
STUDENT FIELD TRIP GUIDELINES

POLICIES AND PROCEDURES

1. Purpose. The purpose of this memorandum is to provide High Schools Office guidelines regarding student trips except for UIL and athletic competitions.
2. Effective. Immediately.
3. Applicability. This memorandum applies to all schools within the High Schools Office.
4. Guidelines Governing Student Trips. All student trips, excursions, or special activities held off campus will be in compliance with board-approved basic guidelines, policies, and procedures contained in the listed References. For High Schools Office schools the following additional rules and guidelines will be applicable:
 - a. Local Trips. *The principal will notify the High Schools Office in writing, at least **three** weeks prior to the trip, that students will be representing the school locally on an excursion or at a special program or activity. Form 40.5110, Sponsor's Request for Approval of Field Trip, signed by the principal will serve as written notification. Local trips according to board policy, are those within Harris County and its adjacent counties.*
 - b. Out-of-District. *Form 40.5110 will be completed and submitted to the High Schools Office at least **eight** weeks prior if the trip is out-of-district or overnight. The form will be accompanied by complete trip information to include the following:*
 - (1) A list of specific learning objectives and activities related to the trip. It is required that schools use the Field Lesson Implementation Plan format for providing this information. This form is required when using Title I, Part A funding.
 - (2) An itinerary that will include at a minimum details on destinations, transportation, lodging, and the key dates and times of the trip and its activities.
 - (3) List of chaperones and titles. All chaperones who are not district employees must have registered with Volunteers in Public Schools (VIPS) and cleared the criminal history background check before being allowed to chaperone.
 - (4) List of students going on the trip with verification that they are eligible to participate in accordance with attendance and extracurricular activity policies.
 - (5) Verification that any unusual medical information on students which may be necessary in the event of an emergency has been obtained.
 - (6) Verification that Form 40.0079, Parent Approval, will be completed by the parent and on file at the school prior to participation by the student. (Sample form, filled out for requested trip, should accompany request.)
 - (7) Check List

- c. **Trips Outside the United States.** Foreign travel will be limited to students in grades 9 – 12 and will be allowed only to countries where the political climate is favorable. Request for these trips must be made 120 days before the schedule departure. Information on travel warnings issued by the U.S. Department of State can be obtained at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. In addition to the documentation required for out-of-district trips Form 40.4250, Release of Liability for Student Participation in Trip with Destination Outside the United States, will be completed for each student who is participating in the trip. Copies of the Release of Liability forms and Parent Approval forms must be submitted to the High Schools Office with the trip request prior to being forwarded to the superintendent of schools for approval.
5. **Preplanning permission from the superintendent of schools.** Out-of-district trips more than two schools days in duration require the signature of the chief school support officer and trips outside the United States require approval of the superintendent of schools. Remember schools are required to obtain preplanning permission for these trips. *Parents and students should not become involved in any preparation activity related to the trip until after the preplanning permission has been granted by the superintendent of schools.* It is recommended that this permission be obtained by a memorandum request. A sample memorandum is attached.
6. **Field Lessons Funded Through Title I, Part A.** Schools must complete and submit all forms associated with field lessons funded through Title I, Part A, at least 30 working days prior to the date of the field lesson. Required field lesson forms are the Field Lesson Implementation Plan, Sponsor's Request for Approval of Field Trip, Bus Transportation Request Form confirmation summary page, Direct Pay form where fees are to be charged, and any backup documentation for the such as confirmation letter, invoice for advance payment, or brochure stating prices.
7. **Tournaments.** Athletic, academic, and UIL related tournament events **do not** require the submission of a Field Trip Request Form or Field Lesson Implementation Plan to the High Schools Office. However, the teacher, sponsor, or coach is responsible for coordinating all plans and arrangements and compiling all necessary information pertaining to the trip for presentation to the principal or other appropriate administrator, as required by the type of tournament event. Please indicate next to the name of field trip, on the Sponsor's Request for Field Trip form, that trip is an athletic, academic, or UIL related.
8. Forms may be submitted to the High Schools Office by courier or district distribution.
9. **Consultation.** This Policy and Procedure Memorandum does not require consultation.
10. **Questions regarding this memorandum** may be referred to your school support officer or the chief school officer at 713-556-7143.
11. **Memo Maintenance Responsibility.** Chief school officer.

