

STUDENT ACTIVITIES
TRAVEL

FMG
ADMINISTRATIVE REGULATION

General Guidelines for
School-Sponsored Trips
and School/District
Sponsor Responsibilities

School-sponsored trips provide instructional value to students through firsthand learning opportunities. Schools are permitted to take students on school-sponsored trips with prior approval of the appropriately identified campus and district personnel pursuant to this regulation.

No student will be required to participate in any non-athletic student trip. A student's academic grade will not be adversely impacted as a result of his or her decision not to participate in a school-sponsored trip.

Approved school-sponsored trips are limited to students missing only two (2) instructional days.

All school-sponsored trips will have a District employee assigned who is responsible for all related aspects of the trip. For approval purposes, school-sponsored trips have been classified in the following manner:

1. 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.
2. 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 may be allowed, as long as they occur outside of school hours.
3. UIL and TMEA competitions – These competitions are sponsored events and activities that are permitted and handled as school-sponsored trips. (EXHIBIT A is not required to be submitted for any school-sponsored trip based on the advancement in UIL or TMEA competition.)
4. District-sponsored extracurricular activities – Each school year, the student organizations and/or program departments will specifically identify and notify campuses of District-sponsored extracurricular activities. The participation and appropriate documentation will be facilitated by the student organization
5. Senior-activities – These are specific guidelines for senior activities.
6. School/District-sponsored activities - These are times when schools or the District is requested/invited to attend or participate in a specific function. These will be handled on a case-by-case basis.

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Students who participate in a school-sponsored trip shall be required to travel on school/district provided transportation to and from the event including chartered buses that are bonded and insured transportation carriers. An exception may be made if the student's parent/guardian completes a Consent for Alternate Means of Travel for a School Trip form (EXHIBIT C) requesting that the student be permitted to travel with the parent/guardian or an adult designated by the parent/guardian five (5) days before the scheduled school-sponsored trip with campus principal approval. **All extenuating circumstances will be considered.**

The district shall not be liable or held responsible for any injuries including death, or damages to property that occur to students traveling in district vehicles or on district provided transportation.

The campus principal has discretion to require a school administrator to accompany students or travel with students on a school-sponsored trip within the state at the expense of the organization. The campus principal will assign a school administrator to accompany students or travel with the students on a school-sponsored trip that is out-of-state or international at the expense of the organization. All students attending and participating in a school-sponsored trip must always follow the EMS ISD Student Handbook and the Student Code of Conduct.

Each school/district sponsor will receive training by an administrator regarding school-sponsored trip duties, responsibilities, and expectations. The training must occur prior to any school-sponsored trip being submitted for approval.

For each school-sponsored trip the following student to adult ratio is required without exception:

- Elementary: 8:1 for all day and overnight trips
- Secondary: 30:1 for all day trips
- Secondary: 10:1 for all overnight trips

If the school-sponsor trip location/organization has different requirements for the student to adult ratio the campus principal and the appropriate district administrator, including the Deputy Superintendent must approve.

Before a school-sponsored trip can be announced, the school/district sponsor must submit a request for trip approval form detailing the purpose and instructional value, departure and return dates and

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times, the location, the number of required chaperones needed, an estimate of any permissible/mandatory fees, and all required trip information. [See (EXHIBIT A)]. The campus principal will evaluate each correctly submitted trip request (See EXHIBIT A) for approval and submit for further approval.

High school and middle school principals shall be notified of all high school athletic and fine arts school-sponsored trips by the appropriate school/district sponsor/department/organization.

School sponsored trips shall not be allowed on scheduled state-mandated assessment days, or the week preceding state-mandated assessments. Extenuating circumstances require approval from the Deputy Superintendent.

Swimming Program
Guidelines

The school/district sponsor of a school-sponsored swim program trip or activity shall ensure the following:

- The school/district sponsor or trained chaperone must be present and actively monitoring students at all times while students are in the pool and engaged in swimming activities.
- The school/district sponsor will make the final decision on the appropriateness of swim attire.

Day Trips

For day trips, the school/district sponsor must submit the Request for Trip Approval [See EXHIBIT A] to the campus principal and/or the appropriate district administrator eight (8) weeks/2 months before the date of departure. All Request for Trip Approvals not submitted within the timeframe listed above will be considered on a case-by-case basis.

- The campus principal will review and provide an approval or denial response within 7 days of submission. Upon approval, the campus principal will submit to the appropriate District Administrator or Director.
- The appropriate District Administrator or Director will review and provide an approval or denial response within 7 days of submission.

**In-State Overnight
Trips**

For in-state overnight trips, the school/district sponsor must submit the Request for Trip Approval [See EXHIBIT A] to the campus principal and/or the appropriate district administrator eight (8) weeks/2 months before the date of departure.

- The campus principal will review and provide an approval or denial response within 7 days of submission. Upon approval, the campus principal will submit to the appropriate District Administrator or Director.

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- The appropriate District Administrator or Director will review and provide an approval or denial response within 7 days of submission. Upon approval, the District Administrator or Director will submit request to the Deputy Superintendent for approval.
- Students may be permitted to participate in overnight trip for the following purposes:
 - Instructional, and school-sponsored activities, or sanctioned clubs or student organizations, or UIL or other sanctioned competitions.
 - Elementary students may be permitted to participate in an overnight school-sponsored trip under special circumstances only and shall require the approval of the Deputy Superintendent.

**Out-of-State Overnight
Trips**

For out-of-state trips, the school/district sponsor must submit the Request for Trip Approval [See EXHIBIT A] to the campus principal and/or the appropriate district administrator sixteen (16) weeks/4 months before the date of departure. The campus principal will assign a school administrator to accompany students or travel with students on a school/district sponsored out-of-state trip at the expense of the organization.

- The campus principal will review and provide approval or denial response within 7 days of submission. Upon approval, the campus principal will submit to the appropriate District Administrator or Director.
- The appropriate District Administrator or Director will review and provide an approval or denial response within 7 days of submission. Upon approval, the District Administrator or Director will submit request to the Deputy Superintendent for approval.
- Out-of-state trips are required to be communicated to the EMS ISD Board of Trustees.
- Students may be permitted to participate in out-of-state trip for the following purposes:
 - Instructional, and school-sponsored activities, or sanctioned clubs or student organizations, or UIL or other sanctioned competitions.
- Students may be permitted to participate in an out-of-state school-sponsored trip with the approval of the Deputy Superintendent.

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**International
Trips**

intendent. Such school-sponsored trips shall be limited in frequency to a maximum of one per school year for student groups/organizations.

- For international trips taken by student organizations or other student groups the Request for Trip Approval [See EXHIBIT A] shall be reviewed by the campus principal and the appropriate district director, 36 weeks/9 months before the date of departure. The campus principal will assign a school administrator to accompany students or travel with students on a school/district sponsored out-of-state trip at the expense of the organization. The campus principal will review and provide approval or denial response within 7 days of submission. Upon approval, the campus principal will submit to the appropriate District Administrator or Director.
- The appropriate District Administrator or Director will review and provide an approval or denial response within 7 days of submission. Upon approval, the District Administrator or Director will submit the request to the Deputy Superintendent for approval
- Students may be permitted to participate in an international school-sponsored trip with the approval of the Deputy Superintendent. Students may be permitted to participate an overnight trip for the following purposes:
 - Instructional, and school-sponsored activities, or sanctioned clubs or student organizations, or UIL or other sanctioned competitions.
- Such school-sponsored trips shall be limited in frequency to a maximum of one per school year for student groups/organizations.
- Liability insurance shall be required in an amount established by the District, and the student group/organization will be responsible for all costs.
- Trip approval shall not be granted for any country that is currently or was in the previous month listed on the United States Department of State Travel Advisory List regardless of the advisory level.

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Waiver Release and
Indemnification
Agreement or
Acknowledgement of
Responsibility and
Permission Form

Acknowledgement of Responsibility and Permission Form (See EXHIBIT B) or Unconditional Waiver Release and Indemnification Agreement for each school/sponsored trip must be signed by the student and the student's parent/guardian relieving the Board of Trustees, the District, District Administrators, Volunteers, and District Employees of any responsibility for financial losses, personal injury, including death, and property damages from any incident associated with a school-sponsored trip. This form must be signed and on file in the campus principal's office ten (10) days before the date of departure without exception.

Each student participating and attending a school-sponsored trip shall complete and submit an Unconditional Waiver Release and Indemnification Agreement or [See (EXHIBIT B)] without exception.

Criminal History
Record Check

In advance of any school-sponsored trip, the district will approve the clearance of all chaperones by obtaining a criminal history record and Raptor approval/clearance. [See GKG]

Chaperone Duties and
Responsibilities for All
Trips

Chaperones must be:

1. District employees; or
2. Any other adult selected by the 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 of all school volunteers and non-employee chaperones.)

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 from the date of departure until the date of return.

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.

Chaperones will be recruited at the earliest possible date and may participate in the fundraising activities of the student group to offset their expenses. The campus principal must approve all chaperones.

Each adult chaperone shall:

- Complete background clearance procedures as specified by EMS ISD, this will include criminal background and Raptor clearance.

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- 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 (authorized by the District) for school-sponsored activities and trips.
- 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.
- Receive a copy of the Chaperone Duties and Responsibilities [See (EXHIBIT E)] from the school/district sponsor.
- Sign an Acknowledgement of Responsibilities and Duties Form [See (EXHIBIT F)].
- Not smoke, use e cig, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the entirety of the school-sponsored trip.
- Be responsible for enforcing the Student Code of Conduct, the Student Handbook, and other relevant District Policy.
- 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.
- Follow safety protocols, provide guidance, support, and behavioral oversight for each assigned student group.
- Account for all students prior to departure, at all stops (head count), and during travel.
- Be assigned to sit in the front, middle, and back of district provided transportation, and actively monitor students at all times, or the chaperone may be assigned by the school/district sponsor to use the Transportation Student Check Log and conduct student checks in a minimal of 30 minutes intervals while on district provided transportation [See FMG(EXHIBIT-G)]
- Be assigned resting intervals so that students are monitored at all times.
- Report any incidents, concerns, and misconduct to the school/district sponsor.

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Additional Chaperone
Duties and
Responsibilities for
Overnight Trips

- Be assigned to actively monitor hotel hallways, if security is not hired to monitor student rooms, throughout the night.
- Conduct roll/roster checks, room checks, and actively monitor students during the entire trip and while on district provided transportation.

School/District
Sponsor
Responsibilities for
All Trips

If approval is granted for the trip by the required individuals listed above, the school/district sponsor must do the following:

- Appropriately announce the trip and notify all participants and parents of key dates, permissible/mandatory fees, date of parent and student trip information meeting, behavioral expectations, required documentation, and other required trip information.
- Communicate with all participants and parent/guardians, in the event a student becomes ill and needs to leave for medical reasons or needs to remain at the trip location due to illness (i.e. hospitalization, COVID, or for medical reasons causing the inability to travel); the District will work with the parent/guardian to the greatest extent possible, however, any additional costs incurred will be the responsibility of the parent/guardian.
- Contact appropriate campus staff member to request that a criminal history and raptor clearance check be completed on each chaperone.
- Ensure at least one (1) male and one (1) female district employee attends co-ed overnight school-sponsored trips.
- Ensure the trip is not scheduled on state-mandated assessment days, or the week preceding state-mandated assessments.
- Create a list of students going on the school/district sponsored trip that cannot be photographed.
- Make all plans regarding the trip.
- Secure all necessary paperwork and documentation.
- Document dates of trip on the district and/or campus calendar.
- Ensure each student has submitted a written consent of a parent to participate in a school-sponsored trip. [See (EXHIBIT B)]

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- Prior to meeting with all chaperones, the school/district sponsor must ensure all chaperones have met all required criminal history and Raptor clearance criteria [See GKG]. Then conduct a chaperone meeting to discuss and provide in writing the guidelines, assignments, responsibilities, duties, and expectations to all chaperones. The Chaperone meeting must have attendance sign in sheets which must be maintained with all trip records and documentation.
- For safety purposes, students will have assigned seating on all school provided transportation. The school/district sponsor will generate and maintain a seating chart by either assigning student seats or allowing student to select their seats.
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- Designate and document the appropriate oversight and required security personnel and/or measures to be provided throughout the trip.
- Require students to remain at all times with the group at any location throughout the trip.
- Require students to wear appropriate and approved clothing in all public places throughout the trip.
- Notify the nurse at the campus and/or District and obtain student medical information, and the number of required first aid kits necessary for the trip.
- Ensure all medications (over the counter or prescription) be distributed by a district employee.
- Ensure all students meet academic and disciplinary eligibility criteria for participation.
- 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/consent forms,
 - Student medical information, including parental authorization to obtain emergency medical treatment.

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- Provide the following guidance and expectations for visitors. These guidelines shall include, but are not limited to the following:
 - Visitors are generally prohibited from interacting with the students/group and disrupting the educational environment, as a school-sponsored trip is considered as an extension of the classroom.
 - To the extent that it does not disrupt the educational environment, a non-chaperoning custodial parent/guardian intending to interact with students other than their own child must have completed a background clearance on file.
 - A parent/guardian who does not hold educational or visitation rights with their child while on school property/grounds, per court documentation, does not have the right to interact with their child on a school-sponsored trip.
- In general, students will be required to use District transportation for school-sponsored trips. An exception may be made if the student's parent/guardian completes a Consent for Alternate Means of Travel for a School Trip form [See (EXHIBIT C)] requesting that the student be permitted to travel with the parent/guardian or an adult designated by the parent/guardian five (5) days before the scheduled school-sponsored trip with campus principal approval.
- The school/district sponsor upon return will provide any necessary documentation to the campus attendance clerk to be maintained with the student's attendance records.
- For any overnight trip, contact the appropriate individual in the EMS ISD Police Department to schedule a detection canine screening of all student and chaperone bags, purses, backpacks, and luggage on the date of departure prior loading any bag on the designated school sponsored transportation.
 - If students will be meeting at the airport, detection canine screening is not needed.
- Hotel room assignments are designated prior to the date of departure and all participants must be informed that room assignments changes are not permitted unless permitted by the school/district sponsor for extenuating circumstances.

Additional
School/District
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Responsibilities for
Overnight Trips

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- Establish and enforce the appropriate curfew for participants and conduct announced and unannounced student room checks throughout each night of trip.
- Establish protocols and security procedures for any student leaving the grounds of the hotel or any designated trip venue to be accompanied by a district employee or chaperone.

Transportation

After the principal or other appropriate administrator have approved the transportation request, the school/district sponsor will submit the required transportation request to GoldStar Transit.

In general, students will be required to use District transportation for school-sponsored trips. An exception may be made if the student's parent/guardian completes a Consent for Alternate Means of Travel for a School Trip form [See (EXHIBIT C)] requesting that the student be permitted to travel with the parent/guardian or an adult designated by the parent/guardian five (5) days before the scheduled school-sponsored trip with campus principal approval.

Cancellation

The District reserves the right to cancel any school-sponsored trip at the discretion of the school/district sponsor or appropriate campus or district administrator 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. Natural disasters;
3. National or local health crisis; and
4. Travel advisories issued for a geographical area.