Administrative Procedure Manual
For
Palacios Independent School District



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Facility Standards, Safety, and Security
CSA (Regulation)

PURPOSE

The purpose of this regulation is to ensure compliance with law and policy regarding the use of private spaces in District facilities. This regulation provides guidance on the designation and use of multiple-occupancy private spaces based on sex, as defined in the Texas Women's Privacy Act, Government Code Chapter 3002. The Board of Trustees has directed the Superintendent to ensure that appropriate staff designate private spaces in accordance with the law. [See CSA(LEGAL) and (LOCAL)]

APPLICATION

This regulation applies to all employees, students, contractors, and visitors and governs the use of private spaces in all buildings owned, operated, or controlled by the District. The District will take every reasonable step to ensure an individual whose sex is opposite to the sex designated for a private space does not enter the private space, unless the use meets an exception or accommodation as set forth below.

DESIGNATION OF PRIVATE SPACES

Private spaces where an individual may be in a state of undress will be designated either single-occupancy or multiple-occupancy as defined by law. [See CSA(LEGAL)]

Designation of private spaces will be determined by the Superintendent or designee for all non-campus District facilities. Designation of private spaces at campus facilities will be by the campus principal or designee.

SINGLE-OCCUPANCY PRIVATE SPACES

Single-occupancy private spaces owned, operated, or controlled by the District may be designated as either male, female or unisex. The District may also designate a family restroom or a single-occupancy changing room. Single-occupancy private spaces will have a locking door unless the space is designated for use only by children under 9 or individuals needing assistance through an accommodation as described below.

MULTIPLE-OCCUPANCY PRIVATE SPACES

The District will designate each multiple-occupancy private space in a building the District owns, operates, or controls for use only by individuals of one sex. The District may change the designation of a multiple-occupancy private space from the exclusive use of one sex to the exclusive use of the other sex.

The District will designate private spaces and change the designation of multiple- or single-occupancy private spaces with appropriate notice and signage.

ATHLETIC, BAND, AND PERFORMANCE FACILITIES

A multiple-occupancy private space may be temporarily designated as a non-private space. Temporary redesignation of a space may be warranted for coaching, instruction, rehearsal, training, medical care, media coverage, parent visits, or other purposes approved by the Superintendent.

Appropriate campus or District officials will notify affected staff, participating students, and participating students' parents of a general schedule of approximate times immediately before, during, and after practices, rehearsals, events, and competitions that specific spaces will be designated non-private.

In order to ensure the privacy of student participants and others is respected, consistent protocols will be followed as a space is changing from a designated private space to a non-private space. A clear announcement will be made to ensure that no one is in a state of undress and occupants are placed on notice that the space is in a non-private status. Temporary signage must be posted at or near the entrance of the space during these times.

PROHIBITIONS

The use of a multiple-occupancy private space by an individual whose sex is opposite to the sex-designation of the private space is prohibited, unless the use meets an exception or accommodation as set forth below.

EXCEPTIONS

The following are exceptions to the designation of multiple-occupancy private spaces for the use of a single sex:

- Providing custodial services;
- Performing maintenance;
- Inspecting facilities;
- Providing medical or other emergency assistance, which includes medical assistance provided by athletic trainers, team physicians, or other medical personnel;
- Assisting an individual who needs assistance using the facility;
- Performing law enforcement duties;
- Rendering assistance to prevent a serious threat to order or safety;
- Allowing a child age nine or younger to use the space when accompanied by an individual caring for the child.

ACCOMODATIONS

The District will offer accommodations necessary to assist an individual with a disability, a young child, or an elderly individual who requires assistance to use the facility.

With or without an accommodation, a child nine years of age or younger may enter a multi-occupancy private space designated for the opposite sex of the child when accompanied by an individual caring for the child.

REPORTING VIOLATIONS

Potential violations of this regulation occurring at a school or school activity should be reported immediately to the District employee overseeing the relevant school activity or the campus principal. Potential violations of this regulation occurring at a non-campus facility should be reported immediately to the Superintendent or designee.

Within 24 hours, a report of a known or suspected violation of this regulation will be put in writing and provided to the campus principal, if any, and the Superintendent.

Violations of this policy and regulation may result in corrective or disciplinary action in accordance with District policy and rules.

Memorials - Administrative Regulation

A. PURPOSE

Although schools are designed primarily to support learning and should not serve as the main venue for the memorializing of current or former students or staff, the Palacios Independent School District recognizes that the loss of a current or former student or staff member profoundly impacts students, staff, families, and our community. The purpose of this Administrative Regulation is to set forth uniform guidelines when responding to the death of a student or staff member. When a student and/or staff member dies, it is generally a school-wide (if not a community-wide) tragedy. Schools are often immediately identified as having some community-based responsibility to make sure the student or staff member's life is recognized and honored. The District is committed to supporting the grieving and healing processes. The District is obligated, however, to exercise caution in the method used to recognize the deceased student, staff member, and his/her family.

B. DEFINITIONS

Memorials: Objects or activities to remember an event or deceased person(s).

Living Memorials: A memorial intended to be sustained over time.

Crisis Response Team (CRT): An appointed group of staff members who develop and execute district-wide procedures for the handling of mental health needs in the recovery phase of a crisis situation needing grief support.

Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member, or a significant group of the school population and usually involves serious emotional, psychological, and/or physical injury or death.

Impact: The magnitude of the potential loss or seriousness of the crisis.

C. GENERAL STATEMENT OF ADMINISTRATIVE REGULATION

Memorial activities expressed at school must be coordinated and approved through the Crisis Response Team (CRT) for temporary memorials, as well as the building and District administration. The CRT will assist families and students in selecting memorial activities that are suitable for the school and support students and staff in healthy bereavement practices related to temporary memorials. It is further recognized that building administration should have discretion in these situations to make professional judgments -- in consultation with the

Superintendent or designee and CRT -- to best meet the overall needs of students, staff, parents, and the community as a whole.

District funds (Public Funds) shall not be used to purchase any permanent or temporary memorial. Any gifts or solicitations provided in relation to a permanent or temporary memorial will be processed pursuant to Board policy CDC.

D. TEMPORARY MEMORIALS

1. Temporary memorials for deceased students and staff allow students and staff to express their grief positively and constructively. They should be approved by the school principal in consultation with the Crisis Response Team, may be displayed within the school building until the day of the funeral, but for no longer than one week following the death, and will then be given to the custodial family by designated District officials. Temporary memorials cannot alter or damage District furniture, fixtures, and/or equipment.

2. Allowable temporary memorials include flower arrangements, banners, pictures, notes, and student desk displays. Allowable temporary memorials may only be placed in locations approved by and monitored by school officials. The school principal, in consultation with the Superintendent, has the discretion to move or remove inappropriate temporary memorials that violate School Board policy and/or regulation, the student code of conduct, or are likely to cause a material and substantial disruption to the school environment.

3. A "moment of silence" may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should only occur within two (2) school days following school notification of the death. Moments of silence are also approved for use at School Board meetings, graduation, and co-curricular events in which the deceased participated, or would have participated in.

4. A student who has passed before their graduation date will be represented by an empty chair at the graduation ceremony for their graduating class. The empty chair can be explained in the opening ceremony remarks upon the consent of the student's parent or guardian, but the deceased's name will not be read among the list of names to receive their diploma unless they met all graduation requirements pursuant to Board Policy EIF.

5. Small, appropriate, and discreet memorial symbols are allowed to be worn by individual students or staff on school grounds with the prior approval of the school principal. All such memorial symbols shall comply with School Board policies, regulations, the student dress code, and the student code of conduct.

E. PERMANENT SCHOOL MEMORIALS

Any individual or group considering honoring a deceased member of the Palacios ISD school community shall make their request in writing and submit their written request to the Superintendent or the Palacios ISD School Board. The District may submit or transfer such requests to the Palacios ISD Education Foundation for consideration. No permanent memorials will be considered until six (6) years following the death of the individual. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may approve permanent memorials on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost, if any, to the District for future maintenance and upkeep of the memorial.

In the event the Board approves a memorial, it is strongly recommended that such memorials be in the form of perpetual awards, scholarships, or recognition via digital display at an approved location. Such permanent memorials (perpetual awards or scholarships) may be transferred to the Palacios ISD Education Foundation to maintain, and implement. Contributions may be made to a general scholarship fund established by the District. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, the District, or the community. Items received become the property of the District and will be used for the purpose for which they were donated.

In the event a living memorial, such as a tree, is requested and approved, the living memorial may be marked with a modest-sized, permanent stone and plaque that indicates the name and relevant information of the person being memorialized. Other types of memorials may be considered for approval by the Board, using the same process shown above. Any kind of memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Placement of any permanent memorial, such as a tree or plaque, may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason when the District determines, in the District's sole discretion, that the memorial should be removed or moved. As school property held in trust for school purposes, individuals wishing to place a memorial of any kind must understand that the memorial may not be a permanent fixture on District property, and the District has no responsibility to move the memorial. Any permanent memorial must meet the following criteria.