REFERENCES:

- | | |
|------------------------------|---|
| (a) Board Policy CNA(LEGAL) | Transportation Management: Student Transportation |
| (b) Board Policy FM(LEGAL) | Student Activities |
| (c) Board Policy FM(LOCAL) | Student Activities |
| (d) Board Policy FMF(LOCAL) | Student Activities: Contests and Competition |
| (e) Board Policy FMG (Local) | Student Activities: Travel |
| (f) SPM 3602 | Transportation of Students; Guidelines and Procedures Regarding |
| (g) SPM XXXX (3602.1) | Transportation of Students in Vehicles Other Than School Buses; Guidelines and Procedures for the |
| (h) SPM 7504 | Volunteers in Public Schools; Description of and Guidelines for |
| (i) SPM 7504.1 | Criminal History Background Checks of Volunteers in Public Schools; Practice Regarding |
| (j) Form 40.0079 | Parent Approval |
| (k) Form 40.4250 | Release of Liability for Student Participation in Trip with Destination Outside the United States |
| (l) Form 40.5110 | Sponsor's Request for Approval of Field Trip |

Sample

MEMORANDUM

August 22, 2012

TO: Mark Smith
Chief School Support Office

FROM: Mary Green, Principal
Name of High School

SUBJECT: **PREPLANNING APPROVAL REQUEST FOR STUDENT TRIP TO WASHINGTON, D.C.**

CONTACT: George Pecos, Social Studies Teacher, 713-924-1600

Name of High School requests preplanning approval to participate in Close Up Washington, January 20-26, 2013, in Washington, D.C. The school has participated in the program for the previous two school years with great success. It is estimated that 10 students will participate. The trip encompasses four school days.

Close Up Washington is a 7-day, 6-night program that develops students' knowledge of basic concepts of government and citizenship. Students will gain greater understanding of the rights and responsibilities of citizens in a participatory democracy; learn how constituents, interest groups and party politics affect the legislative process; understand the impact of the Framers' views of limited government on the structure of government outlined in the Constitution; and explore diverse viewpoints concerning domestic and international policy questions facing Congress, the executive branch and the courts. Students will also see the city's monuments and memorials, explore the Smithsonian museums, and enjoy the cultural diversity of D.C.'s historic neighborhoods. The pinnacle of the week is Capitol Hill Day where students have the opportunity to spend time with their senator(s), representative, and/or staff.

The estimated cost of participation is \$1,500 per student. Costs will be paid by parents with some support through activity fund accounts. Costs incurred by the trip sponsor and any accompanying faculty chaperones will be paid through general funds.

All policies and procedures governing student trips contained in SPM 6602.A, Guidelines Regarding Student Trips, will be implemented and followed once approval is granted to begin planning.

Sample

The trip sponsor and point of contact for additional information is George Pecos.

_____ MG

MG:wa

Approved:

School Support Officer

Date

Approved to proceed with planning and formal approval process:

Orlando P. Riddick, Chief High School Officer

Date

Mark Smith, Chief School Support Officer

Date

Dr. Terry B. Grier, Superintendent of Schools

Date

HOUSTON INDEPENDENT SCHOOL DISTRICT
SPONSOR'S REQUEST FOR APPROVAL OF FIELD TRIP
(To be completed by Sponsor and Submitted to Principal for Processing)

REQUEST FOR PERMISSION FOR

(Name of School to take Field Trip) _____

GROUP OR CLASS* _____

TEACHER(S) _____

PLACE TO BE VISITED

(Give physical address) _____

PURPOSE OF VISIT/SPECIFIC LEARNING ACTIVITIES

(Attach Field Lesson Plan) _____

DAY(S) OF VISIT _____

DATE(S) OF VISIT _____

DEPARTURE TIME _____

RETURN TIME _____

SCHOOL TIME REQUIRED _____

NUMBER OF STUDENTS* _____

MINIMUM NUMBER OF CHAPERONES REQUIRED _____

Ratios: High Schools 12 to 1

CHAPERONES

(Title, First Name, and Last Names) _____

COST TO STUDENTS _____

TYPE OF TRANSPORTATION

☐ HISD Bus

☐ Private Vehicle

☐ Rental Vehicle

Transportation specifics _____

**Students must be eligible to participate in extracurricular activities and be passing all subjects.*

NOTE: *Overnight, out-of-town/district or out-of-country trips must attach the following:*

- Accounting Statement
- Itinerary Details
- Medical Release Forms
- List of students with verification that student are eligible to participate on this field trip.
- Parent Approval Forms with signatures
- Release of Liability Form if applicable
- Transportation Liability Proof, if applicable

I have read Board Policies and Administrative Procedures Section 425.00 and subsections pertaining to student trips; this trip will be conducted in accordance with the established basic guidelines and any additional requirements developed at the individual school level.

