

PARENTAL PERMISSION/
SIGNED DISCLAIMERS

Written permission from parent(s)/guardian(s) shall be obtained before any student may participate in any field trip or other activity away from school and under school sponsorship. The written permission must be on a form provided by the District.

A signed disclaimer from each trip participant and his or her parent(s)/guardian(s) relieving the Board, administrators, and staff of the District of any responsibility for financial losses or personal injury, including death, or damages arising from incidents associated with the trip must be on file in the principal's office at least ten (10) days before the trip.

A signed Release of Liability of Student Participation In School-Sponsored Trip(s) Via Alternative Transportation shall be submitted by a parent/guardian for each activity or group (i.e., band, choir, athletics, etc.). The signed release form will be valid for each group for the entire school year.

STUDENT CONDUCT

Students involved in school-sponsored trips are under the same guidelines, rules, and expectations as if they were on campus. A sponsor reserves the right to send any student home at the expense of the student's parents for inappropriate behavior or misconduct that violates the CISD Student Code of Conduct.

SCHOOL SPONSORED
TRIPS

No student shall miss more than two (2) consecutive class days for any school-sponsored trip; nor shall a student miss more than a maximum of ten (10) school days for all school-sponsored trips combined during the school year for trips that are not considered UIL sponsored trips or trips that are above the District level. These trips include, but not limited to, day field trips, overnight trips, out-of-state trips, and international trips. Exceptions may be made only by the Superintendent or designee for special circumstances not addressed in this policy, including above-district competitions.

ABOVE-DISTRICT TRAVEL

For purposes of policy FMG (LOCAL), above-district competition shall be defined as any competition that occurs after the end of the regular season when an individual or team qualifies for post-district competition. Optional competitions or "invitationals"

shall not be designated as above-district. The Superintendent or designee shall make the final determination as to whether or not an event is above-district event.

These provisions shall not limit teacher-organized trips during the summer or school breaks if the trips are in no way connected to the school or District.

School-sponsored trips may not be taken the week prior to or during the weeks of TAKS testing or final exams without the approval of the campus principal.

The sponsor, coach, or director of the requesting group or team must receive final approval for the trip before advertising or soliciting information about the trip to the students, community, newspapers, or parents.

TRANSPORTATION

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent/guardian presents a written request on the District-provided form to the principal or designee before the scheduled trip requesting the student be allowed to ride with the parent, with another person designated by the parent, or to drive him or herself to the event. Unless there is an extenuating circumstance, the written request should be presented to the principal or designee twenty-four (24) hours prior to the event. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

DAY TRIPS

Students shall be allowed to take school-sponsored day trips with prior approval from the school principal.

OVERNIGHT TRIPS

Students shall be allowed to take school-sponsored overnight trips with prior approval from the school principal, the assistant superintendent for administration, and with knowledge and concurrence of the Superintendent.

OUT-OF-STATE TRIPS

Students may be permitted to take out-of-state school-sponsored trips if they are members of a performing group or team at the secondary level. Out-of-state trips shall require the approval of the principal, assistant superintendent for administration, assistant superintendent for business and support services, and the Superintendent.

Out-of-state-trips shall be defined as any travel outside of Texas within the contiguous 48 states.

A student may take up to one (1) international trip every two (2) school years, not to exceed one (1) out-of-state or one (1) international trip per single school year. That is, a student may take one (1) out-of-state trip or (1) one international trip in any one school year. A student may not take both an out-of-state trip and an international trip in the same school year for one organization/group. An exception may be made for a student who is in more than one organization/group by the Superintendent or the superintendent's designee.

INTERNATIONAL TRIPS

Students may be permitted to take international school-sponsored trips if they are members of a performing group or team at the high school level. International trips shall require the approval of the principal, assistant superintendent for administration, assistant superintendent for business and support services, the Superintendent, and the Board of Trustees. Trips shall not be permitted to any country that, currently or in the previous month, was included on the United States Department of State travel advisory list.

International trips shall be defined as travel outside the 48 contiguous states. Hawaii and Alaska shall be considered as international travel.

A student may take up to one (1) international trip every two (2) school years, not to exceed one (1) out-of-state or one (1) international trip per single school year. That is, a student may take (1) one out-of-state trip or one (1) international trip in any one school year. A student may not take both an out-of-state trip and an international trip in the same school year for one organization/group. An exception may be made for a student who is in more than one organization/group by the Superintendent or the superintendent's designee.

Sponsors should collaborate with each other and schedule out-of-state and international trips in such a way as to avoid a student having to choose one organizational travel event over another.

TRIP APPROVAL

Requests for overnight, out-of-state, or international travel shall be submitted through the building principal by end of the third week of the start of the school year the travel is planned. Exceptions may be made in the case of competitive above-district competitions.

Upon approval by the building principal, a copy of the trip request and all related documentation shall be sent to the assistant superintendent for administration for further review.

All requests must include the following information:

1. A detail of clearly defined educational goals, including a detail of educational experiences while in transit.
2. A proposed itinerary including dates of school days involved in the trip.
3. A list of all overnight, out-of-state, or international trips taken by the group or organization for the past four years.
4. A minimum of two bids from travel agencies for trip arrangements, including transportation, meals, lodging, and other necessary expenses for the trip unless waived by one of the assistant superintendents.
5. A financial breakdown for the trip indicating the total amount of money needed to make the trip and the estimated cost per student.
6. The total number of free or “comp” tickets to be provided by the travel agency and a list of names of people that will use the free or “comp” tickets.
 - a. Only full-time District employees and/or parent(s)/legal guardian(s) of Coppell ISD students attending trip and serving as chaperones may use free or “comp” tickets. A chaperone is a full-time District employee or a parent/legal guardian of a Coppell ISD student.
 - b. Every consideration should be used to minimize the cost for students, and if possible, “comp” tickets should be used as a means of reducing the cost for students.
 - c. District employees and/or sponsors may not accept compensation (including “comp” tickets for personal use) from travel agencies or vendors unless the free tickets fall under the guidelines outlined in this policy.
 - d. Any deviations or exceptions from “a”, “b” or “c” will require approval of the Superintendent or designee.
7. A financial accounting of the amount of money on hand in the activity fund and in the booster club account and the amount of money to be raised for the trip.
8. A detailed plan, including dates, of how the necessary funds shall be raised.
9. Sponsors should avoid a conflict of interest when selecting travel agencies, vendors, and chaperones.

CHAPERONES

The District shall require a minimum of two adult chaperones for every overnight trip. For groups consisting of thirty (30) or more participants, the chaperones shall include, but not be limited to:

1. One coach or sponsor of the student group; and
2. One administrator of the school (e.g. principal or assistant principal) represented by the student group; and
3. One additional adult chaperone for every ten (10) students.

For groups consisting of less than thirty (30) participants, the chaperones shall include at least one (1) coach or sponsor of the student group, plus one (1) adult for every ten students.

All administrator travel arrangements and expenses are to be arranged and paid by the organization sponsoring the trip.

Travel arrangement and expenses of the parent/guardian chaperones may be paid for by the sponsoring organization.

EXCEPTION PROCESS

Exceptions may be appealed to the principal, assistant superintendent for administration and the Superintendent or designee.

FINAL AUTHORITY

The Superintendent or designee shall have the final authority for the approval of and the granting of any student exceptions for all overnight or out-of-state sponsored trips. The Board of Trustees shall be informed of out-of-state trips and have final authority to approve all international trips.