

STUDENT FIELD TRIPS:

EFD
(REGULATION)

PROCEDURES:

The Superintendent of Schools or his designee shall see that all school sponsored field trips are consistent with the district instructional program and provide educational experience for participating students. The campus administration will assume the responsibility of assuring that all field trips are directly linked to the Texas Essential Knowledge and Skills (TEKS) and that they are carried out in accordance with district procedures:

1. A bus request form must be submitted to the campus administration by the teacher(s) requesting the field trip at least twenty-eight (28) calendar days prior to the activity. Preparatory arrangements with the site must be made by the teacher prior to submitting the form. Approval of the trip by the campus administration will be completed at least twenty-one (21) days prior to the activity and forwarded to the appropriate assistant superintendent.
2. Final approval of all student field trips will be made by the appropriate assistant superintendent at least fourteen (14) days prior to the activity.
3. Upon approval, the teacher(s) must secure a parental permission slip signed by the parent or guardian for each participant and secure adequate supervision at a ten (10) to one (1) ratio.
4. Teachers will include the field trip in their lesson plans and will provide an introductory and summarization lesson for each field trip.
5. No student shall be denied the opportunity for participation in a field trip due to economic limitations.
6. No academic advantage can be given to participants of a field trip; non-participants cannot be penalized for not participating in a particular field trip. An alternate assignment must be provided for non-participants.
7. Only one trip may be taken during each semester. No field trips may be taken during periods of district-wide testing.
8. School sponsored clubs and groups involved in extra-curricular activities may take field trips as approved by the principal. These field trips may not be scheduled during school time. These field trips may be paid for by funds raised by the club or extra-curricular organization.
9. Field trips may not be used as rewards.
10. Elementary school students may not take over-night school sponsored field trips. (Elementary school students may take overnight District approved Non-UIL contest trips to be funded in accordance to FMG (REGULATION)).
11. All UIL events and contests are approved trips and will be funded by the district.

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12. Field trips to water parks/pools other than the SISD Aquatic Center are not permitted at any time.
13. Students on school related trips shall not be permitted to participate in any water related activities except at the Socorro ISD Aquatic Center.
14. An adult sponsor shall be seated at the back of the bus immediately next to the emergency exit door at all times while students are in transit.

Approved:

Jose Espinoza, Ed. D., Superintendent

February 7, 2018

Board Committee Review:

February 12, 2018