

SCHOOL
SPONSORED
TRAVEL

School sponsored trips shall include class field trips; University Interscholastic League (UIL) contests; other contests based upon advancement from one level to the next such as science fair, career and technical education contests, state fine arts contests, and debate contests; performances of organizations such as choir, band, orchestra, drill team, and cheerleaders in contest; performances of such organizations without contests; awards for organizations; training for students; and other activities approved by the principal, and ESC administrator.

SPONSORS AND
CHAPERONES

School sponsored trips shall be supervised by at least one District employee. Depending upon the number of students traveling, when both male and female students participate in a school sponsored trip, they shall be accompanied by at least one male and one female sponsor or chaperone. When only one student travels, a sponsor or chaperone of the same sex must accompany the student.

The expenses of chaperones for student trips shall be incorporated in the trip budget. Chaperones shall be recruited at the earliest possible date and may participate in the fund raising activities in order to offset their expenses. The number and composition of the chaperone group shall reflect the student membership (i. e., sufficient male or female chaperones for the group). A recommended ratio of chaperones would be one chaperone for every 30 students.

PARENTAL PERMISSION

Students shall submit a form signed by the parent(s), giving permission for the student to participate in a school sponsored trip. In cases where there may be multiple trips for one organization, the director, coach, or sponsor may have parents submit one permission form for that year.

APPROVAL

Requests for overnight trips shall be submitted for approval to the principal and the appropriate ESC administrator; and shall include the following documentation:

1. Student Travel Request
2. Travel Itinerary
3. Travel Request and Reimbursement Voucher
4. Official brochure from the educational tour company or contest

DISCIPLINARY
REGULATIONS

The following rules shall be strictly adhered to by students. A student who violates any rule will be sent home and/or will be subject to disciplinary action.

1. There will be no boys in girls' rooms or girls in boys' rooms without permission from the student's director or administrator.
2. Students are not to be outside of their rooms after curfew unless accompanied by a chaperone. Students will be given a chaperone's telephone number to call should they need to leave the room.
3. The possession or use of any tobacco products, including cigarettes, e-cigarettes and any component part or accessory for an e-cigarette, by students while on school sponsored activities is prohibited.
4. The possession or use of drugs, alcohol, chemicals, inhalants, or any other intoxicants, or mood changing, mind altering drug is prohibited. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substance is also prohibited.
5. Students shall not be in the possession of any weapon as described in the discipline management plan.
6. Students shall not damage or vandalize property. Any damage will be paid for by the student(s) involved.
7. Students shall not leave an assigned area for any reason, i.e., a restaurant where the organization is eating, contest site, or motel, etc. Students shall not get into vehicles other than the designated school transportation.
8. Any student in violation of local or state laws may be turned over to the local authorities. If the student is returned to the organization after being referred to the local authorities, he/she will be sent home at the parent's expense.

PROCEDURES FOR
SENDING A
STUDENT HOME

Procedures for sending a student home before the end of a trip for disciplinary reasons shall be as follows:

1. The director will call to obtain a schedule and cost for a common carrier (bus, airplane, etc.)
2. The student will make a call home to the parent or guardian. Prior to the student conversing with his or her parents, the

director will inform the parents of the student's offense, and that he or she will be sent home.

3. The parents will be asked on which common carrier they would prefer their child to be placed for the trip home. An employee will accompany the student, if possible, at the parent's expense.
4. Parents will be informed of the time schedule and the cost of the common carrier. Parents are responsible for the cost or they have the option of coming to pick up their child if they do not want their child sent home by common carrier.
5. The student may be separated from the rest of the organization.

For trips beyond UIL district level of competition or other contests beyond the first level of out of state competition, the approval of the principals and the appropriate ESC administrator is required.

EXPENSES FOR
CONTESTS WITH
ADVANCEMENT LEVEL

Expenses for students in competitions such as but not limited to UIL contests, fine arts contests, state science contests, and career and technical programs are budgeted and paid through the District operating budget. For students in grades 9-12 participating in UIL contests and other contests based upon advancement from regionals to state, the District pays the entry fees and transportation beginning with the regional or second level of competition through state.

LODGING

Student lodging should be handled by direct billing with the hotel whenever possible. Receipts are required for reimbursement. Room reservations should be made to accommodate four males or four females per room. Students shall be assigned to the same lodging site as the district chaperones.

EXPENSES FOR
CONTESTS
WITHOUT
ADVANCEMENT
LEVEL

Student travel expenses for performances or organizations in contests which are not advancement contests or performances of organizations without award for organizations, training for students, or other contests must be paid by the student activity fund, by the student, or by the student booster club.

When multiple schools are participating in the same event, travel arrangements should be coordinated by the sponsors as a district event.

MEALS

The following schedule for meals shall apply to students and sponsors.

1. Breakfast \$6.00 Leave CCISD area before 6 a.m.
Return to CCISD area after 6 a.m.
2. Lunch \$8.00 Leave CCISD area before 12 noon
Return to CCISD area after 12 noon
3. Dinner \$11.00 Leave CCISD area before 6 p.m.
Return to CCISD area after 6 p.m.

SCHOOL
SPONSORED
OVERNIGHT TRIPS

School sponsored overnight trips related to performance of an organization (contest or non-contest trip) other than those where students are advancing from one level to the next, should be scheduled at a time when school is not in session, such as weekends, summer, winter holidays, spring break, or other holidays. These trips will not result in the loss of student class time except for one day for approved in state trips and two days for approved out of state trips. Any CCISD organization that has a component organization or dual membership within the larger organization may travel according to this policy but the approved trip may not result in the loss of student class time. Travel by this component organization that will require loss of class time must have the approval of the Superintendent.

STUDENT MEDICAL
NEEDS DURING
OVERNIGHT TRIPS

When travelling with students overnight, emergency information for each child must always be obtained in advance and remain on file with the sponsor for the duration of the trip. (See FMG(EXHIBIT F)). All confidential student medical records must be returned to the school nurse within forty-eight hours of returning to school.

OVER-THE-COUNTER
AND NON-
PRESCRIPTION
MEDICATIONS

Parents may choose to send over-the-counter ("OTC") or non-prescription medications with their child on an overnight trip. Students are required to keep these medications in a secure location and may not share or dispense any kind of medication to other students. Students are responsible for the safe handling of their own medications. Parents who are concerned about their child's ability to responsibly handle OTC medications may choose to entrust the trip sponsor with dispensing these medications. Only the amount of OTC or non-prescription medication needed for the duration of the trip should be packed.

PRESCRIPTION
MEDICATIONS

Parents or guardians will place their children's prescription medications in a sealed envelope. The prescription, in its original labeled container, along with the drug information, will be placed

inside the envelope, sealed and attached to FMG(EXHIBIT F). Only the amount of medication needed for the duration of the trip should be placed in the envelope. The time and frequency for administering the medication will be clearly written on the outside of the envelope. The Clear Creek ISD employee sponsor will be responsible for holding all envelopes in a secure location. Students will have access to their medications when needed by contacting the sponsor. In the event of an emergency, the envelope will be turned over to the appropriate medical personnel. Trip sponsors are not to read, disclose, or ask details about the medication outside of an emergency.

EXCEPTIONS:
INHALERS AND
EPINEPHRINE AUTO-
INJECTORS

Students may carry prescribed inhalers and epinephrine auto-injectors (EpiPens, AviQ, Lineage) with the prescription in its original labeled container at all times. Parents should disclose information related to the use of these devices on the Emergency Information for School Activity form. (See FMG(EXHIBIT F)). While on an overnight trip, students should disclose any increased usage of an inhaler or one-time use of an epinephrine auto-injectors should be communicated to the sponsor immediately.

DIABETIC
MANAGEMENT

In accordance with FFAF(LEGAL) and a student's Individual Health Plan ("IHP"), a school shall permit the student to attend to the management and care of the student's diabetes, which may include:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system the student uses;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on the student's person at any time any supplies or equipment necessary to monitor and care for the student's diabetes; and
5. Otherwise attending to the management and care of the student's diabetes in the classroom, in any area of the school or school grounds, or at any school-related activity.