Signed: _____

Sponsor's Signature

Date: _____

Signed: _____

Principal's Signature

Date: _____

APPROVAL:

Signed: _____

School Support Officer's Signature

Date: _____

Signed: _____

Chief School Officer's Signature (if applicable)

Date: _____

Signed: _____

Chief School Support Officer (if applicable)

Date: _____

Signed: _____

Superintendent's Signature (if applicable)

Date: _____

Form #: 40.5110

Houston ISD, High School Office — Field Trip Request Checklist

School: _____ Destination: _____ Dates: _____

Requirements	Local	Non-Local Out of District & Out-of-State	Out of Country	Notes
Pre-Planning Approval Request for Student Trip <input type="checkbox"/> Submitted not later than 60 days for out-of-district or out-of-state trips. <input type="checkbox"/> Submitted not later than 120 days for out-of-country trips.		<input type="checkbox"/>	<input type="checkbox"/>	
Sponsor's Request for Approval of Field Trip (Form 40.5110)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent Approval Form (Form 40.0079) <input type="checkbox"/> Form must be completed by the Parent and on file at the school prior to participation by the Student for all trips. <input type="checkbox"/> Copies submitted to HSO prior to non-local out-of-district and out-of-state field trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Educational Purpose <input type="checkbox"/> List of specific learning objectives and activities.		<input type="checkbox"/>	<input type="checkbox"/>	
Itinerary <input type="checkbox"/> Sufficient details on lodging, transportation, destinations, & key dates/times.		<input type="checkbox"/>	<input type="checkbox"/>	
Transportation <input type="checkbox"/> Vans with a rated passenger capacity of no more than 10 persons (to include the driver) may be used. <input type="checkbox"/> Proof of auto liability insurance required for private passenger vehicle use.		<input type="checkbox"/>	<input type="checkbox"/>	
Field Trip Costs <input type="checkbox"/> Cost per student <input type="checkbox"/> How the trip will be financed. <input type="checkbox"/> Verification that all appropriate students (in a class, grade level, subject area, team, club, and the like) have been informed they are permitted to participate. <input type="checkbox"/> Verification that parents and students have been informed that the school will incur the costs associated with the field trip. Parents and students will not be charged for any portion although fund raisers and donations may be used to offset the costs associated with the field trip.		<input type="checkbox"/>	<input type="checkbox"/>	
Chaperones <input type="checkbox"/> List of Chaperones and Titles. <input type="checkbox"/> 1 chaperon per 12 students is required. <input type="checkbox"/> Evidence of valid TX Drivers License and liability insurance if duties involve driving.		<input type="checkbox"/>	<input type="checkbox"/>	
Students <input type="checkbox"/> Typed list of Students and Grade Levels <input type="checkbox"/> Students must be passing all subjects and eligible to participate in extracurricular activities.		<input type="checkbox"/>	<input type="checkbox"/>	
Medical <input type="checkbox"/> Verification that any unusual medical information on students, which may be necessary in the event of an emergency during out-of-district trips has been obtained on Medical Release Forms.		<input type="checkbox"/>	<input type="checkbox"/>	
Foreign Travel <input type="checkbox"/> Applicable only to 9 th – 12 th Grade students. <input type="checkbox"/> Release of Liability forms submitted to HSO prior to out-of-country trip.			<input type="checkbox"/>	
Principal's Signature: _____ Date: _____				
↓ For Central Office Only ↓				
School Improvement Officer's Approval / Signature <input type="checkbox"/> If trip is more than two school days <input type="checkbox"/> If trip is non-local out-of-district, out-of-state, or out-of-country.		<input type="checkbox"/>	<input type="checkbox"/>	
Chief School Officer's Approval / Signature <input type="checkbox"/> If trip is more than two school days <input type="checkbox"/> If trip is non-local out-of-district, out-of-state, or out-of-country.		<input type="checkbox"/>	<input type="checkbox"/>	
Superintendent of Schools' or Designee's Approval/Signature <input type="checkbox"/> If more than two school days. <input type="checkbox"/> If trip is out-of-country approval Superintendent must approve/sign		<input type="checkbox"/>	<input type="checkbox"/>	

