

Field Trips-EFD (Local) <http://pol.tasb.org/Policy/Search/598?filter=EFD%20Local>

Field trips and out-of-school activities that are instructional in nature, as well as, those trips that are activities of school clubs and organizations (e.g., Student Council, special interest clubs) and school-affiliated organizations, whether or not they occur during the instructional day, are addressed in this procedure. However, those trips or out-of-school activities that are UIL-related (e.g., athletics, one act play, etc.) are not addressed in this procedure; UIL guidelines as established within the District shall be followed.

All school- or district-related field trips and out-of-school activities must have documented approval from the appropriate administrator/supervisor prior to departure. Local school-related trips (within 50 miles) must be approved by the Principal and the Assistant Superintendent. In-state school-related trips (further than 50 miles) must be approved by the Principal, the Assistant Superintendent, and the Chief Academic Officer. Any out-of-state trip would require approval from the Principal, Assistant Superintendent, the Chief Academic Officer and the Superintendent/Designee.

All field trips taken during the school day, including any end of the year trips, must be educational and related to TEKS objectives. Please keep the following considerations in mind when planning a field trip:

- Prior to requesting a field trip, please review School Board Policies CNB(Regulation) <http://pol.tasb.org/Policy/Search/598?filter=CNB%20Regulation>, EFD (Local) <http://pol.tasb.org/Policy/Search/598?filter=EFD%20Local>, EFD (Regulation) <http://pol.tasb.org/Policy/Search/598?filter=EFD%20Regulation> , FM (Regulation) <http://pol.tasb.org/Policy/Search/598?filter=FM%20Regulation> , FMG (Regulation) <http://pol.tasb.org/Policy/Search/598?filter=FMG%20Regulation> , and FP (Legal) <http://pol.tasb.org/Policy/Search/598?filter=FP%20Legal>.
- Field trips are educational; therefore, all students **shall** be allowed to attend. Only in extenuating circumstances should students not be allowed to attend. In these rare cases, parental contact (by phone or conference) must be made **prior** to the day of the trip to inform the parents why their child will not be allowed to attend.
- High-risk activities are not allowed on trips, (i.e. swimming, canoeing, sky diving, skating, etc.).
- A first aid kit and any student required medications should be taken on each field trip. It is recommended that at least one adult who has had first aid and medication training should be in attendance on each field trip.

Please utilize the following district-approved forms when planning and seeking approval for field trips: *(A copy of the forms are located on the District J Drive under the Office of School Leadership – Field Trips).*

Form A: Field Trip Checklist (FTC) – Required Attachments

To be submitted along with required attachments to the Principal for approval. A copy

of this form and its attachments should be in the possession of the field trip sponsor during the trip.

Form B: Campus Field Trip Proposal (FTP)

Attach to Form A (FTC) when requesting approval from Principal and Assistant Superintendent.

Form C: Field Trip Itinerary (FTI)

Attach to Form A (FTC) when requesting approval from Principal.

Form D: Chaperone Statement Acknowledging Responsibilities & Duties

Attach to Form A (FTC) when requesting approval from the Principal. If the chaperone to be utilized is not a district employee, the chaperone must complete the background check and be approved as a district volunteer before accompanying students in this capacity.

Form E: Field Trip Permission (FTPP) (*Parent Permission Form & Medical Release*)

A copy of this form is required for each student participating on each field trip and must be easily accessible at all times by the trip sponsor or supervising chaperone during the field trip in case of an emergency.

Form F: Chaperone Assignment/List of Students

A copy of this form should be in the possession of the trip sponsor during the field trip.

School Transportation Request Form (*must be entered 10 business days prior to field trip*) The request form is located on *TripDirect*. Go to the Zenworks Screen and click on *TripDirect*. Complete the on-line Transportation Request through *TripDirect* after approval for the field trip has been obtained if district transportation is to be utilized.
**(Please have your funding code information available when completing the form.)*

****FMG EXHIBIT A: Out-of-District Trip Request Form**

Can be accessed utilizing the Spring ISD website in School Board Policy. This form is required for overnight trips.

(<http://pol.tasb.org/Policy/Search/598?filter=FMG%20Exhibit%20A>)

****FMG EXHIBIT B: Regular Season Overnight Trip Request Form**

Can be accessed utilizing the Spring ISD website in School Board Policy. This form is required for Out-of-District trips.

(<http://pol.tasb.org/Policy/Search/598?filter=FMG%20Exhibit%20B>)

***REVISED Process for Approving Title I Field Experiences:**

Educational field trips are allowable ONLY if they meet certain criteria. The Federal and State Programs Department has reviewed Federal guidelines and has determined that all field trips experiences) supported with Title I funds will only be approved if the following conditions are met:

1. Planned instructional activities involve students in learning experiences that are difficult to duplicate in a classroom situation
2. Must support Texas Essential Knowledge and Skills (TEKS) and Objectives
3. Reasonable in cost (entrance fee and transportation costs)
4. Appear as a part of the teacher's lesson plans, which should include activities that prepare students for the trip
5. Follow-up activities that allow students to summarize, apply, and evaluate what they learned from the trip

Schools considering educational field experiences must complete the attached "Application for Approval of Title I Field Experiences" and return to the Federal and State Programs Department for review. Contact information is provided on the application form.

OFFICE/DEPARTMENT: Office of Academics and Student Support Services – Federal and State Programs Department

CONTACT: Kelly Cline, Director Federal and State Programs