Student Travel

School Sponsored Trips

Student trips are not to be promoted or publicized prior to final approval.

Students may be permitted, but shall not be required, to participate in general classroom or grade-level field trips. Students who choose not to participate shall be provided alternative learning assignments and shall not be penalized.

A Day Field Trip Request must be completed using the Field Trip/Student Travel Request Form 3 weeks prior to the field trip or school activity where students are missing any portion of the school day.

Program-specific field trips (such as Advanced Academics, Athletics, Fine Arts or other district level funded trips) that are not funded at the campus level shall require approval from the appropriate central office administrator responsible for said program. Written approval will need to be attached to the Field Trip/Student Travel Request Form Form.

General field trips will be limited to a two hundred mile radius of the Houston area within the state of Texas.

School Business Absences

Galena Park ISD follows state law mandating a maximum of ten absences for school business activities, an additional five for post-district competitions and an additional two absences for state competition.

School Business Curricular - (Requires Principal Approval) - Coded: BC

The field trip is directly related to the course, curriculum, and TEKS. To qualify as a curricular field trip, a teacher must include the purpose and expected learning outcomes for their students in their lesson plan for the trip date.

Ex: 5th graders going to the symphony; AP art class visiting the Museum of Fine Arts; History classes visiting the San Jacinto Monument.

School Business Extracurricular - (Maximum of 10 days for all activities) Coded: BE

An extracurricular field trip meets one of the following criteria:

- The activity is competitive
- Held in conjunction with another activity that is considered to be extracurricular
- **Held off campus and does not qualify as School Business Curricular**
- The general public is invited, or an admission or entry fee is charged
- Students must meet academic eligibility rules to participate

Ex: Any athletic activity that requires a student to miss class time, Reward field trips, All Academic and Music UIL activities, All FFA activities, any "national" competition, Senior Class activities

Post-District Advancement (Maximum of 5 days for all activities) Coded: BP

Any competitive activity that occurs due to the advancement of an individual or team who has moved beyond district-level competition.

Ex: Area Cross Country Meet, Regional One Act Play contest, Regional Tennis Tournament; TMEA All Region Clinic and Concert

State Level Competition (Maximum of 2 days for all activities) Coded: BS

Any competitive activity that occurs due to the advancement of an individual or team to state-level competition.

Ex: State Marching Band Contest, State VASE Event, State Football Game

In State Overnight Trips

Middle and high school students may be permitted, but shall not be required, to take school-sponsored overnight trips for the following purposes:

1. Educational field trips. Approval for the trip shall be from the Principal and the Director of Fine Arts & Academic Enrichment.
2. Activities of school-sponsored or school-sanctioned clubs or organizations. Approval for the trip shall be from the Principal and the Director of Fine Arts & Academic Enrichment.
3. UIL or other district-sanctioned competitions. Only students involved in the competition will be approved for said trip. Approval for the trip shall be from the Principal and the Director of Fine Arts & Academic Enrichment.
4. No trips will be approved (with the exception of UIL activities) the week prior to or the week of state mandated testing.
5. Though not encouraged, in-state overnight trips for middle school students may be submitted for consideration.
6. Overnight trips for elementary school students shall not be approved except for those competitions initiated at the district level. A parent or guardian must accompany the child on overnight trips.

Student Travel

Out-of-State Trips

Student trips are not to be promoted or publicized prior to final approval.

1. High school students may be permitted to take one out-of-state, school-sponsored trip that is approved one calendar year in advance, once every third year for any single organization. Trips may be approved for the following purposes:
2. Activities of school-sponsored or school-sanctioned clubs or organizations. Approval for the trip shall be from the Principal and the Director of Fine Arts & Academic Enrichment.
3. Other sanctioned competitions. Approval for the trip shall be from the Principal and the Director of Fine Arts & Academic Enrichment.
4. No trips will be approved the week prior to or the week of state mandated testing.
5. Out-of-state trips for elementary school and middle school students shall not be approved except for those at the district level.

Transportation

Students who participate in school-sponsored trips shall be required to travel in the transportation provided by the district to and from the event. **Students will be transported in GPISD school buses or district owned vehicles to and from all events. The district may secure chartered buses for overnight travel or day trips out of the Greater Houston Area exceeding eight hours.**

There must be at least one school district employee as a sponsor on a school bus to accompany students on a field trip/extracurricular activity.

Exceptions may be made if the student's parent/guardian requests in writing that the student be allowed to travel with them.

Students are never permitted to transport themselves or other students in personal vehicles to or from school sponsored trips.

The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

Employees transporting students in school district vehicles or rental vehicles must submit a copy of their insurance and driver license to the building principal who will contact transportation and a copy of their driving record will be requested from the Department of Public Safety.

Private cars shall not be used for any trips without the approval of the Superintendent. A copy of the employee's insurance and driver's license shall be submitted to the building principal who will contact

transportation and a copy of the employee's driving record shall be requested from the Department of Public Safety.

Approval Process

Student trips are not to be promoted or publicized prior to final approval.

For trips requiring an overnight stay:

1. Complete the Field Trip/Student Travel Request Form. Trips are approved three times each year: June 1st for trips in July, August, September & October; October 1st for trips in November, December, January & February; February 1st for trips in March, April, May & June.
2. Out-of-State Trips must be submitted for approval one calendar year in advance.
3. A detailed budget proposal that lists all expenditures (entry fees, student housing, staff housing, chaperon housing, student meals, staff meals, chaperon meals, transportation, misc. costs) and all sources of funding (existing activity funds, existing booster funds, existing general funds, proposed fund raising activities and per student contributions) must be attached to the Formspace request.
4. All invoices from tour companies or agents must be submitted to the appropriate bookkeeper for payment upon receipt.
5. Once the trip has been approved the sponsor must immediately contact the district travel specialist (Lisa Oquin - loquin@galenaparkisd.com) and transportation department to begin making all arrangements.
6. One half of all the necessary funds must be posted in accounts sixty days prior to departure.
7. All funds for the trip must be posted in accounts thirty days prior to departure.
8. If both male and female students are participating then at least one male and one female GPISD employee must accompany them.
9. Students may not be housed in the same hotel room with adult chaperones.

Permission Slips

Any time students leave their home campus for a field trip or other school sponsored activity outside the district they must turn in a signed and completed *Parental Permit for Student Trip* form. Students may not leave campus without a parent permission slip. Parents must also be provided a detailed itinerary of all activities of the field trip or overnight trip that must include contact

information for the sponsor in case of an emergency. A copy of the itinerary must be provided to the principal prior to departure.

Students traveling on overnight trips must turn in a detailed medical information form, which include emergency contact numbers, insurance provider and policy number, primary care physician and contact number, food and/or medicine allergies, and a list of current prescription medications.

Meals

If meals are not included in a travel package, students may be provided cash to purchase meals not to exceed district per diem. The sponsor will provide the number of students, the number of meals to be purchased and the amount allowed per meal. A check request for the total amount will be submitted and a check will be written to the sponsor who will cash the check and allocate the cash to the students. Each student must sign a form that explains how much money they are being provided. The form must be returned to the business office upon returning from the trip.

For trips with students dining together the sponsor may be assigned a district travel card to make the purchase. The receipt and card must be returned to the business office upon returning from the trip.

Advancement

Student trips are not to be promoted or publicized prior to final approval.

Student trips for advancement in competitions may be approved but will be subject to the same guidelines as other trips, specifically regarding frequency of trips and out of state travel.

A sponsor must complete the Field Trip/Student Travel Request Form within forty-eight hours of notification of advancement.

The district will fund student trips based on advancement for all UIL activities and those sponsored by non-profit Texas professional educational associations that have at least three levels of competition (such as District, Regional, State).

District funds will not be used for student trips to national competitions or events. In the event that a department funds a trip that is an exception to this rule, prior written approval must be received from the superintendent.

Advancement to national competitions or those sponsored by for profit companies, may be approved for high school groups if funded through student or booster fundraising activities.