1. A permanent memorial may not be installed until at least six (6) years following the death of the student or staff member, and is limited to the students or staff members who attended/worked in the District.

2. On-campus permanent memorials for deceased students and staff must be approved by the campus principal and recommended by the Superintendent to the School Board for final approval. The family of the deceased student or staff member should provide consent before a permanent memorial is established.

3. Scholarship and endowment memorials may be established either as one-time or perpetual awards, with a description of the purpose of the endowment or scholarship. Perpetual awards or scholarships are exempt from the six (6) year restriction described above.

4. Permanent memorials may not include the retirement, alteration, or discontinued use of District property.

5. The District reserves the right to accept or decline permanent memorials, and to refer requests for permanent memorials in the form of perpetual awards or scholarships to the Palacios ISD Education Foundation.

F. YEARBOOKS

Upon request of the family, a student or staff member who has passed may be acknowledged by the school in the yearbook of the year of their death, if the request is made before the final yearbook deadline. Parent/guardian or family input is encouraged in the development of the acknowledgment. With the approval of the yearbook sponsor, the acknowledgment will be free of charge if space is available in the yearbook. If space is not available, the cost of the acknowledgment must be covered by the family or a donation.

H. COMMEMORATIVE EVENTS

Upon request of the family, a commemorative event may be held in the name of a deceased student or staff member within the calendar year following the death. Requests to use District facilities for the event shall be made in accordance with School Board Policy/Facilities Use Request forms found on the District website.

Commemorative events held at District facilities are limited to memorial services and candlelight vigils. The Superintendent, in consultation with the campus Principal and Crisis Response Team, has the discretion to approve school-wide memorial activities in certain extenuating circumstances, such as when a crisis event or the death of a student or staff member has a significant impact on a majority of students, staff, and community. Such approved activities

cannot be held during the school day. Advertisements for commemorative events must occur outside the school day. A facilities use request form must be submitted and approved before the event.

I. NAMING OR RE-NAMING FACILITIES OR GROUNDS

The District will not name any facilities in honor of a deceased individual or event.

J. PROHIBITED MEMORIAL ACTIVITIES

The following practices are prohibited due to conflicts with other District policies/regulations, state/federal requirements, and/or the risk of re-traumatization of surviving students and staff:

1. Memorials, activities, or events other than those described in sections D-H above.

2. Formal, school-wide recognition of anniversary dates (school staff, in consultation with the Crisis Response Team, will monitor anniversary dates and may provide counseling and/or other supportive activities to students to assist with grief recovery).

3. Memorials requiring the use of public funds to purchase, develop, or maintain.

4. Memorials requiring the alteration of the routine of a regular school instructional day, school activities, or the activity schedule.

5. Memorials requesting or promoting fundraisers during the school day or by a school-sponsored club/event.

6. Monuments, statuaries, markers, or permanent memorials containing photographs/pictures of the deceased on school property.

K. EXISTING MEMORIALS

Existing memorials established before the adoption of this Administrative Regulation will remain intact. Existing memorials are the sole responsibility of the entity providing the memorial; District staff and/or District funds may only be used to maintain current memorials as part of the regular maintenance processes and/or to ensure safe conditions. Scholarship and endowment memorials established before the adoption of this Administrative Regulation must remain viable and in good standing. The District reserves the right to remove a memorial if it is defunct, in disrepair, not in good standing, not maintained or able to be maintained, or is contrary to the overall educational needs of District students or District Goals or policies as established by the Board.

Student Travel

(FMG Regulation)

SECTION I: GENERAL INFORMATION

This section of the PISD Student Travel Guidelines includes general information that pertains to student travel in all grade levels.

STUDENT TRAVEL DEFINITIONS

Administrator

District or campus "Administrator" attending the trip in a supervisory role. [Examples include assistant principal, Director of Athletics, principal, etc...]

Chaperone

Person, 21 years of age or older, who meets all the requirements of PISD Board Policy GKG (LEGAL) regarding volunteers.

> All non-employee chaperones must complete a volunteer background check and packet as described at:
>
> https://www.palaciosisd.org/info-a-z/volunteers

Day Trip

A school-sponsored trip where students leave and return to campus within the same calendar day.

Non-School-Affiliated Trips

Non-school-affiliated trips are trips that are not planned, organized, or sponsored by the District.

Overnight Trip

A school-sponsored trip that spans at least one night.

School-Affiliated Student Trips

> A school-sponsored trip planned and organized by PISD staff, and which is approved and managed in accordance with PISD Board Policies and all applicable PISD Student Travel Procedures. Unless designated otherwise, all references to "student travel" or "student trips" in these Guidelines refer to school-affiliated student trips.

School-affiliated trips are considered part of the district's recognized curriculum or co-curricular program and should contribute to the educational programs of the District.

"Trip Sponsor/Coordinator"

A district employee who is responsible for the organization, operation, and all related aspects of a school-affiliated student trip.

SECTION II: STUDENT TRAVEL GUIDELINES

Topics in this section of the Student Travel Guidelines apply to all grade levels unless otherwise specified.

TRAVEL GUIDELINES

Student groups may take trips as deemed appropriate by the principal, with a ***maximum of 3 school days*** missed each year.

In the event a trip that exceeds 3 school days needs to be considered, the campus principal will contact Student Services to discuss. Approval may be given on a contingent basis.

"Day Trips"

Student to adult ratio is recommended at, if these recommendations can not be met the sponsor must have prior approval from the Campus Principal or Athletic Director.

Elementary

- Two staff members per classroom on the trip.
- Special needs/Behavioral classrooms will have additional dedicated staff members attending with specific students.

Secondary

- Two staff members per classroom on the trip.
- Special needs/Behavioral classrooms will have additional dedicated staff members attending with specific students.
- Athletics travel, two staff members (i.e., Head coach and assistant coach, or AD, or Administrator)

"Overnight" or "Out of State" Trips – Must be approved by Campus Principal and Superintendent or designee

Elementary

- 4:1 Student to Adult Ratio
- Minimum of two sponsors
- Parent or Chaperone must attend if overnight.

Secondary

- 12:1 Student to Adult Ratio
- Minimum of two sponsors

All Levels

Student trip travel destinations shall not include "adult-themed" venues. Prohibited destinations include, but are not limited to, Las Vegas, cruises, etc.

In the event a prohibited destination needs to be considered, the campus principal will contact the Superintendent to discuss. Approval may be given on a contingent basis.

Participant Restrictions

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

"Overnight Trip" or "Out of State" student participants, who are not involved in the student club or organization organizing the trip, may be allowed to travel with the group based on available space and subject to approval by the campus principal. Non-members participating in a trip organized by a club or organization must be at least 13 years of age and must be the child of an approved parent chaperone for the trip. [Example: High School Choir is traveling to New York during spring break. After all choir members and chaperones have signed-up for the trip, there is still available space. A choir member's parent, who is approved to serve as a chaperone, also has a 14-year-old child who would like to travel with the group. The parent may request approval from the principal for the 14-year-old to travel with the choir. A denial by the principal is final and is not appealable.]

APPROVAL PROCESS

"Trip Sponsors/Coordinators" are encouraged to plan student trips with sufficient lead time to ensure all approval procedures and timelines are met. A preliminary approval with the principal is encouraged, especially for overnight trips, before proceeding with trip notification and planning; however, preliminary approval does not constitute final District compliance approval.

“DAYS TRIPS”

The principal shall have authority to approve day trips by student organizations and other student groups, in accordance with administrative procedures and guidelines.

“OVERNIGHT TRIPS” and “OUT-OF-STATE TRIPS”

The Superintendent or designee will have final approval in accordance with administrative procedures and guidelines, and upon the recommendation of the principal or designee.

Trips that involve international travel requests shall be approved by the Superintendent or designee

with notice to the Superintendent in accordance with administrative procedures and guidelines.

Travel Approval Information

“Day Trip” requests for approval must be initiated a minimum of 3 weeks prior to the trip date. Signed approval for a day trip must be obtained from the campus principal.

“Out of State Trip” and “Overnight Trip” requests for approval should be initiated a minimum of 6 weeks before the trip departure date when possible; but depending upon the location and the complexity of other trip logistics, such requests may need longer than six weeks and may need 12 weeks or more to complete the approval process. “Trip Sponsor/Coordinators” are responsible for initiating the approval process far enough in advance to ensure sufficient time to complete it. Signed approval for an overnight trip must be obtained from the campus principal.

The “Trip Sponsor/Coordinator” is responsible for complying with all approval procedures for Student Travel.

Approval for Foreign Travel

Requests for travel to destinations outside of the United States must be submitted for initial compliance approval at least twelve (12) weeks or more in advance and prior to distributing any trip information to students.

Trips Requiring Contracts

In addition to the “Trip Sponsor/Coordinator” following the approval process for Student Travel in the section above, contracts must be approved by the Campus and District level administration.

A trip may be cancelled by the campus principal or a District administrator at any time it is determined to be in the best interest of the District. The "Trip Sponsor/Coordinator" is responsible for following the cancellation policy outlined in an approved contract for a student trip. Upon notice of a cancellation, the "Trip Sponsor/Coordinator" will notify all parties involved in the student trip.

SUPERVISORY INFORMATION

District Employee as "Trip Sponsor/Coordinator"

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

- Seek initial approval for trips before providing information about the trip to parents and students.
- Notify all participants and parents of key dates and other trip information, including:
    - proposed itinerary,
    - deadlines for signups,
    - payment schedules (if applicable), and
    - cancellation date with corresponding information about refunds or penalties
- Conduct a "Chaperone" meeting to discuss expectations for all overnight trips (required);
- Require all "Chaperones" to complete the written "Chaperone" Volunteer documentation and background checks at https://www.palaciosisd.org/info-a-z/volunteers.
- Must stay at the same location as students for any overnight trips.
- Identify room assignments for overnight trips.
- Assign chaperones to groups of students to monitor according to these "Student Travel Guidelines."
- Make arrangements for meals during the trip
- Establish the communication methods for the students, chaperones, and parents not on the trip.
    - Ensure students know how to contact:
        - The Trip Sponsor(s)/Chaperone(s) cell phones in case of emergency
        - The front desk of the hotel in case of emergency.
- Obtain all applicable signed release forms from all participants prior to travel; and
- Account for all students prior to departure at all stops (head count) during travel.
    - Conduct room checks to visually ensure all students are in their assigned rooms at curfew.
    - Hold a meeting upon arrival at the hotel to cover expectations of students, including what to do and where to meet in case of emergency (i.e. evacuation of the hotel, who to contact in emergencies, and how to use hotel room phones in the event cell service is disrupted).

- Shall refrain from using or consuming any substances which could impair judgement when on trips with students (i.e. alcohol).

RECORDS RETENTION

The "Trip Sponsor/Coordinator" must ensure that all records used to organize and conduct a student trip, as well as any records regarding expenditures related to a student trip, are preserved and returned to the school after the trip to be retained in accordance with the District's records retention policy and any applicable business office procedures.

District Employee as "Chaperone"

A District employee who is approved to serve as a "Chaperone" for a student trip:

- Must follow the directives of the "Trip Sponsor/Coordinator" and "Administrator" related to the student trip;
- May be responsible for their own expenses to the extent identified by the "Trip Sponsor/Coordinator" prior to travel;
- Must attend the "Chaperone" meeting conducted by the "Trip Sponsor/Coordinator" for all overnight trips;
- May be assigned additional responsibilities related to the trip by the "Trip Sponsor/Coordinator" or "Administrator";
- Will not share a hotel room with any students in grades 6-12, unless it is the employee's own child;
- Must be approved as a "Chaperone" by the campus principal, who will also determine whether the employee's absence requires the use of personal leave at the time the employee is approved as a "Chaperone."
- Must be prepared to consistently perform "Chaperone" duties throughout the trip and not treat the travel as a personal trip or vacation; and
- Must enter absence from campus at least two weeks prior to the trip.
- Shall refrain from using or consuming any substances which could impair judgement when on trips with students (i.e., alcohol).

Non-District Employee as "Chaperone"

An individual not employed by the District who serves as an approved "Chaperone" for a student trip:

- Must follow the directives of the "Trip Sponsor/Coordinator" and "Administrator" related to the student trip;
- Is responsible for their own expenses related to the trip and all incidentals;

- Must attend the "Chaperone" meeting conducted by the "Trip Sponsor/Coordinator" for all overnight trips;
- Can only "Chaperone" after being cleared through a background check.
- Must complete the volunteer forms and training found at https://www.palaciosisd.org/info-a-z/volunteers
- Must complete a Background Check in accordance with PISD Volunteer Regulations;
- May be assigned additional responsibilities related to the trip by the "Trip Sponsor/Coordinator" or "Administrator."
- Must follow all "Chaperone" Guidelines and any additional assigned responsibilities related to the trip; and
- Must be prepared to consistently perform "Chaperone" duties throughout the trip and not treat the travel as a personal trip or vacation.
- Shall refrain from using or consuming any substances which could impair judgment when on trips with students (i.e., alcohol).

DISCIPLINE GUIDELINES

General Discipline Statement

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

The Palacios ISD Student Code of Conduct will also continue to be in effect at all times during student travel as well as any additional expectations communicated to students by the "Trip Sponsor/Coordinator" or "Administrator."

A student may be removed immediately from the trip for conduct that is illegal or jeopardizes the safety of the student, other students, or any "Chaperone." A student's failure to follow the Palacios ISD Student Code of Conduct, Travel Code of Conduct, or any other directives of the "Trip Sponsor/Coordinator" or "Administrator" will be communicated to the student's parents and campus administration in a timely manner. At the discretion of the "Trip Sponsor/Coordinator" or "Administrator," a student may be sent home at the expense of the parent for significantly disruptive or dangerous behavior. In the event a student is sent home before the end of a trip, the "Trip Sponsor/Coordinator" or "Administrator" will determine the appropriate method of transportation to ensure the safety of the student and other trip participants.

ELIGIBILITY/GRADE GUIDELINES

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

Makeup Work

Students participating in school-affiliated travel will be allowed to make up any missed work according to the guidelines in the PISD Student Handbook.

Academic Eligibility

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

UIL Trips

All student trips related to UIL events will be governed by UIL rules and regulations. Any UIL-specific questions should be asked of the appropriate PISD director. https://www.uiltexas.org/policy/eligibility

SECTION III: STUDENT TRAVEL HEALTH & MEDICAL INFORMATION

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

Procedure for Trips

The "Trip Sponsor/Coordinator" is to notify the nurse of a planned field trip at the same time that parents and cafeteria workers are notified. He/she will give a list of students or classes scheduled for field trips to the nurse no later than 48 hours prior to finalized lists.

Procedure for "Day Trips"

The school nurse will:

- Prepare the number of scheduled doses of medication to be sent in the appropriately labeled prescription bottle/or medication envelopes clearly labeled with contents and instructions provided by the clinic personnel. Medications to be given on Field Trips will be double-counted by PISD personnel [PISD District or Campus Nurse and Trip Sponsor]. The remainder of the student's medication will be kept labeled and locked in the clinic until the bottle is returned.
    - Prepare doses of each PRN medication for students going on the trip and send in appropriately labeled bottles/packages. The remainder of the medication will be kept labeled and locked in the clinic until the bottle is returned.
    - Prepare the Field Trip Medication Worksheet, noting if the medications are scheduled or PRN (as needed). Listing scheduled medications first and then the PRN medications. The list should contain dosing information and any special considerations or comments regarding side effects, etc.
    - Deliver medication, Go Kits (first aid bags), and worksheet to the teacher/staff member assigned to give the medication.
- Go over the medications and answer any questions that the staff member has. Retrain/refresh skills with him/her as needed. Review the list of students who carry their own medications with the staff member. Documentation of training, by the school nurse, on check-off skills lists as appropriate, and have the staff member sign a medical confidentiality agreement for student medical privacy.
- Provide and review emergency action plans for students going on the field trip.
    - Receive the medications and worksheet back after the field trip. Document in the district documentation system as needed.

Assigned staff members will be:

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

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

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

It is recommended that if a diabetic is going on the field trip, an Unlicensed Diabetic Care Assistant (UDCA) be in attendance for that student.

For Overnight Trips

The parent will:

- Provide only the total required amount of all prescription medication (depending on the length of the trip) in a separate, original, labeled container. For as-needed, over-the-counter medications, provide a small to medium-sized, original, labeled container.
- Fill out and sign the Extended Field Trip Medication Administration Permit Form. The form should be provided to parents when the permission form for the field trip is sent home. Medication and Field Trip Medication Administration Permit Forms are to be turned in to the activity sponsor/assigned staff person with other permits/forms for the trip. Medications are to be counted and initialed by the parent/guardian and sponsor/assigned staff person.

The nurse will:

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

to carry inhalers, diabetes supplies, or EpiPens, make sure that the assigned staff person is aware and knows what to do in emergencies.

The assigned staff person or sponsor will:

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

Additional Medical Information

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

The school nurse will send Go Kits(first aid kits) and will prepare suitable medical supplies based on the needs of the students attending, as provided by parents, as well as train the “Trip Sponsor/Coordinator” on any students' medical needs presented in the Medical Release form.

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

If a student requires a special medical device (e.g., epinephrine pen) for a severe medical condition, the “Trip Sponsor/Coordinator” or specified “Chaperone” must be properly

trained on the device. Special medical devices must remain in the vicinity of the student at all times.

The "Chaperone" who has been trained to accommodate a student with a medical condition must be their assigned "Chaperone" to manage the medical needs of that student at all times.

SECTION IV: STUDENT TRAVEL SAFETY AND SECURITY

SAFETY AND SECURITY

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

Background Checks

The Palacios Independent School District Board Administrative Regulations require certain prospective school volunteers to sign a statement allowing the District to obtain criminal history record information.

Log on to the following web address to request a background check:

https://www.palaciosisd.org/info-a-z/volunteers

Communication

Certain means of communication should be set up prior to any overnight or out-of-state student trip:

- One-Way Communication - this means should be established in order to be informative to all parties, especially to parents, when plans (game times, flight cancellations, etc) are changed. [Parent Square]
- Two-Way Communication - this means it needs to be clearly communicated, so that a parent understands how to contact their child or an adult on the trip. [Cell#]

One-on-one contact between adults and student members

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

Two-deep leadership between adults and student members

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

Sponsor/Coach Illness or Emergency

In the event a sponsor has a family emergency or gets ill, the following steps will be taken:

- The sponsor will contact the campus principal and the administrator over the program and notify them directly of the circumstances requiring them to leave.
- The sponsor will stay with the group until an approved replacement is on site and has taken over supervisory responsibilities.

EMERGENCY PLAN

The "Trip Sponsor/Coordinator" shall immediately report any safety concerns, accidents, incidents, injuries, or illnesses to the "Administrator" on duty, if present, or to the immediate supervisor if the "Administrator" is not present on the trip. The "Trip Sponsor/Coordinator" or "Administrator" will determine the appropriate emergency procedures.

- If an emergency occurs during a student trip, the "Trip Sponsor/Coordinator" or "Administrator" shall follow the host facility's emergency procedures, if applicable.
- If an emergency occurs while traveling in a District-owned vehicle or charter bus, the "Administrator "shall follow the directives provided by the driver while the students remain on the District vehicle.

- If a transportation accident occurs during a trip, 911 must be called so that all students can be evaluated and treated by EMS. An Accident/ Incident report must be completed in a timely manner.
- If a medical emergency involves the need to transport District personnel or a student to a hospital or clinic, one of the "Trip Sponsor/Coordinator" or an "Administrator" (if present) must accompany the transported person. If the parent of an injured student is present, they may take the place of the "Trip Sponsor/Coordinator" during transport. If neither the second "Trip Sponsor/Coordinator" or an "Administrator," nor the child's parent is present, the "Trip Sponsor/Coordinator" will assign a Chaperone to go with the student. (see Board Policy FFAC (LOCAL) and FFAF (LOCAL)
- In the event of an emergency:
    - Secure necessary medical care first
    - Make sure the other students are secure.
    - Contact Campus Administration to inform and get support.
    - Notify the parents of affected students as quickly as possible.

HOTEL GUIDELINES

These guides are to serve as a protection for both student travelers and "Chaperones."

General Hotel Guidelines

- When available, hotel rooms should be located on floors higher than the ground floor and within enclosed hallways, where doors are not accessible from the outside or to balconies.
- The "Trip Sponsor/Coordinator" and "Administrator" reserve the right to search the rooms, luggage, personal belongings, and persons at any point before and during a school-related trip. Students and parents should be advised prior to the trip that students and their belongings are subject to random search during the trip.
- No adult may share a room with a person of the opposite sex unless he or she is that adult's spouse.
- Ranch-style bunk housing is permitted if hotel space is not available and will not follow the hotel guidelines, and is acceptable for adults to occupy space with students of the same gender of all ages as long as there is more than one adult present. Males and females must have separate sleeping, changing, and restroom areas.

Secondary Hotel Guidelines

District personnel may not share rooms with any student in grades 6-12, unless it is the employee's own child.

- "Chaperones" may not share rooms with any student in grades 6-12, unless it is the "Chaperone's" own child.
- Male and female students shall not share the same room.
- The rooms for male and female students should be on separate floors, when possible.
- The rooms for male and female students should be separated by "Trip Sponsor/Coordinator" or "Chaperone" rooms, when possible.
    - District personnel and other "Chaperone" hotel rooms should be strategically disbursed among the hotel rooms occupied by students to ensure maximum supervision.
- "Trip Sponsor/Coordinator" should conduct curfew room checks to visually ensure students are in their respective rooms.
- If a nighttime security guard is not provided specifically for PISD students, the trip "Trip Sponsor/Coordinator" should have a nighttime rotation schedule to monitor the hallways from curfew to wake up. "Chaperones" can assist with this as organized by the "Trip Sponsor/Coordinator", but they are not solely responsible for students' wellbeing.
- Additional security measures may include conducting periodic room checks throughout the night or putting tape on the outside of the hotel room doors to ensure students have not left the rooms.

Elementary Hotel Guidelines

- "Chaperones" will room with students to ensure adequate supervision and security during the trip.
- "Chaperones" and students must be the same gender unless it is their own child.
- "Chaperones" should not share a bed with any student unless they are the student's parent or legal guardian.
- "Chaperones" may share a room with their own child and at least two other children if they are all the same gender in grades K-5.
- Best practice is to have two (2) adults and three (3) students (with roll-away or pull-out couch) assigned to a hotel room if adults and students in grades K-5 are sharing a room, unless one of the students is the adult's own child;
- Every effort should be made to reserve hotel rooms that have two queen beds and a pullout couch or roll-away bed to accommodate 2 "Chaperones" and 3-4 students in each room.

Inclement Weather

Prior to departure and during a student trip, the "Trip Sponsor/Coordinator" shall become aware of and heed all travel advisories, including severe weather advisories, to ensure the safety of all participants on the trip. In the event that PISD schools are closed due to inclement weather, day trips will be canceled. Overnight trips will need the Superintendent's or their designee's approval after consulting with the Director of Administrative Services for travel when schools are closed due to inclement weather.

Trip Communication

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

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

TRANSPORTATION

District Provided

- Only approved chaperones who have cleared a background are allowed to ride on the school bus.
- Trip requisitions must be entered online no later than 14 business days PRIOR to the date of the trip to allow for proper coordination. Exceptions are UIL competitions and playoff games scheduled with less notice.
- Once a request for trip transportation has been entered, it will need to be approved by the principal or director, who will receive an email when the trip is ready for approval.
- Transportation for Student Trips are subject to driver and vehicle availability. Drivers are assigned systematically and not by request.
- Funds must be allotted by the "Trip Sponsor/Coordinator" out of club or organization funds to pay for parking fees, fees for toll roads and hotel, as needed. Toll roads should not to be used for day trips.
- When District transportation is used, travel should be coordinated in accordance with Palacios ISD Transportation guidelines, which can be found on the PISD Transportation website.
- All bus safety rules apply while riding the bus during student trips.
    - The bus driver has overall responsibility for the bus and safety of all passengers; however, the "Trip Sponsor/Coordinator" or "Administrator" will be expected to address student behavior issues.
- Cleanliness of the school vehicle is the responsibility of the "Trip Sponsor/Coordinator". The sponsors, chaperones, and/or the students must clean the bus. A vehicle returned in an unclean condition will result in a clean-up fee.

Shoe polish, writing on the vehicle or windows, decorations, etc. are not allowed. Clean up fees are as follows: SUV: $50.00, Activity Bus: $80.00, School Bus: $150.00.

- The bus driver must be provided with a trip itinerary from the "Trip Sponsor/Coordinator". While organizing the itinerary and estimated time of arrival at each stop needs to be confirmed with the "Trip Sponsor/Coordinator".
- The "Trip Sponsor/Coordinator" and bus driver should exchange contact numbers prior to leaving the school.

In-Trip Accountability

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

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

Alternate Transportation

Any student not using the transportation provided by the District for a student trip must be approved in advance by the campus principal and the "Trip Sponsor/Coordinator". Students will not be allowed to ride with any parents other than their own.

Charter Bus Transportation

The charter bus company must be an approved PISD vendor.

In addition to charter bus rules, students must follow the PISD Student Code of Conduct while on all charter buses.

All participants must be accounted for by the "Trip Sponsor/Coordinator" prior to departure at all stops.

Air Transportation

Students must be accompanied at all times at the airport.

A lead "Chaperone"/supervisor/"Administrator" should go through security prior to any students, while another "Chaperone"/supervisor/"Administrator" should be the last traveler to clear security. Boarding and deplaning should follow the same process.

All students must be accounted for by the “Trip Sponsor/Coordinator” prior to departure at all stops.