

Table of Contents

[Exhibit A—Request for Trip Approval](#)

[Exhibit B—Acknowledgment of Responsibility and Permission for Student Participation in School-Sponsored Trip](#)

[Exhibit C—Consent for Alternate Means of Travel for School Trip](#)

[Exhibit D—Transportation Release for Off-Campus Class or Activity](#)

[Exhibit E—Chaperone Duties and Responsibilities](#)

[Exhibit F—Chaperone Acknowledgement Form](#)

[Exhibit G-Chaperone Monitoring Log](#)

[Exhibit H-Parent Sign-Out Log](#)

Exhibit A—Request for Trip Approval

The following request for trip approval form is intended for the use of any organization or student activity group who wishes to participate and travel on a school-sponsored trip pursuant to Regulation FMG. **This form is not required to be submitted for any UIL, TMEA, or CTSO competition or for advancement in competition.** For all other purposes, this form is required to be submitted to the campus principal and/or the appropriate district administrator.

Date of request:

Student organization:

School/district sponsor:

Campus:

Date/time of departure:

_____ a.m. or p.m. (*circle one*)

Date/time of return:

_____ a.m. or p.m. (*circle one*)

Destination of trip:

Purpose of trip, i.e., event to be attended, instructional value of trip:

Number of total school days missed:

Estimate of any permissible fees associated with the trip:

Number of students:

Number of chaperones participating:

Type of transportation:

Overnight Accommodations: (Hotel name, physical address, phone number)

STUDENT ACTIVITIES
TRAVEL

FMG
(EXHIBIT)

Select funding source and provide explanation:

1. Campus or district funding: (Explanation)

2. Student organization fundraising/activity account: (Explanation)

3. Booster club: (Explanation)

List travel agency utilized to organize the school-sponsored trip, if applicable:

- Name of travel agency:

- Address:

- Agency contact person:

- Phone number and email address:

The school/district sponsor must provide a list of approved chaperones to the appropriate District Administrator/Director pursuant to FMG (REGULATION).

STUDENT ACTIVITIES
TRAVEL

FMG
(EXHIBIT)

Chaperone approval or denial:

Name of Chaperone	Criminal History Check and Raptor Clearance (circle one)	Decision (circle one)
	Yes No	Approved Denied
	Yes No	Approved Denied
	Yes No	Approved Denied

Attach the following with the trip request form:

- A statement explaining the instructional value of the trip, if not fully explained above.
- Emergency plan to include, but not limited to:
 - School Nurse/Health Plan, if applicable
 - Campus and district administrator contact
 - Emergency notification plan (all participants designate via their cell phone an emergency contact)
 - Emergency and medical information of all participants
- Field trip parental information,
- Proposed itinerary,
- Proposed budget indicating funds required by the district and/or the students,
- Detailed guidelines for supervision and monitoring arrangements, including hotel security monitoring plan.
- Detailed housing/hotel and transportation arrangements,
- Completed Medication Authorization Form for each participant that will need to take medication during the trip, and
- Any and all relevant information concerning performances and competitions.

Signature of School/District Sponsor: _____

STUDENT ACTIVITIES
TRAVEL

FMG
(EXHIBIT)

For Office Use Only:

Campus Principal

☐ **Approved**

☐ **Denied**

Reason, if denied:

Principal Signature and Date:

District Executive Director

☐ **Approved**

☐ **Denied**

Reason, if denied:

District Executive Director Signature and Date:

Deputy Superintendent

☐ **Approved**

☐ **Denied**

Reason, if denied:

Deputy Superintendent and Date:

Exhibit B—Acknowledgment of Responsibility and Permission for Student Participation in School-Sponsored Trip

I, _____ (*parent*), agree to allow my child, _____ (*student's name*), to travel with a group or individual on the trip(s) sponsored by the Eagle Mountain-Saginaw ISD (District) as indicated below. I understand this is a trip that is not required as part of any of the District's basic educational programs or courses. I understand that while student safety is a high priority for the District, under state law, the school is not responsible for medical, dental, or other costs associated with a student injury.

I expressly waive all claims for medical, dental, or other expenses, loss of services, or other claims, and I agree to indemnify and hold harmless the District, its Board members and successors, its EMS ISD Police Department, District Employees, Volunteers, Chaperones, Legal Representative, and all agents from all claims made against it or them on behalf of my child.

I agree to indemnify and hold harmless the District, its Board members, employees, and agents from all claims made by third parties against it or them which result from my child's actions on the trip.

I understand that the District, its Board members, employees, and agents are not waiving any sovereign or governmental immunity which it or they have under law.

