

EXTRA-CURRICULAR
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have approval of Superintendent or designee before any travel arrangements and reservations are made or students and parents become involved with any facet of the trip. Out-of-state travel must have Board approval.

Name of Group: NPO News and ECISD AV Production Campus: CTE @ NTO
July 2019, Requested

Date of trip: July 8-22 Grade levels involved: 10-12 Number of students: 14
Number of instructional days: 13 (15 total) Location: London, Paris, Barcelona, Madrid
(Please attach an itinerary)

Funding source: District Budget Campus Budget Department Budget Activity fund Personal

Instructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number of days for each participant? Yes No

Trip function: Cocurricular Extracurricular Competition (Non-athletic)

Trip profile: In-state Out-of-state Overseas Tour Field trip Invitational
 Annual Biennial Post-district Competition associated with a tour or attraction

Transportation mode: School bus School suburban Charter bus plane

How does the trip relate to and benefit the Campus Improvement Plan, District Improvement Plan and/or the TEKS?

Does the trip require fund-raisers? Yes No

Are deadlines established to guide the sponsors/directors if the trip has to be canceled due to lack of funding?
 Yes No

How many sponsors will accompany the students? 3
What is the ratio of sponsors to students? Sponsors 3 / Students 5 (gender appropriate)

Student orientation - Date: May Time: _____ Location: NTO
Parent orientation - Date: May Time: _____ Location: NTO
Sponsor orientation - Date: January 17, 21 Time: _____ Location: Rome
Sponsor criminal background check - Date: _____ This is done through EF Tours

Will any kind of insurance be required? Yes No
Will room and baggage searches be required? Yes No

Medical and travel releases will be required.

Coach/Sponsor: Catherine E. Flecker (Signature) 11/15/18 (Date)

Principal approval: Janet Steppen (Signature) 11/15/18 (Date)
Field Trips/Excursions
UIL Competition

(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

Superintendent or designee
Approval: _____ (Signature) _____ (Date)

Board
approval: _____ (Signature) _____ (Date)
(Out-of-state)

Ector County ISD
068901

COMPENSATION AND BENEFITS
TRAVEL

DEE
(EXHIBIT C)

Form 103

OUT OF STATE
EMPLOYEE TRAVEL APPROVAL FORM

Campus CTE @ NTO Current Assignment Audio Video Teacher

Employee travel may be approved based on the instructional benefits for the students and the District. Out-of-state travel must be submitted to the Assistant Superintendent or Executive Director over the campus or Department. The Assistant Superintendent or Executive Director will review the request and notify the principal. Approval must be granted before an employee registers or makes reservations for a conference.

Name: Courtnee Hembree

Campus: CTE @ NTO Current Assignment: Audio Video Teacher

Name of trip/conference and organizer (i.e., TEPSA, TASA, TAGT, etc.) EF Tours

Date of trip/conference: July 2019, Requested July 8-22 Location: London, Paris, Barcelona & Madrid

Funding source: Budget (school department)
 Activity Fund
 Personal
 Outside Agency

Instructional days out of the classroom: 0 (day/s this trip) (day/s this year)
Substitute required? Yes No

How does this trip relate to the TEKS and/or benefit instruction?
Please explain, including the educational objective:

please see attachment

How does this trip relate to and benefit the Campus Improvement Plan?
Please explain, including the educational objective:

N/A

How does this trip relate to and benefit the District Improvement Plan?
Please explain, including the educational objective?

How will the information learned be shared within the District?

Certifies applicant to train others in the District Report to principals
 Report to departments/others on campus Report to the Board, Superintendent's
Leadership Council, or Instructional Collaborative
Team

Does this trip relate to making a presentation representing the District? Yes No
Who initiated the request? The organization or conference The District TEA
(Please attach the notification of acceptance)

Audio Video TEKS used while in London, Paris, Barcelona and Madrid

- (2) The student understands professional communications strategies. The student is expected to
- . (A) adapt language for audience, purpose, situation, and intent such as structure and style;
 - . (C) interpret and communicate information, data, and observations;
 - . (D) present formal and informal presentations;
 - . (E) apply active listening skills;
 - . (F) listen to and speak with diverse individuals; and
 - . (G) exhibit public relations skills.
- (3) The student understands and examines problem-solving methods. The student is expected to employ critical-thinking and interpersonal skills independently and in teams to solve problems.
- (4) The student applies information technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for audio/video production projects.
- (5) The student understands design systems. The student is expected to analyze and summarize the history and evolution of the audio and video production fields.
- (6) The student applies safety regulations. The student is expected to:
- . (A) implement personal and workplace safety rules and regulations;
 - . (B) follow emergency procedures; and
 - . (C) examine and summarize safety-related problems that may result from working with electrical circuits.
- (7) The student develops leadership characteristics. The student is expected to:
- . (A) employ leadership skills;
 - . (B) employ teamwork and conflict-management skills;
 - . (C) conduct and participate in meetings; and
 - . (D) employ mentoring skills.

Audio Video TEKS used while in London, Paris, Barcelona and Madrid

- . (8) The student applies ethical decision making and complies with laws regarding use of technology in audio and video production. The student is expected to:
 - . (A) exhibit ethical conduct related to interacting with others and providing proper credit for ideas;
 - . (B) discuss and apply copyright laws in relation to fair use and acquisition;
 - . (C) model respect of intellectual property; and
 - . (D) analyze the ethical impact of the audio and video production industry on society.

- . (10) The student applies technical skills for efficiency. The student is expected to employ planning and time-management skills to complete work tasks.

- . (11) The student develops a basic understanding of audio and video production. The student is expected to:
 - . (A) understand the industry, including history, current practice, and future trends by:
 - (i) explaining the beginnings and evolution of audio, video, and film;
 - (ii) describing how the changing technology is impacting the audio, video, and film industries; and
 - (iii) defining terminology associated with the industry;
 - . (D) demonstrate various cinematography techniques by:
 - (i) demonstrating how to frame and maintain picture composition;
 - (ii) demonstrating focusing techniques;
 - (iii) demonstrating camera and tripod movements; and
 - (iv) demonstrating proper exposure and white balance; and