1. Local trips are considered trips within Harris County and its adjacent counties (Liberty, Chambers, Galveston, Brazoria, Fort Bend, Waller, Grimes, and Montgomery.)
2. Field Trip Requests will be submitted no later than three weeks prior to date of trip (30 working days for Title I, Part A funding).
3. The Superintendent's designee for trips more than two school days or out-of-state is the Chief School Support Officer.
4. The Superintendent must approve/sign all out-of-country field trip requests.

Field Lesson Implementation Plan

Name of School _____ Date Submitted _____

Title of Field Lesson _____

Grade Levels _____ Date of Field Lesson _____

Number of Students _____ Number of Teachers _____ Number of Parents _____

INSTRUCTIONAL OBJECTIVES:

ACTIVITIES:

Prior to the Field Lesson

During the Field Lesson

Following the Field Lesson

EVALUATION:

Signature of Teacher(s)

Signature Approval of Principal



HOUSTON INDEPENDENT SCHOOL DISTRICT

PARENT APPROVAL FORM

Field Trip Permission Slip

School

Date

Dear Parent(s)/Guardian:

A field trip to _____ has been scheduled by your child's
(Destination)
teacher and principal for _____ .
(Day) (Date)

The trip will be made by school bus, private carrier company, or by private passenger vehicle
leaving the school at _____ and returning at _____.
(departure time) (return time)

A teacher-sponsor will accompany this group and will work with the students to accomplish the
educational objectives of this trip. If you wish for your child to participate in this important field
trip, it is required that you complete and sign the bottom of this form and return the entire form to
the teacher-sponsor the following school day. Please make note of the details for your records.
The cost of this trip is \$ _____. If you are unable to pay this fee, you may request a
waiver. For lunch your child will need: _____.

This form MUST be signed and returned. Parent approval may NOT be obtained by telephone.

(Teacher)

(Principal)

This is to certify that _____ has my permission to go on the above listed
(Name of son/daughter)

field trip with this group. I am requesting a fee waiver for the cost of this activity ☐Yes ☐No.

In case of emergency, I may be reached at: _____
(Home/Work telephone) (Cellular Telephone)

(Parent/Guardian Signature)

(Date)

Return this entire form to the school
FSC 09/2012



DISTRITO ESCOLAR INDEPENDIENTE DE HOUSTON

FORMULARIO DE AUTORIZACIÓN DE LOS PADRES

Permiso para una excursión

(School/ Escuela)

(Date/ Fecha)

Estimado padre o tutor:

Una excursión a _____ fue programada por el maestro/a
(destination)

y director/a de su hijo/a para el _____
(Day) (Date)

Se transportará a los estudiantes a la excursión en autobús, por compañía privada de transporte o vehículo privado; saldrá de la escuela a la(s) _____ y regresará a la(s) _____.
(departure time) (return time)

Un maestro/a acompañará al grupo para ayudar a los alumnos a satisfacer los objetivos educativos de la excursión. Si desea que su hijo/a participe en esta excursión importante, deberá firmar la porción inferior de este formulario y devolverlo al maestro/a, el día siguiente.

El costo de esta actividad es \$ _____. Si no le es posible pagar la cuota, puede solicitar una exención financiera. Para el almuerzo, su hijo/a necesitará _____.

DEBE firmar y devolver este formulario. NO puede dar su autorización por teléfono.