PROTECTING PRIVACY
OF CONFIDENTIAL
STUDENT
INFORMATION

Under FERPA guidelines, all student educational records and information must be treated with confidentiality. Educational records are any records directly related to the student kept by the school, or school representative, from which an individual student or students can be personally identified.

Written permission must be obtained from the parent before disclosing any information contained in an educational record, including medical information. Parent chaperones, including

those who work in health care, may not have access to educational records without obtaining prior, written permission. Any information in an educational record should only be shared with other school representatives when there is a legitimate need for that information to be disclosed.

School district employees who improperly disclose private student information may be subject to disciplinary or legal action.

ELIGIBILITY

Only high school students (grades 9-12) are eligible for school sponsored overnight trips. Each individual student must meet current state and district eligibility standards. However, elementary and intermediate school sponsored groups (grades 1-8) may make a special request to the Superintendent to travel overnight provided the reason for travel is contest advancement beyond the local and regional level. To qualify for special consideration, elementary and intermediate level school sponsored groups must have successfully competed at local and regional events prior to advancing to the state and national levels. All expenses of the trip must be financed from fund raising efforts of the group or by individual students and parents.

CONDITIONS THAT
MUST BE MET

School sponsored trips by classes and organizations that involve performance of an organization and are not the result of advancement in competition or to receive an award or honor, such as (but not limited to) band, cheerleaders, choir, drill team, orchestra, and ROTC, must meet all of the following conditions in order for the trip to be approved:

1. The sponsor and the building principal agree that the event requiring the trip is educationally advantageous to the students and will provide students with unique, enriching educational experiences.
2. All expenses of the trip must be financed from fund raising efforts of the group or by individual students and parents.
3. The event being visited on the trip must be affiliated with, controlled, and directed by an approved educational institution or other organization promoting educational enrichment and/or competition. Participants must perform at least one public performance.
4. An organization is allowed one out of state trip every other year (September 1 – August 31). No international travel. Any special invitation trip that requires international travel will need the approval of the Superintendent.

5. An organization is allowed one overnight trip within Texas per year or a travel distance of 500 miles radius from greater Houston. (September 1 – August 31).
6. Students on overnight trips must be accompanied by suitable school sponsors and chaperones.
7. Requests must be submitted prior to the first day of the semester in which the trip will occur with the following required documentation.
 - a. Travel Request and Reimbursement Voucher
 - b. Student Travel Request
 - c. Travel Itinerary
 - d. Official brochure from the educational tour company or contest including itinerary, full student costs, chaperones and sponsor costs.

School sponsored trips that are extensions of classes such as (but not limited to) debate, speech, and social studies must meet all the standards outlined in the previous section. To have an exception to items 4 and 5, a separate plan must be submitted and approved by the principal and the appropriate ESC administrator.

The complete information packet must be submitted for approval. Failure to submit complete documentation for school sponsored trips in the required timeframe will result in the denial of approval.

Within ten working days of the group's return from the trip, the head sponsor must submit a report to the principal. Information in the report should include the details of the organizations of the trip; identifying sponsors or outside organizations that contributed to it; any results of performances and/or competitions; any problems encountered; and any other information that should be known to the principal.

Any special invitations or qualifications that may require exceptions to these guidelines require the approval of the Superintendent. In considering such exceptions, factors to be considered are educational value, class time missed by students, and funding source for travel.

NON-SCHOOL
SPONSORED TRIP

The guidelines for non-school sponsored trips are as follows:

1. All school employees who are party to the promotion of non-school sponsored field trips, workshops, or group tours involving students and/or community members must not be involved during the school day or on school property, except as permitted by GKD(LOCAL). The teacher's planning and conference time may not be used for any activities relating to a project of this type.
2. If the teacher receives any compensation, free transportation, or consideration from the sponsoring organization, any communications with the student/parents shall be in compliance with GKDA(LOCAL).
3. CCISD school trip permission forms may not be used.
4. A school campus must not be utilized as a departure or arrival location.
5. School equipment, uniforms, materials, etc., may not be loaned or borrowed by the sponsoring adult(s) or students.
6. Each parent/guardian of the students planning to take a trip must be sent a copy of the non-school sponsored field trip permission form with a completed copy placed on permanent file with the school principal by the CCISD employee prior to the scheduled departure date.