

# Student Travel Guidelines

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## **SECTION I: STUDENT TRAVEL POLICIES**

The following MISD Board Policies include provisions related to student travel. Each “Administrator” and “Trip Coordinator” should become familiar with the policies identified below and with all of the guidelines and procedures included in this document. Supplied below are excerpts from the policies that may impact student travel.

### ***CNB (LOCAL)***

The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District school buses for extracurricular activities and field trips. The regulations shall address any necessary charges to student groups for such uses, in accordance with applicable state rules.

### ***EFD (LOCAL)***

All field trips taken by classes or school organizations must be justifiable on the basis of the contribution to the educational program of the school. All field trips shall have the prior approval of the Superintendent or designee.

A statement that releases the District and its employees from liability arising from a designated field trip shall be received from the parents of each student before the student is eligible to participate.

### ***FM (LOCAL)***

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.

### ***FFAC (LOCAL)***

Authorized and trained individuals may administer an epinephrine auto-injector to a person experiencing anaphylaxis at an off campus event when an epinephrine auto-injector is available.

### ***FMF (LOCAL)***

Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]

Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]

### ***FMG (LOCAL)***

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student’s parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal or designee prior to the scheduled trip that the student be allowed to ride with an adult designated by the parent.

### **GKC (REGULATION)**

A parent, guardian, documented custodian, or other family member with a right to see a student and who is a registered sex offender may not serve as a volunteer on a campus, travel with students on District trips, or serve in a capacity of student chaperone.

### **GKG (LOCAL)**

A volunteer may not perform any volunteer duties until:

1. The volunteer has provided to the District a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government; and
2. The District has obtained from the Texas Department of Public Safety (DPS) all criminal history record information that relates to the volunteer. The District may obtain a volunteer's criminal history record information from any other law enforcement agency, criminal justice agency, or private consumer reporting agency.

The criminal history record review requirements apply to a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with the District or shared services arrangement.

## **SECTION II: GENERAL INFORMATION**

This section of the MISD 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 MISD Board Policy GKG (LEGAL) regarding volunteers.

All non-employee chaperones must complete a volunteer background check as described in Board Policy GKD (LOCAL).

#### ***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 MISD staff, and which is approved and managed in accordance with MISD Board Policies and all applicable MISD 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 Coordinator”***

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

## SECTION III: 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.

Student Travel must be requested when travel is:

1. a discretionary “Day Trip”,
2. “Over Night”, or
3. “Out of State”.

#### ***Discretionary distinguished***

“Discretionary” is:

Drill team to New York, Intermediate to Camp Carter, HS basketball to Tournament in Austin, Elementary to NASA, etc...

“Discretionary” is not:

Drill team to football game, Intermediate to tour Ben Barber (when set up by district), HS basketball to district game, etc..

#### ***Discretionary “Day Trip”***

Student to adult maximum ratio is recommended at:

Elementary	6:1
Intermediate and Middle	10:1
High	20:1

#### ***“Overnight” or “Out of State” Trips***

Student to adult maximum ratio is recommended at:

Elementary and Intermediate	4:1
Middle	8:1
High	10:1



A trip may require a lower student to adult ratio than the above recommended ratios at the discretion of the campus principal; however, if the student to adult ratio is to be higher than the recommended ratio, the Principal must approve.

### ***A campus or district level “Administrator”***

Unless approved otherwise by the Principal on a “Day Trip” or Superintendent’s designee on an “Over Night” or “Out of State” a campus or district level “Administrator” is required on all:

1. Any trip where water is involved.
2. “Over Night” trips where 45 or more students are attending, or any
3. “Out of State” trips.

### ***Further Travel Restrictions***

Any exception to the following restrictions on scheduling overnight trips must be approved by the Superintendent’s designee prior to engaging in any planning activities for the trip.

#### **Elementary and Intermediate Schools**

“Out of State” travel is not allowed.