(Teacher)

(Principal)

Certifico que _____ tiene mi autorización para participar en esta
(nombre de su hijo/a)

excursión con este grupo de la escuela. Solicito una exención financiera de la cuota. ☐ Sí ☐ No

En caso de emergencia, llame al _____
(teléfono de casa o trabajo) (teléfono celular)

(firma de padre o tutor)

(fecha)

Regrese el formulario completo a la escuela
FSC 9/2012

**HOUSTON INDEPENDENT SCHOOL DISTRICT
MEDICAL RELEASE FORM**

School Name

Name: _____

Address: _____

Please include area code

Home Phone No.: _____ Alternative Phone No.: _____

Parent's Cellular No.: _____ Parent's Cellular No.: _____

Parent's Work No.: _____ Parent's Work No.: _____

I _____ release my daughter/son guardianship rights for the following date(s) _____. My daughter/son has the following medication(s) and should be given while on this trip as indicated:

1. _____ Dosage _____ Taken at _____
(name of medication) (amount given) (time)

2. _____ Dosage _____ Taken at _____
(name of medication) (amount given) (time)

3. _____ Dosage _____ Taken at _____
(name of medication) (amount given) (time)

My daughter/son has her/his hospital or medical card: _____ yes _____ no

In case of an emergency please call _____ at _____
(if parent can not be reached) (include area code)

In order to ensure a safe and enjoyable trip, please list any health conditions that your child may have.

My signature below gives you permission to take my daughter/son to a hospital or medical facility, gives my permission for my child to receive medical treatment and gives my permission for the above medication to be administered to my child.

Parent Printed Name

Parent Signature

Date

Sponsor Printed Name

Sponsor Signature

Date

Principal Printed Name

Principal Signature

Date

RELEASE OF LIABILITY FOR STUDENT PARTICIPATION IN TRIP WITH
DESTINATION OUTSIDE THE UNITED STATES

STATE OF TEXAS COUNTY

OF HARRIS

WHEREAS It is recognized that trips to destinations outside the United States of America pose risks to travelers; and

WHEREAS the parent(s) and or guardian(s) of the student named below recognizes these risks but still wishes to allow his/her child/ward to travel to a destination outside the United States of America with a group of individuals associated with the Houston Independent School District (HISD);

NOW THEREFORE, the parent(s) or guardian(s), as consideration for the named student to participate in the trip, agrees as follows:

I, the undersigned, agree to assume the risk to my child/ward of his or her traveling to a destination outside the United States of America described in this Release of Liability (Release).

In consideration for my child/ward being permitted to participate in the trip to a destination outside the United States of America, I voluntarily execute this Release with the express intention of releasing the HISD, its trustees, agents and employees and the sponsors and chaperones for this designated trip from all obligations designated in this Release. I hereby expressly release and agree to hold harmless on my behalf, and on behalf of my child/ward, the HISD, its trustees, agents and employees and the sponsors and chaperones who participate in the described trip, from all claims or actions of whatsoever nature, in tort or in contract, which I or my child/ward ever had, now have, or may leave in the future against the HISD, its trustees, agents and employees and the chaperones and sponsors on the trip described, from any liability for injuries or damages which occur to my child/ward or to me as a result of his or her participation in this trip. I expressly waive all claims for medical expenses and wages to which I may otherwise be entitled, and I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and chaperones from all claims made against it or them on behalf of my child/ward.

I agree that neither the HISD or its trustees, agents, employees or the sponsors or chaperones is liable for injuries or damages caused by my child/ward on this designated trip. I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and result from my child/wards actions on the designated trip.

Release of Liability (continued)

I recognize that the HISD has sovereign or governmental immunity under Texas law, and that its trustees, agents and employees and the sponsors and chaperones involved in this trip also have some degree of sovereign or governmental immunity under Texas law. I understand that by requiring the execution of this Release as consideration for my child/ward to participate in the designated trip, the HISD, its trustees, agents and employees and the sponsors and chaperones are not waiving any sovereign or governmental immunity which it or they have under Texas law.

I, the undersigned, have read this Release and understand all of its terms. I have executed it voluntarily and with full knowledge of its significance.

This Release is executed on my behalf and on behalf of my child/ward _____
_____. This trip to destination outside of the United
States of America to which this Release applies is the trip by _____
_____ to be taken to _____
on the dates of _____ through
_____, 201____.

DATE:

_____, 201_____

BY:

Parent or Guardian

_____, 201_____

BY:

Parent or Guardian

BEFORE ME, the undersigned authority personally appeared _____

_____ and _____,
and, after being duly sworn, deposed and said that (he/she/they) signed this Release for the
purpose and consideration state in the Release.

SWORN TO AND SUBSCRIBED before me this _____ day of
_____, 201_____.

NOTARY PUBLIC in and for the
State of TEXAS

Name: _____

My Commission Expires: