



# STUDENT TRAVEL MANUAL

FORNEY INDEPENDENT SCHOOL DISTRICT

## PURPOSE

Educational field trips are approved, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. These field trips should provide hands-on activities that encourage students to experiment and ask questions. The trip must support Texas Essential Knowledge and Skills (TEKS), must be reasonable in cost, and must be necessary to accomplish the instructional objectives.

Forney ISD recognizes that student travel provides tangible experiences that supplement and enrich classroom instruction and help provide a comprehensive, well-rounded educational program. **All field trips taken by classes or school organizations must be justifiable on the basis of the contribution to the educational process of the school.**

The purpose of this **STUDENT TRAVEL MANUAL** is to provide information to principals and staff in planning and preparing for field trips of all types, regardless of the form of transportation. Timelines have been established for requests, needed forms and information required before approval will be given. Student travel should consist of three parts:

1. **Pre-trip Planning:** Educational benefits, principal approval and district permission, school calendar coordination and availability of transportation.
2. **The Trip:** Organization, detailed itinerary, communication with parents, students, faculty and staff.
3. **Follow-up Activities:** Review and evaluation of the educational benefits of the trip with suggestions for refinement and improvement.

Please refer to the contents of this manual for guidance and assistance throughout all steps of the student travel process.

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# The Field Trip Process

## General Information

### I. Pre-Trip Planning

#### A. The Field Trip Request

The District has provided a **Field Trip Checklist** (see Forms section) to guide sponsors through the field trip process. The campus sponsor will complete and retain each required document as part of a field trip packet which will be used for future planning and possible documentation in the event of any issues that may occur during the trip. **Student trips are not to be promoted or publicized prior to final approval.**

The process begins with a [Field Trip Request Form](#) and required accompanying documents being submitted to the campus principal within the following district time frames:

FIELD TRIP LOCATION	COMPLETED REQUEST SUBMISSION DEADLINE
Within Forney ISD or Kaufman County	At least 21 days prior to trip
Outside of Forney ISD but within Texas	At least 21 days prior to trip
Outside of Texas, but within the continental United States	At least 30 days prior to trip

**\*Completed requests include: Field Trip Checklist, Field Trip Request Form, Activity Fund Fundraising Application and Financial Recap, transportation documents, and one copy each (in English and Spanish) of the Itinerary, the Parent/Guardian Approval and Release Form.**

#### B. Principal Approval

Once the completed field trip request is received, principals will follow these district guidelines for approval of school-sponsored field trips:

- **All special invitations to compete/perform shall require campus principal and program director approval prior to a bid process/submission.**
- Trip approval will be granted only when the trip's primary purpose is to compete, to perform, for service learning, or to study rather than to provide entertainment or recreation for the participants.
- All field trips are subject to Texas Education Agency (TEA) guidelines.
- Students participating in the trip must meet all eligibility requirements as set forth in rules by the State Board of Education, the University Interscholastic League, and the District, as applicable to this trip.
- Student fees are prohibited for field trips required as part of a basic educational program or course. A student may be charged a fee for a field trip/activity that is not part of the instructional program or curriculum, but teachers/sponsors must inform the principal of fees intended to be charged and get approval from the principal **prior to requesting fee payment from the students** (see [Field Trip](#)

[Request Form](#)). Sponsors are also responsible for adhering to campus and district procedures for recording, collecting and safely storing this money.

- Anytime students are charged a fee to participate in a field trip, provisions must be in place to provide scholarships/financial assistance for students who receive Free/Reduced Lunch benefits.
- When fundraising is necessary to finance a trip, the organization must request approval for the fund-raising activity at the same time that permission to take the trip is requested. These requests must have the approval of the building principal. Moreover, all fund-raising activities must be consistent with FISD Board Policy and Administrative Regulations.
- Trips outside of the Kaufman County or Metroplex area will require additional approval by the Program Director and/or Chief of Human Services.
- Any in-state overnight trips taken by student organizations and other student groups shall require approval from the superintendent. No elementary overnight trips will be approved. For middle school overnight trips, a [proposal/framework](#) must be submitted by August 1st of each year .
- If outside of Texas, additional approval is required from the Superintendent.

#### C. District Approval

- If the field trip requires additional approval at the district level (as indicated above), the principal will forward the [Field Trip Request Form](#) and accompanying documents to the appropriate director (i.e. Athletics, Fine Arts, Curriculum) to begin the district level approval process. This may be done using hard-copies or emailing the required forms.
- The goal for completing the district level approval process is no more than ten school days.
- The [Field Trip Request Form](#) will be returned to the campus principal at the completion of the approval process with required signatures of approval or justification for denial of the request.

#### D. Campus Communication and Coordination

##### 1. [Campus Calendar](#)

If approved at the building level, the principal or designee will add the trip to the campus calendar.

##### 2. [Clinic Notification](#)

The sponsor will give the school nurse a copy of the **Field Trip Student Roster** in advance to make all necessary plans and preparations involving student medication and treatment. Please adhere to the following timeline for providing this information:

- Single day trips – five school days in advance of the trip
  - Sponsors/teachers will be responsible for administering any regularly scheduled medications during the duration of the field trip.
- Overnight or multiple day trips:

- All schools – at least three weeks in advance of the trip so the school nurse can contact parents to obtain doctor’s orders for administering medications, proper training of sponsors, etc.
- High schools – collect the **Medications for High School Overnight Field Trips** form from parents.
- The school nurse will provide secured medication and any training necessary including as needed emergency medications (such as inhalers and epinephrine auto-injectors).

Sponsors should invite the nurse to speak at the required parent meeting for overnight trips (see info. below) in order to explain the district policy surrounding medications and other important health related information.

3. Cafeteria Notification

a. The sponsor must notify the cafeteria manager of any field trips that will impact student meal participation at least three weeks in advance to accommodate changes in food and supply ordering. This notification must include the date, time and number of students participating.

b. If sack lunches, breakfasts or suppers are requested, refer to the following information:

- Sack lunches consist of a sandwich (bread and meat), fruit, vegetable (carrot sticks or similar), milk, condiments and silverware/napkin package.
- All meals must be ordered at least three weeks in advance – include the time the meals will be picked up in your notification.
- If the students are not able to pick up their own meal on the day of the trip, a sponsor may provide the cafeteria manager with a copy of the **Field Trip Student Roster** when picking up the food.

E. Special Events

1. UIL Tournaments and Athletic/Academic Events

Athletic, academic, and UIL related tournament events do not require the submission of a **Field Trip Request Form**. However, the teacher, sponsor, or coach is responsible for coordinating all plans and arrangements (including coordination with the clinic and cafeteria) and compiling all necessary information pertaining to the trip for presentation to the principal or other appropriate administrator as required by the type of tournament or event. A completed **Parent/Guardian Approval and Release Form** must be on file for each participating student in order to obtain parent permission to transport and emergency contact information.

2. Student Performance and Invitation Requests

There are times when students in the District are asked to participate or are invited to participate in out-of-school activities. All procedures outlined in this Field Studies Manual must be followed for these types of trips. School organizations may be used in public programs or performances outside their own building only when authorized by the appropriate administrator or program director. Weekend performances for other than school purposes also require director approval. **School organizations will be limited to no more than one out-of-town performance per year that requires overnight lodging, exclusive of UIL competition. No organization may miss more than 2 school days per year**

**for out-of-town performances exclusive of UIL competition.** *\*\*By August 1st of the academic year, departments/organizations may submit a [framework](#) for events they will be participating/bidding on for the year that may be exclusive of the parameters mentioned above. To determine whether performance at an out-of-school event shall be permitted, the following guidelines should be addressed:*

- a. Advance notification (see page 6);  
Special Performance/Invitation/Competition Bid Process (see page 6).  
(The number of missed school days for Special Performance/Invitation/Competitions may be evaluated based on the performance criteria and schedule);
- b. Purpose of the function at which performance has been requested;
- c. Safety issues involved in the performance;
- d. Transportation costs, including whether the requesting organization intends to cover the costs of transportation;
- e. Whether the performance complies with UIL guidelines and rules, even if the event is not a UIL event.

## II. The Trip

### A. Forms and Documents

1. All additional documents listed on the Field Trip Checklist must be completed one week prior to departure.
2. Under no circumstances will students under the age of 18 be allowed to participate without written permission from their parent/guardian on the **Parent/Guardian Approval and Release Form** – oral permission is never acceptable. These documents must remain in the possession of the field trip sponsor at all times during the trip.
3. Parents must receive a detailed copy of the **Field Trip Itinerary** prior to the date of the trip.
4. Overnight, out-of-state field trips require an informational parent meeting to be held in advance of the trip. Agenda and sign-in sheets must be retained by the field trip sponsor. Additional forms required for these extended trips include the **Night Shift Schedule, Best Practices for Overnight Chaperones, Medication for High School Overnight Field Trips**. It is important to note that chaperones on overnight or longer trips must also submit **Volunteer Program Application Forms** and **Criminal History Checks** to the appropriate campus personnel.
5. One copy of the following forms must be given to the campus principal (or designee) prior to the trip and kept on file in the office: **Field Trip Checklist, Field Trip Itinerary, Field Trip Student Roster, Parent/Guardian Approval and Release Forms** (one per student – signed by parent), **Night Shift Schedule**, and **Field Trip Chaperones and Accessibility Assistants**.

### B. Supervision

The principal and organizing teacher are responsible for ensuring that adequate and proper supervision is provided during any field trip or out-of-school activity. The following guidelines are minimal and may be enhanced if the principal or teacher/sponsor/coach deems the activity warrants additional adult supervision.

1. Teachers and sponsors should separate and ride on different buses to provide the highest degree of supervision possible. A minimum of one District employee or approved adult chaperone must ride on every bus used for transportation (excluding the driver).
2. At least one chaperone for every ten students with an additional adult required for any remaining students less than 10. **Exceptions:** In-district trips from one campus to another, or trips from one FISSD school to a school in a neighboring district with no additional stops, do not require the 10:1 student to chaperone ratio. Any other deviations to this ratio require principal and area director approval.
3. Chaperones must meet District requirements noted in the **Chaperone Statement Acknowledging Responsibilities and Duties**, which must be signed prior to departure.

**All Trips** – non-employee chaperones must meet all FISSD volunteer requirements and complete the **Volunteer Program Application Form** and **Criminal History Check** by the established district deadlines.

**NOTE:** If custodial parents or legal guardians who are not approved chaperones join the group at the field trip destination, the trip sponsor must immediately communicate to the parent that he/she must remain with a designated District employee at all times and will not be permitted to be alone with students other than his/her child at any time. The sponsor must clearly communicate these expectations to the District employee and other chaperones, as well.

4. Sponsors will complete the **Field Trip Chaperones and Accessibility Assistants** form and share with indicated personnel.
5. Chaperones must be given a **Field Trip Chaperone Roster** of all students assigned to them.
6. Overnight trips require one adult chaperone to remain awake at all times to actively monitor each hotel floor, cabin, etc. Use the **Night Shift Schedule** to plan this rotating duty and clearly communicate the **Best Practices for Overnight Chaperones** to all chaperones at the parent meeting. **Exception:** if arrangements are made through the hotel for additional security services to be provided, this requirement may be waived if it imposes a hardship for chaperones of small groups.

#### C. Student Participation

1. Eligibility
  - a. For all UIL related trips for performances and competitions, students must meet all eligibility requirements as set forth in rules by the State Board of Education, the University Interscholastic League, and the District. This includes:
    - No recorded grade averages lower than 70 on a scale of 100 in any course for the preceding grading cycle (unless the student regains eligibility after three weeks).

- An exception may be made if the failing grade is in the class for which the field trip is intended and the sponsoring teacher grants permission.
  - b. Students meeting eligibility requirements may only be excluded from participation in an instructional field trip that is part of the academic material of a class (and not part of a performance-based class) for the following reasons:
    - Student is assigned to in-school or out-of-school suspension at the time of the field trip
    - Student has violated the rules of the club or organization that have been disseminated to each student. In particular, such rules may require the student’s participation in activities or practice that serve as preliminary preparation requirements to the trip or activity. The teacher should consult with the principal regarding these disciplinary actions in advance.
    - Students who have graduated are not eligible for trips except for athletic, academic, and UIL related tournament events.

2. Attendance

- a. Students participating in a Board-approved extracurricular or public performance, which is under the direction of a member of the District’s professional staff or an adjunct staff member having a minimum of a bachelor’s degree, may be considered present for Foundational School Program and compulsory attendance purposes.
- b. The District shall not permit a student to be absent from any class in any course more than ten times during the school year for field trips/activities. An exception may be granted to students participating in post-district competition sponsored by the UIL or other organizations approved by the Board.

D. Transportation

(See the [Additional Transportation Information](#) section of this manual for additional detailed information from the Transportation Department)

1. Students are required to ride to and from the field trip/activity in the district provided transportation. **Exception:** If done at least 24 hours in advance of the trip, a parent may submit a request to provide alternate transportation for their child (see **Parent-Designated Transportation Form**). A sign out sheet will be used for documentation.
2. Refer to “Guidelines for the Use of Non-District Vehicles for the Transportation of Students” and “Volunteer Drivers” information in the [Additional Transportation Information](#) section of this manual.
3. Only the sponsor, support staff (nurse, paraprofessional assistants, etc.) and approved chaperones and students on the **Field Trip Student Roster** may travel with the group.
4. In the interest of safety, all students on bus trips are to remain seated and orderly.

5. Before leaving the field trip site, the teacher/sponsor/coach shall account for all students. Under no circumstances shall a student be left without adult District supervision.

E. Student Conduct

1. Students are expected to comply with the Forney ISD Student Code of Conduct at all times.
2. Sponsors will document infractions in SKYWARD upon return to the campus.
3. Sponsors will follow the **Trip Incident Investigative Procedures** anytime any incident occurs on a field trip (see [Forms](#) section for required documents).
4. The school is not responsible for any accidents incurred as a result of a student's failure to observe the rules.

III. **Follow-up Activities**

A. Instructional

Post-trip activities should be completed with students to solidify and extend the learning.

B. Organizational

1. Sponsors are encouraged to debrief with staff, chaperones, students and administrators following the trip to discuss the overall value of the trip and any suggestions for change or improvement. Notes regarding suggested changes for improvement should be added to the field trip packet for future use if this is a recurring event.
2. Complete the Driver's Survey from Transportation.

IV. **INFORMATION FOR FIELD TRIP/EXTRA-CURRICULAR ACTIVITY REQUESTS**

**Please notify all appropriate staff members of these procedures by ensuring that all coaches, band directors, drill team and cheerleader sponsors, and all other sponsors of field trips and extra-curricular activities be given a copy of these procedures.**

1. The Transportation Department uses an automated Field Trip System "**Incident IQ**" through the Forney ISD website for requesting extra-curricular activities transportation. The Transportation Request System should be utilized for scheduling all extra-curricular requests for your school. Please be aware of the procedures for scheduling trips prior to reserving a bus or vehicle.
2. All non-competition or non-performance Field Trips cannot be scheduled for your school before **9:00 AM** on weekdays and must return to your campus by **2:00 PM**. This is extremely important so that buses may be on time for their afternoon routes. Failure to arrive back at school in order for the driver to arrive in time for their 1<sup>st</sup> PM run may result in a charge for the cost of the sub-driver and bus added to the cost of your field trip. Field trip requests prior to 4:45 PM may also be subject to late arrival due to length of afternoon routes. Field trips may not be scheduled as "Drop and Returns" outside the FISD boundaries without prior approval of the Transportation Director. Any variation to

these time frames will be dependent upon the availability of buses and non-route drivers.

3. Verify that transportation is available before committing to a field trip. There is a limit to the number of trips that can be run on a daily basis. If a trip is scheduled exceeds the capacity for that day, the trip cannot be entered into the system. All reservations should be made two weeks in advance.
4. Contact Transportation Operations Manager or Asst. Director of Transportation at 469-762-4162 for field trip information.
5. All Forney ISD students who require transportation and are in wheelchairs **must** be scheduled on a bus equipped with a wheelchair lift for any field trip or extracurricular activity.
6. Teachers, eligible students, authorized sponsors and approved chaperones are permitted to ride the bus. Bus drivers only may take their non-school age child on the bus while on route or approved field trip activity between routes. The driver will also be permitted to have their child on board for trips between their AM and PM route or a trip immediately following their route. The child will not be allowed to ride for regular night time or weekend trips. This policy is being permitted in an effort to increase driver recruitment and retainment. **Children of teachers, sponsors, and chaperones are not allowed on the bus unless they are eligible passengers.** Spouses and parents are not allowed on the bus.
7. Please notify the Transportation Department of any cancellations no later than the day before the scheduled trip. Any cancellations received the day of the scheduled trip will result in a two-hour minimum charge (*unless weather related*).
8. Emergency numbers for weekends and weekdays after 5:30 PM:  
Michelle Ramm (Director of Transportation) 512-644-4372  
Kristy Swiger (Assistant Director) 214-724-3388  
Ozzie Cruz (Operations Manager) 214-557-0893  
Steve Williams (Shop Supervisor) 469-684-9225

*NOTE: Mechanics are on duty at Transportation until 5:30 p.m. Monday-Friday and can be reached at (469) 762-4162. In case they are out of the bus lot, please allow the phone to ring several times.*

9. PASSENGER CAPACITY

All buses used on field trips require a teacher or sponsor on board **EACH** bus. Be sure to allow for all passengers, including any teachers, sponsors, and chaperones.

71-PASSENGER BUS ACCOMMODATIONS

1 Student per Seat	24 Students
2 Students per Seat	48 Students
3 Students per Seat	71 Students

High School 2 Students per Seat

Middle School	2 Students per Seat
Elementary School	2 or 3 Students per Seat

**8 PASSENGER EXCURSION AND EXPEDITION (3 available)**

\*A maximum of 8 (Suburban) passengers plus a driver may be transported in district owned SUVs. Size of passengers should be taken into consideration. \*Available for student, staff and administrator use for approved trips. \*Minimum of 10-day advanced reservations required within the current school year. \*Student trips have priority which may result in administrators being bumped for authorized student trips requested within the 10-day time frame.

\*Refer to **Suburban Guidelines** for more information. NOTE: AC Buses will be scheduled to longest trips then to first scheduled.

10. FIELD TRIP RATES
- o \$1.70 per mile (Driver provided by Transportation Department)
  - o \$.33 per mile (no driver provided)

**V. SUBURBAN GUIDELINES**

1. **Driver Requirements**
  - a. Driver must hold a valid Texas driver’s license. (CDL is not required)
  - b. Driver must be an employee of Forney ISD.
  - c. Driver must be at least 21 years of age.
  - d. Driver must have a safe driving record report on file in the Transportation Office.
  - e. Driver must fill out a Suburban Driver’s license request form, make a copy of their driver’s license and send both to Transportation.
  
2. **Pick Up**
  - a. The designated driver for the request may pick up the Suburban keys and paperwork at the Transportation Office.
  - b. Suburbans will be parked on the north side of the Transportation lot. Your personal vehicle should be parked in the place of the Suburban you are using.
  - c. Suburbans cannot be picked up before the time stated on your request and the Transportation Office must be notified if your trip is going to be excessively late. Suburbans cannot be kept overnight at your home or school.
  
3. **During the Trip**
  - a. Only approved users may drive the Suburban during the trip.
  - b. According to FISD policy, no tobacco use will be allowed in the Suburban or any school vehicle at any time.
  - c. District Suburbans must stop at all railroad crossings by state law anytime, anywhere when transporting students.
  - d. Students must be removed from the Suburban anytime the Suburban is being filled with fuel.
  - e. All passengers/drivers must wear seat belts as required by law.
  - f. On overnight trips, the driver shall make the following checks on Suburbans before the initial start-up the next day and each day thereafter:
    1. Check oil and refill if needed (15W40 oil)
    2. Check water level

3. Check tires for recommended air pressure
  - g. Fuel tanks should not be run under  $\frac{1}{4}$  tank before refueling
4. **Accidents, Theft and Claims Reporting**
  - a. Authorized driver will immediately report any accident or theft to the law enforcement authority for the jurisdiction where the accident occurred and to FISC Transportation at 469-762-4162 and/or Director of Transportation.
  - b. Express no opinion as to who was at fault for the accident.
  - c. Give no information except as required by authorities and sign no statements for anyone except school district representatives.
  - d. Get names and address information for any witnesses to the accident.
  - e. Vehicle accidents are covered by FISC Insurance and will be handled accordingly. Insurance and accident information is located in the glove box of each vehicle.
5. **Emergency Evacuation**
  - a. Passengers should be asked to exit the Suburban in an orderly manner on the side away from traffic when possible.
  - b. When the last passenger has departed the Suburban, the driver, when possible, should check under and behind each seat to make sure complete evacuation has been achieved.
6. **Return**
  - a. Suburbans must be returned clean and free of excess trash and damage. Any repair costs for damage to the vehicle (other than vehicle accidents) or excessive cleaning costs will be charged back to the school or department.
  - b. Park the Suburban back where you found it.
  - c. If returning after regular office hours, drop the key and all paperwork (with mileage recorded) in the drop box on west side of transportation building.
  - d. During normal office hours 5:30am-5:30pm, Monday-Friday, return all keys and signed paperwork to the Transportation Office. Access electric gate with your key card.
  - e. A \$25.00 replacement fee will be charged for any key or remote not returned as required.

**VI. SUBURBAN DRIVER'S LICENSE CHECK REQUEST**

Name: \_\_\_\_\_

Assigned School or Department: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

School/Department Phone Number: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_

This information is to be attached to a copy of your driver's license and forwarded to the Transportation Office for processing. Your license must be on file with Transportation. This should be done once a year, preferably at the start of the school year.

Please sign below to indicate you are requesting a Driver's License Check for the purpose of driving a school district Suburban and have received a copy of the Suburban request guidelines and the rules and conditions. This information can also be found on the district website under Departments/Transportation.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>		
<b>APPROVED</b> <i>(Circle One)</i>	<b>DENIED</b>	<b>Reason Not Approved:</b> _____ <i>(If Applicable)</i> _____
_____ <i>Transportation Official</i>		_____ <i>Date</i>

## **Policies**

[FFAC \(LOCAL\) - Wellness and Health Services: Medical Treatment](#)

[FMG \(LOCAL\) - Student Activities: Travel](#)

## **Forms**

[Student Travel Request Form](#)

[Planning Framework](#)

## **Field Trip Guidelines**

Educational field trips are approved, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. These field trips should provide hands-on activities that encourage students to experiment and ask questions. The field trip must support Texas Essential Knowledge and Skills (TEKS), must be reasonable in cost, and must be necessary to accomplish the instructional objectives.

The field trip must also appear as a part of the teacher's lesson plans, which should include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned from the trip.

Costs for the field trip must be reasonable. Any entrance fees and transportation costs must be reasonable in comparison to the intended objectives of the trip.

For audit purposes, your organization must maintain documentation of the field trip and must provide clear evidence of how the expense ties back to an instructional objective. Documentation should include the following:

- Destination of each field trip
- Costs associated with each field trip
- Objectives to be accomplished from conducting the field trip
- Teacher's lesson plan and follow-up activities

### **Examples of Appropriate Educational Field Trips**

Examples of appropriate educational field trips include the following:

- Curricular academic activities focused on math, science, and technology, such as service learning, internships, academic UIL competitions (such as robotics or math), or science and technology fairs
- Laboratory and field investigation instruction, used to improve students' understanding of science TEKS objectives
- Trips to a river, archaeological site, or nature preserve that might include contracting with local science centers, museums, zoos, and horticultural centers for visits and programs
- Trips to the local library to increase access to high-interest reading materials or research
- Visits to colleges and universities to encourage interest in the pursuit of higher education

### **Unallowable Costs Related to Field Trips**

The following costs are not allowable:

- Field trips for social, entertainment, or recreational purposes
- Field trips that supplant and do not supplement local or state expenditures or activities
- Field trips that are not part of a teacher’s lesson plan or that do not meet the instructional objectives
- Field trips that are not reasonable in cost or are not necessary to accomplish the instructional objectives
- Field trips that are not properly documented (as described above)
- Field trips to entertainment or recreational locations that have legitimate educational programs when more than 25 percent of the time spent at the location is used for entertainment or recreation of field trip participants

### **UIL GUIDELINES FOR STUDENT PARTICIPATION**

Please access the complete UIL Side by Side document at this address:

[https://www.uil texas.org/files/policy/2024-2025 UIL-TEA\\_Side-by-Side.pdf](https://www.uil texas.org/files/policy/2024-2025 UIL-TEA_Side-by-Side.pdf)



**Forney Independent School District  
Student Travel Checklist**

Campus: \_\_\_\_\_

Name of Trip: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

<b>STUDENT TRAVEL CHECKLIST* - REQUIRED FORMS</b>	
Student Travel Request	<input type="checkbox"/> Student Travel Request Form*
Chaperones	<input type="checkbox"/> Chaperone Statement Acknowledging Responsibilities and Duties <input type="checkbox"/> Student Travel Chaperones and Accessibility Assistants <input type="checkbox"/> Student Travel Chaperone Roster (1 chaperone for every 10 students) <input type="checkbox"/> Volunteer Program Application Forms in English and Spanish (for overnight trips) <input type="checkbox"/> Criminal History Check in English and Spanish (for overnight trips)
Financials	<input type="checkbox"/> Activity Fund Fundraising Application and Financial Recap*
Transportation (in addition to "Incident IQ" request)	<input type="checkbox"/> Parent-Designated Transportation Form
Parent/Guardian Approval	<input type="checkbox"/> Parent/Guardian Approval and Release Form*
Schedule of Activities	<input type="checkbox"/> Student Travel Itinerary in English and Spanish*
Student Participants	<input type="checkbox"/> Student Travel Student Roster
Overnight Student Travel	<input type="checkbox"/> Medications for High School Overnight Student Travel <input type="checkbox"/> Night Shift Schedule <input type="checkbox"/> Best Practices for Overnight Chaperones

**\*Indicates required component of the initial field trip request (as applicable).**

**Forney Independent School District**  
**Student Travel Request Form** (complete google form)

(Principal Approval) In Kaufman County <input type="checkbox"/>	(Program Director/Chief Human Services Approval) Out-of-Kaufman County <input type="checkbox"/>	(Superintendent Approval) Overnight or Out of State <input type="checkbox"/>
Campus: _____ Organization: _____ Grade Level _____		
Requesting Professional's Name: _____		Date: _____

**GENERAL INFORMATION**

Destination: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

Date and time of Departure from FISD: \_\_\_\_\_

Date and time of Return to FISD: \_\_\_\_\_

Total Days of Field Trip: \_\_\_\_\_ Days Out of School: \_\_\_\_\_

# of Students Participating; \_\_\_\_\_ # of Parent Chaperones: \_\_\_\_\_

# of School Sponsors: \_\_\_\_\_ Student to Adult Ratio: \_\_\_\_\_

Supervising Administrator for overnight studies: \_\_\_\_\_

**MODE OF TRANSPORTATION (check all that apply):**

Walking  Commercial/Chartered Bus  School Bus w/out Lift  # \_\_\_\_\_

School bus with Lift  # \_\_\_\_\_ Suburban  Airline  Other: \_\_\_\_\_

**COST OF TRIP**

**Funding Source:** \_\_\_\_\_

Cost per Student: \_\_\_\_\_ Cost per Chaperone: \_\_\_\_\_

Provisions for Those Students Who Are Unable to Pay: \_\_\_\_\_

How are meals to be provided and where? \_\_\_\_\_

**TRIP JUSTIFICATION**

Instructional objective for this field trip: \_\_\_\_\_

How does this trip reinforce the curriculum of your course? \_\_\_\_\_

Please describe the organization sponsoring this event, if any: \_\_\_\_\_



**APPROVAL SIGNATURES**

Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Approved     Rejected    Comments: \_\_\_\_\_

**EXTENDED FIELD TRIPS WILL REQUIRE THE FOLLOWING ADDITIONAL SIGNATURES:**

**Outside Kaufman County (within Texas)**

Chief Human Services : \_\_\_\_\_

Date: \_\_\_\_\_

Director of Program Area : \_\_\_\_\_

Date: \_\_\_\_\_

Approved     Rejected    Comments: \_\_\_\_\_

**Overnight or Outside of Texas but Within the United States**

Chief Human Services: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Human Services certifies this trip:     meets guidelines     does not meet guidelines