#### **Middle Schools**

“Out of State” travel is limited to case by case basis every other year.

#### **High**

“Out of State” travel is limited to 700 linear miles from Mansfield, TX with a maxim **\$900** cost for individual students (every other year).

Ex: Year 1      Travel to Colorado Springs, CO. 610 mi Student cost \$500 per student

Year 2      Able to travel farther than 700 mi      Student cost can be more than **\$900** per student

#### **All Levels**

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

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

## Trips Involving Water (bodies of water)

Destinations that are associated with beaches or oceans are not allowed, unless the destination is non-discretionary. If a trip is approved to a non-discretionary destination associated with beaches or oceans, swimming is not allowed.

Students are not allowed to swim in an ocean, sea, lake, river or pond.

Students may swim on trips **while at** venues that are associated with swimming such as NRH2O, Hawaiian Falls, Schlitterbahn, Life Time Fitness, **hotel pools**, etc... if:

- there are certified life guards supplied by the venue or
- there is no lifeguard on duty, however the “Trip Coordinator” and/or Administrator is monitoring. The “Trip Coordinator” and/or Administrator will set any restrictions for swimming based upon the number of students, size of the pool, time available, etc...

### ***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 Coordinator’s” 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’s 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 request shall be approved by the Superintendent’s 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 prior to 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 Coordinator’s” are responsible for initiating the approval process far enough in advance to make sure there is sufficient time to complete the process. Signed approval for an overnight trip must be obtained from the campus principal.

The “Trip 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 Coordinator” following the approval process for Student Travel in Eduphoria, the “Trip Coordinator” must also comply with the provisions of the MISD Business Procedures Manual (Section 14) for approval of any contracts related to Student Travel. (See appendix for appropriate document)

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 Coordinator” is responsible for following the cancellation policy outlined in an approved contract for a student trip. Upon notice of a cancellation, the “Trip Coordinator” will notify all parties involved in the student trip.

## **SUPERVISORY INFORMATION**

### ***District Employee as “Trip Coordinator”***

The “Trip 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” Agreement;

- Identify room assignments for overnight trips;
- Assign chaperone 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;**
- 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.

## RECORDS RETENTION

The “Trip 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 “Administrator”***

An “Administrator” serving in a supervisory role during Student Travel:

- Should not be assigned a roommate unless it is with the “Trip Coordinator” or the Administrator’s own child;
- Should not be assigned a group of students to monitor during the trip;
- Should serve in a supervisory role to oversee any emergencies, student conduct, or health-related issues;
- May be a campus or district level administrator; and
- Should be provided lodging, transportation, and meals by the club or organization planning the trip.

### ***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 Coordinator” and “Administrator” related to the student trip;
- May be responsible for their own expenses to the extent identified by the “Trip Coordinator” prior to travel;
- Must attend the “Chaperone” meeting conducted by the “Trip Coordinator” for all overnight trips;
- Must complete the written “Chaperone” Agreement
- May be assigned additional responsibilities related to the trip by the “Trip Coordinator” or “Administrator”;
- Will not share a hotel room with any students in grades 7-12, 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.

### ***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 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 Coordinator” for all overnight trips;
- Can only “Chaperone” after being cleared through a background check.
- Must complete the written “Chaperone” Agreement;
- Must complete a Background Check in accordance with Board Policy for volunteers;
- May be assigned additional responsibilities related to the trip by the “Trip 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.

## **DISCIPLINE GUIDELINES**

### ***General Discipline Statement***

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

The Mansfield 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 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 Mansfield ISD Student Code of Conduct, Travel Code of Conduct, or any other directives of the “Trip Coordinator” or “Administrator” will be communicated to the student’s parents and campus administration in a timely manner. At the discretion of the “Trip 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 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 MISD 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 MISD director.

<https://www.uiltexas.org/policy/eligibility>

## **NON-SCHOOL AFFILIATED TRIPS**

District employees or other individuals acting as independent agents who want offer opportunities for District students to participate in non-school affiliated trips on a voluntary basis must get through facilities and rent the meeting space and abide by district policies guiding vendors and community in how information can be distributed or must comply with the following restrictions or:

- The District shall not permit the use of District staff time, facilities, or other District resources for advertising, promotion, or organizational activities related to non-school-affiliated trips.
- The District shall not permit fundraising activities to occur during the school day or on District property except in accordance with the use of District facilities by non-school groups.
- The District shall not allow individuals organizing non-school-affiliated travel to collect funds on District property or deposit money in a campus account.
- The District shall not permit the use or implied use of “Mansfield ISD” or the use of any campus name or District-sponsored organization in connection with the organization or operation of non-school-affiliated trips.

Any information or materials related to non-school-affiliated trips may only be distributed on District property in accordance with MISD Board Policy GKD for facilities and GKDA for the distribution of non-school literature.

## **SECTION IV: STUDENT TRAVEL FINANCIAL INFORMATION**

By policy, all field trips taken by classes or school organizations must be justifiable on the basis of the contribution to the educational program of the school. As such, all students in the organization, class or extra-curricular activity should be able to participate without undue financial burden. Students shall not be denied participation because of financial need in an educational “Day Trip” that requires any school day missed.

### ***General Financial Responsibility Statement***

It is the responsibility of the “Trip Coordinator”

- to determine accurately the costs to be incurred for a student trip;
- to determine the source of the funds (including any costs to be paid by the students);
- must ensure that adequate funds are available to pay for the trip;
- to meet the needs of students with financial difficulties; and
- to review the budget with the principal before getting approval.

### ***Deposits***

Receipts must be issued for any funds received from staff, parents or students.

All monies received for trip deposits should be turned in to the appropriate campus bookkeeper each day.

Any check submitted for a trip deposit should be made payable to the appropriate District account. Checks should include the driver’s license number of the individual submitting the check.

No check should be made out to any individual District employee.

All money collected from students and/or revenue generated from student club activities will be submitted to the campus bookkeeper with copies of receipts, logs, and money totals in accordance with District guidelines.

For specific information on deposits, refer to the Mansfield ISD Activity Fund Accounting Manual.

### ***Fundraising***

A “Trip Fundraiser” is defined as an activity planned and managed by District staff and students with the intent of raising money for a student trip.

The “Trip Coordinator” will need to complete required approval forms in Eduphoria no less than two weeks prior to the start of the fundraiser.

For specific information on fundraising, refer to the Mansfield ISD Activity Fund Accounting Manual.

### ***Payment Plans***

Payment plans for student trips should be established and communicated by the “Trip Coordinator” and must comply with any applicable provisions of an approved trip contract.

### ***Contracts***

Contracts related to school-affiliated student trips shall not be signed until the appropriate administrator has provided final approval for the trip, and the trip contractor is an approved Mansfield ISD vendor.

All trip-related contracts submitted for approval must already be signed by the party contracting with Mansfield ISD.

No deposits or money shall be paid to a contractor, nor should any student monies be accepted, until a trip-related contract is approved and has been returned to the campus principal.

Refer to the Mansfield ISD Business and Financial Services Manual, Section 14 for specific information on who is authorized to sign contracts for Mansfield ISD and forms.

### ***Vendor Information***

If a trip uses any District funds, approved vendors must be used.

The approved vendor list can be found on the Intranet under District Docs and Forms.

To request approval for a new vendor, the “Trip Coordinator” will submit the appropriate approval paperwork to the Mansfield ISD Purchasing Department. No services or items can be bought until the company is an approved vendor.

### ***Student Expenses***

Students are financially responsible for all agreed-upon expenses. The “Trip Coordinator” is solely responsible for providing parents with written guidelines related to the availability of any refund for payments made directly on behalf of a student if the child later elects not to participate in the trip or if the child is unable to participate. All financial responsibilities, including a schedule of refund amounts and deadlines, shall be distributed to all parents prior to any fund raising activity or the collection of any personal payments for a student trip.

The District reserves the right to cancel any student trip if it is determined that the safety of students and/or staff members would be jeopardized due to legitimate security or safety concerns. Program sponsors shall provide all parents with written notification of this provision prior to collection of any funds for a student trip.

The District shall assume no responsibility for either the financial support of any student trip as outlined in these Guidelines, nor the reimbursement of any funds due to the cancellation of a student trip for any reason.

### ***Source of Funds***

The “Trip Coordinator” must state on the approval forms the source of all funds required for a student trip.

### ***Food & Meals***

The “Trip Coordinator” is responsible for making arrangements for meals during the trip.



#### “Day Trip” Trips

The “Trip Coordinator” will communicate with all participants regarding the plan for meals during the trip. Students may be required to bring a sack lunch or bring money to purchase lunch from a restaurant.

The “Trip Coordinator” shall make arrangements with the campus cafeteria for any students receiving free or reduced lunch to get a sack lunch from the school at a free or reduced price.

#### Overnight Trips

The “Trip Coordinator” will communicate with student participants and “Chaperones” regarding the plan for meals during the trip. Students and parents must be made aware, in advance, of any financial responsibility regarding meals not included in the initial cost of the trip.

## **SECTION V: STUDENT TRAVEL HEALTH & MEDICAL INFORMATION**

The nurse or principal may assign the responsibility for medication (medications as defined per MISD 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 determines that 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 office.

### **Annual Training Recommendations**

All school staff is to receive the mandatory Level 1 diabetic and EpiPen training. It is also recommended that all staff be required to view the "Teacher In-service on Chronic Diseases" power point and to answer the post test.

If a student requires these medical procedures (examples listed below) the principal should get a volunteer (or appointee) from each grade level or organization that takes students away from campus to be the person responsible for medication on field trips. The nurse will then:

- Train the group to administer medications and complete the Non-Medical Personnel to Administer Medication Check-Off Sheet
- Train the group to be Unlicensed Diabetic Care Assistants and complete the check off
- Train the group to administer EpiPens and complete the check off.
- Train staff on any other special procedures (tube-feeding, nebulizer treatments). Document training using appropriate forms.

### ***Procedure for Trips***

The "Trip 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 for finalized lists /2 weeks preliminary lists for trips if possible.

### ***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 MISD personnel. 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 bottle/package. 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 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 staff member sign 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 district documentation system as needed.

Assigned staff members will be:

- Properly trained to administer medication according to MISD'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 event.

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 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 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 for emergencies.

The assigned staff person or sponsor will:

- Review medications with campus nurse. Make master worksheet and copies needed for each day with the assistance of school nurse.
- Keep medications and documentation in a secure location.
- Administer medications as scheduled.
- For PRN (as needed) medications administer only for conditions/symptoms listed on medication administration form. Dosage and frequency listed on the medication bottle is 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 parent/guardian and sponsor.
- Turn the Field Trip Medication Worksheet Form(s) and any medications not picked up in 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 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 Coordinator” on any students medical needs presented in the Medical Release form.

The “Trip 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 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 VI: STUDENT TRAVEL SAFETY AND SECURITY**

### **SAFETY AND SECURITY**

Student safety and security come first. The “Trip 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 Mansfield Independent School District Board Policy GKG (Legal) requires 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:

<http://www.mansfieldisd.org/page.cfm?p=6001>

A portion of the Board Policy reads as follows:

“It is District policy to conduct a criminal history record on all adults (age 18 years and older), who work alone with children on school-related activities on or off District property, excluding parents or legal guardians who are working alone with their own children. This policy is designed to protect children.

The Raptor system should be utilized for all visitors to the schools. However, formal background checks must be conducted for all volunteers wishing to accompany students on as a chaperone on all trips and volunteers who are working one on one tutoring with any child other than their own”.

#### ***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.

## ***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 cancelations, etc..) are changed. [Twitter, Facebook, etc]
- Two-Way Communication - this means needs to be clearly be communicated, so that a parent understands how to contact their child or an adult on the trip. [Cell#]

## ***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 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 “Administrator” is not present on the trip. The “Trip Coordinator” or “Administrator” will determine the appropriate emergency procedures.
- If an emergency occurs during a student trip, the “Trip 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, the “Administrator” must accompany the transported person. If the parent of an injured student is present, they may take the place of the “Administrator” during transport. If neither the “Administrator,” nor the child’s parent is present, the “Trip Coordinator” will assign someone. (see Board Policy FFAC (LOCAL) and FFAF (LOCAL))
- In the event of an emergency, parents of affected students must be contacted 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 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.
- Assigning students who are more than two years apart in age to sleep in the same room should be avoided unless the students are relatives.
- Ranch-style bunk housing will not follow the hotel guidelines and is acceptable for adults to occupy space with the same gender student of all ages as long as there is more than one adult present. Males and females should have separate sleeping, changing, and restroom areas.

### **Middle School and High School Hotel Guidelines**

- District personnel may not share rooms with any student in grades 7-12, unless it is the employee’s own child.
- “Chaperones” may not share rooms with any student in grades 7-12, 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 separated by floor, when possible.
- The rooms for male and female students should be separated by “Chaperone” rooms, if not by floors, when possible.
- District personnel and other “Chaperone” hotel rooms should be strategically disbursed among the hotel rooms occupied by students to ensure maximum supervision.
- “Chaperones” should conduct curfew room checks as determined by the “Trip Coordinator”.
- If a nighttime security guard is not provided specifically for MISD students, the trip “Chaperones” should have a night time rotation schedule to monitor the hallways from curfew to wake up.
- 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 and Intermediate 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-6.
- 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-6 are sharing a room, unless one of the student’s 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 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 MISD schools are closed due to inclement weather, day trips will be canceled. Overnight trips will need Superintendent’s designee approval after consulting with the Director of District Operations for travel when schools are closed due to inclement weather.

### ***Trip Communication***

The “Trip 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 Coordinator” shall create a “call list” consisting of the cell phone numbers of the “Trip 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 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.
- A bus used for regular school bus routes cannot be scheduled to leave from any campus before 9:00 AM. All buses must be back at the campus no later than 2:00 PM. For the return trip, most buses should be loaded by 1:15 PM to allow for travel time.

- 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.
- Once the trip is approved by Transportation, the requestor will receive a confirmation email. If you have not received the final approval email from Transportation within 5 days of the trip, please contact Transportation at (817) 299-6069 or by email to verify the trip.
- 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 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 Mansfield ISD Transportation guidelines, which can be found on the MISD Transportation website through the Web Trips link.
- 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 Coordinator” or “Administrator” will be expected to address student behavior issues.
- Cleanliness of the bus is the responsibility of the “Trip Coordinator”. The Chaperones and/or the students must clean the bus. A bus returned in an unclean condition will result in a clean-up fee. Shoe polish, writing on the bus or windows, decorations, etc. are not allowed. Clean up fees are as follows: SUV: \$25.00, Activity Bus: \$40.00, School Bus: \$75.00.
- The bus driver must be provided with a trip itinerary from the “Trip Coordinator”. While organizing the itinerary and estimated time of arrival at each stop needs to be confirmed with the “Trip Coordinator”.
- The “Trip Coordinator” and bus driver should exchange contact numbers prior to leaving the school.
- If necessary, the bus driver must have a means for paying for fuel throughout the duration of the trip. A District credit card must be obtained by the “Trip Coordinator” from the MISD Athletic Department at Newsom Stadium prior to the departure time.

### ***In-Trip Accountability***

All students must be accounted for by the “Trip 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 Coordinator” and the campus principal.

At least one Mansfield 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 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 MISD vendor.

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

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