless one of the students is the adult's own child;
- Every effort should be made to reserve hotel rooms that have two queen beds and a pullout couch or rollaway bed to accommodate two Chaperones and three-four students in each room.

4. Inclement Weather

Prior to departure and during a student trip, the Trip Sponsor shall become aware of, and heed all travel advisories, including severe weather advisories, to ensure the safety of all participants on the trip. In the event that Texas Leadership Public Schools are closed due to inclement weather, day trips will be canceled. Overnight trips will need the Director of Student Services's or the Chief of Staff's approval after consulting with the district team for travel when schools are closed due to inclement weather.

5. Trip Communication

The Trip Sponsor shall have a working cell phone in his or her possession during the trip in case of emergencies, as should each Chaperone. For overnight trips, the Trip Sponsor shall create a call list consisting of the cell phone numbers of the Trip Sponsor, all Chaperones, students, and the bus driver (if applicable), and shall provide copies of the call list to each person on the list and the campus principal.

The Trip Sponsor shall provide the campus principal a copy of the call list at least three days prior to the scheduled departure of a student trip.

D. TRANSPORTATION

1. Texas Leadership Public Schools Provided

- Only approved Chaperones who have cleared a background check are allowed to ride on school transportation after completing transportation training.
- Trip requisitions must be submitted no later than 14 business days PRIOR to the date of the trip to allow for proper coordination. Exceptions are UIL competitions and playoff games scheduled with less notice.
- Once a request for trip transportation has been entered, it will need to be approved by the Principal. Once the trip is approved, the requestor will receive a confirmation email.
- Transportation for Student Trips is subject to driver and vehicle availability. When Texas Leadership Public Schools transportation is used, travel should be coordinated in accordance with Texas Leadership Public Schools' transportation guidelines.
- All bus safety rules apply while riding the bus during student trips.
- The bus driver has overall responsibility for the bus and the safety of all passengers; however, the Trip Sponsor or Administrator will be expected to address student behavior issues.
- Cleanliness of the bus is the responsibility of the Trip Sponsor. The Chaperones and/or the students must clean the bus.
- The Trip Sponsor and bus driver should exchange contact numbers prior to leaving the school.
- If the trip sponsor wants to use a personal vehicle, then the trip sponsor must fill out the "*Request Form for Student Transportation w/Personal Car*".

2. In-Trip Accountability

All students must be accounted for by the Trip Sponsor prior to departure at all stops. All students participating in a field trip are expected to use district-provided transportation. Any exceptions must be approved by the Trip Sponsor and the campus principal.

At least one Texas Leadership Public Schools employee must be on each bus and act in the capacity of a student supervisor to manage student behavior and assist the driver as needed.

3. Alternate Transportation

Any student not using the transportation provided by Texas Leadership Public Schools for a student trip must be approved in advance by the Principal and the Trip Sponsor. Students will not be allowed to ride with any parents other than their own.

4. Charter Bus Transportation

The charter bus company must be an approved Texas Leadership Public Schools vendor. In addition to charter bus rules, students must follow the Texas Leadership Public Schools Student Code of Conduct while on all charter buses. All participants must be accounted for by the Trip Sponsor prior to departure at all stops.

5. Air Transportation

- Students must be accompanied at all times at the airport.
- A lead Chaperone/Supervisor/Administrator should go through security prior to any students, while another Chaperone/Supervisor/Administrator should be the last traveler to clear security. Boarding and deplaning should follow the same process.
- All students must be accounted for by the Trip Sponsor prior to departure at all stops.

APPENDIX

- [Swimming and Water Activities Permission Form](#)
- [Field Trip Chaperone Application and Agreement Form](#)
- [Day Trip Student Travel Code of Conduct.](#)
- [Overnight Trip Student Code of Conduct](#)
- [Request Form for Student Transportation w/Personal Car](#)