Approved     Rejected    Comments: \_\_\_\_\_

Director of Program Area: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Program Area certifies this trip:  meets guidelines     does not meet guidelines

Approved     Rejected    Comments: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

Approved     Rejected    Comments: \_\_\_\_\_

***After approval or rejection of this trip request, a copy will be sent to the building principal.***

## **Application for Fund Raising Project Form (Fundraiser Approval Request)**

Please access the Fund Raiser Approval Request Form using this link:

[https://docs.google.com/forms/d/e/1FAIpQLScdsHxfBiTk2qDS24dwgfsrjYMeU2LGoedBalltdQBhvzd1g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScdsHxfBiTk2qDS24dwgfsrjYMeU2LGoedBalltdQBhvzd1g/viewform?usp=sf_link)



**Forney Independent School District  
Student Travel Itinerary**

Itinerary for (group): \_\_\_\_\_

Destination/Address and Phone: \_\_\_\_\_

Date(s) Traveling: \_\_\_\_\_

Date	Time	Activity and Location

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Parent/Guardian Approval and Release Form

#### GENERAL INFORMATION

Campus:	Trip Destination:
Date(s):	Approximate times: Beginning _____ Ending _____
Purpose of trip:	
Method of Transportation:	Sponsor:

In consideration of the Forney Independent School District agreeing to take my child on the reference school-sponsored field trip, I/we hereby give approval for his/her participation. I/we understand that in Texas, parents are responsible for the cost of medical treatment for a student injured on school property or while participating in a field trip activity, unless the injuries result from the negligent use or operation of a motor vehicle owned by the district (Texas Tort claims Act, Section 101.051, and the Texas Education Code, Chapter 22.051). \*

Should the world situation make it necessary for the administration of the Forney ISD to cancel student travel, parents and students must understand that the school district assumes no financial responsibility for any monies lost due to this action.

I consent to the release of health-related information to non-district personnel serving as sponsors/chaperones for the purpose of providing information necessary for the care and supervision of my child.

In the event of an emergency while my child is on the school-sponsored trip or while participating in field trip activities, I hereby grant permission to school district employees to take whatever action is deemed necessary. In the event I cannot be reached, I authorize school district employees to give consent for my child to receive medical treatment.

#### STUDENT INFORMATION

Students' name:	ID#:	Grade	Date of birth:
Street address:	City:	Zip code:	
Parent/guardian name:	Home phone:	Cell phone:	
Parent/guardian name:	Home phone:	Cell phone:	
Emergency contact other than parent:		Phone:	
Emergency contact other than parent:		Phone:	
Insurance Company:	Group#:	Policy #:	
Health problems:	Allergies:		
Medication/time (prescription only): #1	#2		

Please indicate if your child will be getting a sack lunch from the school cafeteria. Yes  No  Not Applicable

Printed name of parent/guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*All students are encouraged to purchase student accident insurance.**



FORNEY INDEPENDENT SCHOOL DISTRICT  
HEALTH SERVICES

Medications for High School Overnight Student  
Travel

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Overnight field trips are considered an extension of the school day, therefore Forney ISD policies continue to be in effect. This includes policies for medication usage. The following guidelines are in effect for all **High School** overnight field trips.

All medications that the student will be taking on the trip must be documented on this form (both prescription and over-the-counter medications.) Prior to leaving the school, the student must turn in this signed form and show the medication in its original container to the designated sponsor for the trip.

**Only enough medication to cover the duration of the trip should be taken with the student.**

Medications to be sent with student:

Medication	Dosage	Time Taken/Frequency

Student may take over the counter (OTC) medication without supervision while on this trip:  
\_\_\_\_ yes    \_\_\_\_ no

Sponsor of trip should keep and give OTC medication on this trip: \_\_\_\_yes    \_\_\_\_ no

**\*\*All prescription medications will be administered by sponsor or delegated Forney ISD staff.**

**Please list any known medication allergies:** \_\_\_\_\_  
\_\_\_\_\_

I give permission for the following checked medications to be given as needed while on this trip:

\_\_\_\_ Tylenol            \_\_\_\_ Ibuprofen            \_\_\_\_ Tums            \_\_\_\_ Pepto Bismol  
\_\_\_\_ Cough Drops    \_\_\_\_ Benadryl            \_\_\_\_ Neosporin Ointment

These medications can only be administered by a Forney ISD designated field trip sponsor or staff member.

**PLEASE NOTE: If any medications are found on the student's person or in his/her belongings that are NOT listed on this form, the student may be subject to disciplinary action.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Phone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_



**Forney Independent School District  
Night Shift Schedule**

*This form is to be completed for all overnight trips in order to ensure a sponsor or chaperone is awake at all times to actively monitor each hotel floor, cabin, etc.*

**Campus:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

<b>DATE</b>	<b>TIME</b>	<b>CHAPERONE</b>	<b>DUTIES, RESPONSIBILITIES &amp; LOCATION</b>

Sponsor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Sponsor will provide copies of this form to the campus principal (or designee) and each chaperone.***  
**Forney Independent School District**

**Best Practices for Overnight Chaperones**

- Please be reminded that your children who are not part of the team, club or organization are not to be brought with you when you chaperone. Guests are also not permitted.
- Attend all chaperone meetings as announced by the director/sponsor/coach.
- Report on time. This is usually 30 minutes prior to the student report time for an activity. A longer, more detailed briefing will be held in advance of overnight trips.
- Chaperones must be available to the organization at all times. Chaperones are on duty for the entire event they are chaperoning and for overnight activities, technically 24 hours per day.
- The authority of chaperones is limited to general supervision of students and to guide and assist the students with safety and appropriate behavior. If you have a problem with any student not following directions or showing respect, report to the director/sponsor/coach immediately. All discipline problems will be handled by the director/sponsor/coach.
- If you are unsure of how to handle a situation, ASK!
- Allow the director/sponsor/coach to have the final decision on matters.
- Chaperones must comply with all FISD and organizational policies including those regarding the prohibition of the use of alcohol, tobacco, and inappropriate language.
- The “Golden Rule” of chaperoning: “If the students can’t do it, chaperones can’t do it.” Also, “Don’t do for one student what you can’t do for all students.” No special privileges for your child.
- Please use good judgment when posting on social media sites. Do not post photos or mention other students by name other than your own child.
- Check rooms upon hotel arrival/departure. Report any pre-existing damage to the front desk (in writing).
- Review the “Night Shift Schedule” with your fellow chaperones to ensure everyone understands where and when they have duty and the expectations of that duty (active monitoring, ensuring no students leave their rooms, emergency numbers to call, etc.).
- Take head counts immediately before/after getting on and off the bus (only responsible for the students you are assigned).
- Keep students where they need to be, and on time.
- Be sure students are always in groups of 4 or more, even if they are not “yours”.
- During any free time keep track of group movements. Set random check in times for your group – you do not have to escort them everywhere.
- Respect students’ and their privacy, but enforce all rules.
- At “Lights Out”, go over the next day’s itinerary and any pertinent information with your group.
- Schedules may need to be adjusted...BE FLEXIBLE!
- If a student becomes ill enough (in the opinion of the chaperone) to warrant medical attention or calling his/her parents, the director/sponsor/coach is to be informed of the situation immediately. The director/sponsor/coach will be responsible for contacting and discussing the problem with the parents.



**Forney Independent School District  
Student Travel Roster**

**Instructions**

**List of all eligible participants. Please update this list by drawing a line through any students who do not participate on the trip.**

Campus: \_\_\_\_\_ Sponsor's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Destination: \_\_\_\_\_ Times: From \_\_\_\_\_ to \_\_\_\_\_

Date(s) of Field Trip: From \_\_\_\_\_ to \_\_\_\_\_ Total Sack Lunches \_\_\_\_\_ Pick-up Time: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Name of Student	ID#	Cafeteria Sack Lunch	
			Yes	No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

**CHAPERONE STATEMENT ACKNOWLEDGING RESPONSIBILITIES AND DUTIES**

\_\_\_\_\_ Staff \_\_\_\_\_ Non-Staff

I, \_\_\_\_\_, will chaperone for: \_\_\_\_\_

*(Print Full Name)*

*(Campus Name)*

on \_\_\_\_\_.

*(Field Trip Day/Dates)*

**CHAPERONE DUTIES AND RESPONSIBILITIES**

Chaperones must be:

- 1. District employees; or
- 2. Any other adult approved by the principal and sponsor of the field trip who meets the eligibility requirements to volunteer in the District before the trip is scheduled for departure, including a criminal background check. (Note...a 'cleared' criminal background check is required of all school volunteers and non-employee chaperones.)

The primary reason for the chaperones is to supervise a group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor their behavior for the entire field trip from departure time until they return to school.

Chaperones are responsible for enforcing the Student Code of Conduct and other relevant District policy. The chaperones are additionally responsible for executing the submitted approved plan for student supervision for the entire field trip from the time of departure until the scheduled conclusion of the trip.

Chaperones must adhere to established basic guidelines for District-sponsored functions and additional guidelines as may be developed by the individual school. Chaperones are responsible for attending any designated information or procedural meeting prior to and during the field trip as are required by the school principal, sponsor, or designee.

Chaperones must sign a form acknowledging their responsibilities as chaperones and must not be allowed to smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the trip.

The ratio of students to chaperones will be no greater than ten to one.

I, \_\_\_\_\_, have read and understand all the responsibilities and duties as chaperone. I accept these responsibilities without waiving any applicable immunity that may exist under the laws of the State of Texas or the United States.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cell: \_\_\_\_\_

Person to Contact in Case of Emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Witness (Principal/Sponsor/Designee) \_\_\_\_\_ Date: \_\_\_\_\_





### **Volunteering in Forney ISD**

In an effort to maintain safety for our students and staff, Forney ISD requires all individuals who will be a volunteer or serve as a field trip chaperone to submit to an annual criminal history check. In order to gain approval, individuals must complete the online form which can be accessed by our online website [www.forneyisd.net](http://www.forneyisd.net), click on the **Home** tab, scroll down to the bottom of the page to Quick Links, **Volunteer Background Check Form** and follow the instructions on the Volunteer page.

Forney ISD has practices in place to keep any confidential information submitted through the form or obtained through the criminal history check secure.

Participants will not be notified unless a criminal history is indicated when the background check is completed. Those individuals who are approved may check with a campus office to determine if their participation has been cleared/approved.

**Individuals should allow a minimum of 5 business days for processing.**

***Please complete the form carefully and completely as errors or omissions may cause delays in processing.***

Questions regarding criminal history checks for volunteers/guests/participants, should be directed to Tommy Riggs, Executive Director of Human Resources at 469-762-4100 or [triggs@forneyisd.net](mailto:triggs@forneyisd.net).