I have read and understand this release and sign it voluntarily and with full knowledge of its significance.

I understand that the student will be expected to follow the EMS ISD Student Code of Conduct at all times during the school-sponsored trip.

This release applies to the following trip(s):

Group	Place	Date

Parent/Guardian
signature: _____

Student signature: _____

Date: _____

Please check below if you would like to be contacted about being a chaperone for this trip.

☐ Yes, please contact me

Exhibit C—Consent for Alternate Means of Travel for School Trip

My child, _____ (*student's name*), needs to go
to and/or return from _____ (*destination of trip*) with
_____ (*adult driver's name*) by _____ (*car, bus,*
other) at _____ (*departure time*).

The reason for this alternate method of travel is:

I hereby release and hold harmless the _____ School District,
its Board members, employees, and agents from any and all liability in connection with this
alternate method of travel for this school trip.

Parent's signature: _____

Date: _____

School/District sponsor's signature: _____

Principal's signature (if needed): _____

Date: _____

Exhibit D—Transportation Release for Off-Campus Class or Activity

Transportation to optional, off-campus activities and courses is the responsibility of the parent and student except as otherwise required by law. This form must be signed and returned to _____ (*name or position*) before the student will be allowed to travel to the off-campus program.

(Please print.)

Student's name: _____

Current grade level: _____

Campus: _____

Activity or course: _____

Location of activity or course: _____

Dates/times of activity or course: _____

Parent release for transportation:

I authorize my child, _____ (*student's name*), to use the following type(s) of transportation to and from the activity listed above:

(Check all that apply.)

- ☐ My child will use public transportation.
- ☐ My child has a valid Texas driver's license and may drive in a personal vehicle.
- ☐ I will provide transportation for my child.
- ☐ Other (please describe):

Parent's signature: _____

Date: _____

Parent permission for child to transport another student:

A student will not be allowed to ride with another student in a personal vehicle unless authorized to do so by the parent of the student driver and the student passenger. If you authorize your child to ride with another student, please indicate the name of the student under "other" above.

STUDENT ACTIVITIES
TRAVEL

FMG
(EXHIBIT)

If you authorize your child to provide transportation in a personal vehicle to another student, please check the box below and indicate the authorized student's name:

- ☐ My child has a valid Texas driver's license and may drive himself/herself in his/her personal vehicle and may provide transportation to _____ (*student's name*) with permission of this student's parent.

I understand and agree that transportation for my child to and from the optional, off-campus activity or course described above is solely my responsibility.

I understand that the District is not responsible for accidents or injuries that occur to students riding in vehicles that are not provided by the District.

Parent's signature: _____

Date: _____

Exhibit E— Chaperone Duties and Responsibilities

The primary reason for chaperones is to supervise and monitor a group of students. Chaperones are responsible for students and are expected to stay with their assigned group to monitor behavior and ensure safety protocols are being followed for the entire trip.

All Chaperones shall:

1. Follow the same expectations as a district employee as outlined in the district Employee Handbook.
2. Be responsible for attending all designated information, trainings, or procedural meetings prior to and during the school-sponsored trip as required by the campus principal, school/district sponsor, or designee.
3. Not smoke, use e cig, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal activity during the entirety of the school-sponsored trip.
4. Be responsible for enforcing the Student Code of Conduct, the Student Handbook, and other relevant District Policy.
5. Be responsible for executing the plan provided to them by the school/district sponsor for student supervision for the entire trip until the scheduled conclusion of the trip.
6. Conduct roll/roster checks to account for all student prior to departure, at all stops, and during travel.
7. Follow safety protocols, provide guidance, support, and behavioral oversight for each student in your assigned student group.
8. Be on time for designated meeting places and departure.
9. Be assigned to sit in the front, middle, and back of the district provided transportation, and actively monitor students at all times.
10. Be assigned resting intervals so that students are monitored at all times.
11. Always be safety conscious.
12. Report any incidents, concerns, and misconduct to school/district sponsor.
13. Take steps to ensure you are not in a one-to-one situation with a student.
14. Keep your assigned group of students with you throughout the field trip. Never allow individuals to leave the group. School/District Sponsor reserves the right to assign and/or reassign student groups.
15. Follow FERPA and keep any sensitive information you may learn about a student confidential.
16. Restrict cell phone use to ensure students are being actively monitored.
17. Not purchase items for students in your group.
18. In accordance with district policy, verify that students photographed do not have photo restrictions. School/District sponsor will provide a list of students who cannot be photographed.
19. For events entailing swimming, a school/district sponsor or chaperone must be present and actively monitoring students at all times while students are in the pool and engaged in swimming activities.