**Forney Independent School District  
Field Trip Chaperones and Accessibility Assistants**

**Instructions**

**Chaperones must be at least 21 years of age or older. List below persons who will serve as chaperones, including employees. All persons who are not employed at the school sponsoring this trip must have clearance through the RAPTOR system.**

In Kaufman County                       Out-of-Kaufman County                       Overnight or Out of State

Campus: \_\_\_\_\_ Sponsor's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Destination: \_\_\_\_\_

Date(s) of Field Trip: From: \_\_\_\_\_ to \_\_\_\_\_

Name	Phone	Please indicate whether each person listed below is a Chaperone or Accessibility Assistant*.		
		Chaperone (must have <b>Chaperone Statement</b> on file)		Accessibility Assistant
		Volunteer**	District Employee	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*\*Parent, Paraprofessional Assistant, Nurse, Interpreter for the Deaf and Hard of Hearing, etc., are not to be counted as chaperones; however, they are responsible for supervising the student(s) to which they are assigned.*

**\*\*Volunteers on overnight trips must also have completed the following: Volunteer Program Application Form and Criminal History Check.**

The sponsor's and principal's signatures below indicate that the volunteer information has been verified and that all volunteers listed are cleared to chaperone students on this field trip.

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principals' Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Sponsor will provide a copy of this form to the campus principal (or designee).*

**Forney Independent School District  
Field Trip Chaperones Roster**

**Instructions**

**List all eligible student participants. This list must be updated on the day of the trip by crossing out the names of any students who do not participate.**

Campus: \_\_\_\_\_ Sponsor's Name and Cell #: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Destination: \_\_\_\_\_

Date(s) of Field Trip: From: \_\_\_\_\_ to \_\_\_\_\_ Bus#: \_\_\_\_\_

Name of Student	Grade
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

*Chaperones and sponsors will keep a copy of this list with them at all times during the trip.*

**FORNEY INDEPENDENT SCHOOL DISTRICT  
PARENT-DESIGNATED TRANSPORTATION FORM**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_,

a student enrolled in the Forney Independent School District, hereby assume responsibility or grant

permission for \_\_\_\_\_ to transport the  
*(Name of vehicle owner/operator and relationship to student)*

student named above from \_\_\_\_\_ to \_\_\_\_\_  
*(Departure Location) (Destination Location)*

and back to \_\_\_\_\_.  
*(Departure Location)*

Date of Trip: \_\_\_\_\_

Time of Trip: \_\_\_\_\_

Each student and his/her parent/guardian agrees to assume all risk and responsibility for personal injury or death, or damage to or loss of property, the student arising from, based upon or relating to the student's participation in the field trip. Each student and his/her parent/guardian understands and agrees that, in the event of any injury to the student, the District will not be held responsible for any decision relating to medical treatment for the student or for such treatment itself.

I hereby waive, release, and discharge the Forney Independent School District, its Board members, officers, and employees from any claim, demand, or cause of action arising out of the transportation herein provided and agree to indemnify and save harmless the Forney Independent School District and its employees from all claims for loss, damage, or injury sustained by me/designee or by the student named above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if 18 years of age or over)*

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Forney Independent School District Trip Incident Investigative Procedures**

Coaches, athletic trainers, directors, sponsors and district employee chaperones have specific responsibilities when supervising students on district approved trips. The content presented herein addresses specific investigation procedures and forms that the District employee should use when an incident occurs on a school trip.

### Investigation Procedures

1. Steps 2-8 shall be completed within two hours of when the teacher, coach, or sponsor becomes aware of the incident.
2. Start writing a specific timeline of events as soon as you become aware of an incident or problem.
3. Report problem or incident to a campus or department administrator or lead staff member on the trip.
4. Report the problem or incident immediately to campus principal.
5. Has a law been broken?         Yes         No         Uncertain
6. If a law has been broken, immediately report the problem to the appropriate law enforcement authority.
7. If there is an injury to a student by an adult, notify Child Protective Services (CPS) within 24 hours of the incident (1-800-252-5400).
8. Divide the involved students among District teachers, coaches, and administration on the trip and begin interviewing each student individually. Have each individual complete the Witness Information Form. In every instance student safety must be ensured and each student must be treated humanely and respectfully. Use incident report: **Witness Information Form**.
9. Contact parents immediately and reassure them of the condition of their child.
10. Do not promise confidentiality or anonymity under any circumstances.
11. Refer public information requests by the media, parents, or any other person to Larry Coker, Director of Communications.
12. Complete the incident report within 24 hours following the incident and give copies to the campus administration and the departmental supervisor on the next business day (or if on an overnight trip, the next business day after the return from the trip).

### Incident Report Form

Name of person completing form:		
Date of incident:	Time of incident:	AM/PM (Circle)
Location of incident:		
Campus Name:		Department:
Incident Summary: <i>(Include: Who reported the incident/ Date and time incident was reported. What took place/ List all names of people involved. Was there any evidence or were there any witnesses?)</i>		
Name(s) of sponsor(s) and chaperone(s) in charge:		
List the names of all sponsors and chaperones on the activity:		
Who was in charge of supervising the students at the time of the incident? <i>(List names and titles, if applicable.)</i>		
List witnesses to the incident <i>(use the back of form if necessary). Obtain written statements from witnesses (use Witness Information Form) and include with this report.)</i>		
Name, age & grade:		
Name, age & grade:		
Name, age & grade:		
Name, age & grade:		
What disciplinary action was taken? <i>(Provide a report on what action was taken to ensure student safety and compliance with the Student Code of Conduct).</i>		
Date and time when the principal was contacted:		
Date and time when the appropriate district administrator was contacted:		
Date and time when the local authorities were contacted:		
Police case number, if applicable:		
Date and time when the parents were contacted:		
Date and time when parents and administrators were updated:		
Signature of person completing report:		
Date completed:		
Phone Contact information:		

**FORNEY INDEPENDENT SCHOOL DISTRICT  
WITNESS INFORMATION FORM**

NAME OF WITNESS: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

DATE OF INCIDENT/OFFENSE: \_\_\_\_\_

LOCATION OF INCIDENT/OFFENSE: \_\_\_\_\_

Provide a summary of what took place with as many details as possible. Include: What took place, where it took place, who was involved, what time it took place, and any other relevant information. (Use the back side of sheet if additional space is needed)

*My signature below certifies that the information I have provided is true to the best of my recollection.*

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_