STUDENT ACTIVITIES
TRAVEL

FMG
(EXHIBIT)

Additional Guidelines for Overnight Chaperones:

1. All bags, purses, backpacks, and luggage on the date of departure will be checked by a drug dog before loading the bags on the designated school sponsored transportation.
2. Hotel rooms assignments are designated prior to the date of departure. Room assignment changes are not permitted unless permitted by the school/district sponsor for extenuating circumstance.
3. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Curfew will be established by the school/district sponsor and chaperones will conduct announced and unannounced student room checks throughout each night of the trip.
5. Chaperones will be assigned to actively monitor hotel hallways, if security is not hired to monitor student rooms, throughout the night.
6. Conduct roll/roster checks, room checks, and actively monitor students the entire trip and while on district provided transportation.
7. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is. Keep the cell phone contact number of the school/district sponsor and other chaperones available.
8. Chaperones must report any violation of district or school rules to the school/district sponsor and administrator immediately. All discipline concerns will be handled by the school/district sponsor and administrator.
9. Chaperones are required to report any illness of students to the trip's school/district sponsor immediately.
10. If at any time a chaperone feels they cannot perform their duties as a chaperone they need to contact the school/district sponsor.
11. Any misconduct by the chaperone may result in the chaperone being sent home at their own expense.

Exhibit F — Chaperone Statement of Acknowledgment for Assigned Responsibilities and Duties

☐ Staff ☐ Non-staff

I, _____ (*print full name*),
will chaperone an assigned student group for _____ (*campus
name*) to _____ (*field trip destina-
tion/group traveling*)
on _____ (*field trip day/dates*).

CHAPERONE DUTIES AND RESPONSIBILITIES PER FMG(REGULATION)

Chaperones must be:

1. District employees; or
2. Any other adult approved by school/district sponsor and approved by the campus principal who meets the eligibility requirements to volunteer in the District, including a criminal background and Raptor check. (Note: A “cleared” criminal background clearance is required for all school volunteers and non-employee chaperones.)

The primary reason for the chaperones is to supervise and monitor a group of students. Chaperones are responsible for students and are expected to stay with their assigned group to monitor behavior and ensure safety protocols are being followed for the entire field trip from the date of departure until the date of return.

Chaperones will follow the same follow the same expectations as a district employee as outlined in the EMS ISD Employee Handbook and must implement and execute the guidelines, duties, and responsibilities outlined by the school/district sponsor. Chaperones are responsible for enforcing the Student Code of Conduct, the Student Handbook, and other relevant District policy

Chaperones are responsible for attending all designated information, trainings, or procedural meetings prior to and during the field trip as are required by the campus principal, school/district sponsor, or designee.

Chaperones will follow safety protocols, provide guidance, support, and behavioral oversight for each assigned student group for the entirety of the school-sponsored trip and report any incidents, concerns, and misconduct to the school/district sponsor and/or campus principal.

Chaperones must sign a form acknowledging their duties and responsibilities as chaperones and must not be allowed to smoke, use e cig, use tobacco products of any type, consume
DATE ISSUED: 09/19/2022
REVISED: 02/08/2023
FMG(EXHIBIT)

STUDENT ACTIVITIES
TRAVEL

FMG
(EXHIBIT)

alcoholic beverages or illegal drugs, or be involved in any illegal activity during the entirety of the school-sponsored trip.

The ratio of students to chaperones will be no greater than (list the ratio).

I, _____, have electronic access to the Student Code of Conduct and the Student Handbook and have read and understand all the responsibilities and duties of a chaperone. I have attended each designated chaperone meeting to date and accept these duties and responsibilities without waiving any applicable immunity that may exist under the laws of the State of Texas or the United States.

Signature

Date

Chaperone's cell phone number

Exhibit G – Chaperone Monitoring Log

School/District Sponsors and Chaperones are responsible for supervising and monitoring students during school-sponsored trips, including while students are on school/district transportation. The School/District Sponsor may assign chaperones to sit in the front, middle, and back of district provided transportation or use this log to conduct student monitoring checks in 30 minutes intervals or designated intervals while on district provided transportation.

Date: _____

School-Sponsored Trip: _____

School/District Sponsor: _____

Time	Initials

Exhibit H – Parent Sign-Out Log

Date: _____

Event: _____

School/District Sponsor: _____

By completing out the information below and signing my name, I hereby release and hold harmless the Eagle Mountain-Saginaw School District, its Board members, all employees, and agents from any and all liability in connection with this alternate method of travel for this school-sponsored trip.

Student First Name	Student Last Name	Parent Signature	Time Signed-Out