



Together... We Build Tomorrow!

CLINT INDEPENDENT SCHOOL DISTRICT

FIELD TRIP GUIDELINES

The mission of the Clint Independent School District is to prepare all students to be successful citizens. The District will work in partnership with the community and family to create opportunities for the student to maximize personal potential.

Updated: April 9, 2019

Introduction

These guidelines set forth the policies and procedures used by Clint Independent School District (the "District") to administer local and state funds for the purpose of District approved field trips. The manual contains the internal controls and management standards used by the District to ensure that all funds are lawfully expended. It describes District's procedures, policies, management protocols, and procedures for determining the allowability of expenditures. New employees of the District as well as incumbent employees, are expected to review this manual to gain familiarity and understanding of the District's rules, practices and procedures.

Although this manual is not all-inclusive and cannot address all situations, it does provide general information to assist with standard financial operations and grants management. The processes herein have been developed on the premise that travelers will use good judgment and prudence in the expenditure of District funds at all times. The District has centralized travel arrangement services and procedures. All District personnel with financial duties and program-specific fiscal duties are responsible for the contents. Please contact the Business Services Department with any questions or if assistance is needed. Contact information, legal policies, local policies, and District forms are available on the District's web-site.

Waste, Fraud, and Abuse

To ensure the public receives the most value, the District strives to ensure its administrative management of public, state and federal funds is as effective and efficient as possible, with a high standard of accountability to prevent waste, fraud, and abuse.

All trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's financial resources.

The District prohibits fraud and financial impropriety, as defined below, in the actions of its trustees, employees, vendors, contractors, consultants, volunteers and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety includes, but is not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the District;

- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other District assets, including employee time;
- Impropriety in the handling of money or reporting of District financial transactions;
- Profiteering as a result of insider knowledge of District information or activities;
- Unauthorized disclosure of confidential or proprietary information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by the District;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District;
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment;
- Failure to provide financial records required by state and local entities;
- Failure to disclose conflicts of interest as required by policy; and
- Any other dishonest act regarding the finances of the District.

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

The District has provided a fraud/abuse hotline at 915-926-4160 or web form at http://www.clintweb.net/about/fraud_waste_and_abuse_reporting as reporting options. The hotline and web form are not intended for grievances or other personal issues. Reporting must be made in good faith. Employees who knowingly make false allegations shall be subject to administrative action as described in CAA (Local Policy) and CAA (Regulation).

Field Trips

The Clint Independent School District provides opportunities for field trips to facilitate and enhance the learning process taking place within the classroom. Participation in field trips shall be limited to students, staff, and volunteers of the campus/District. Students may be permitted to take school-sponsored overnight trips for instructional purposes, activities of school-sponsored or sanctioned clubs or organizations, and University Interscholastic League (UIL) or other sanctioned competitions, with required and appropriate approval.

While the District provides field trip opportunities to appropriate locations and facilities, and participation in pertinent programs, field trip participants are responsible for their own behavior and any resulting consequences. The District shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with the campus and District's rules or regulations, the directions of District employees or

applicable law. All student travel will follow state, local and federal policies, procedures and guidelines.

Locally Funded (General Fund) Educational Enhancement Field Trips

Educational enhancement field trips are defined as: The opportunity for students to link their classroom learning, knowledge and understanding of a subject with outside experiences. These realistic, outside experiences (field trips) must have clearly stated objectives that directly correlate to work performed in the classroom and the Texas Essential Knowledge and Skills. Approval must be granted prior to notifying any student, staff or parent of the event. Please review the approval process described below.

Examples of educational enhancement field trips include, but are not limited to:

- Classroom Curriculum Focus
- Building Background Knowledge in the core subjects
- Supplemental Arts
 - Museums
 - Musical Performances
 - Plays or other dramatic Arts presentations
- College Tours
- Connections to the World of Work

Additional Information

- All field trips should begin and end on the campus.
- Inform students of any hazardous, extraordinary, or strenuous activity anticipated during the field trip.
- All field trips should have a connection to the curriculum.
- The class should have a structured field trip activity for the students after they return to the classroom. (Art, journals, descriptive essays, etc.)

Because these field trips are designed to enhance the educational curriculum, they shall not be considered a “privilege” to attend or participate. Therefore, students shall not be required to earn points or be required to meet other teacher established objectives to attend or participate. However, a teacher may deny a student the right to attend or participate on a scheduled field trip based upon his/her record of disciplinary behavior. The student’s record of behavior must be such that it presents a danger to themselves or others on the trip. Parents shall have the right to appeal any disciplinary exclusion directly to the school principal.

Schools must make provisions to assist any student who is unable to attend or participate on an educational enhancement field trip due to his/her inability to pay a required cost/fee.

Federally Funded Educational Enhancement Field Trips

The District does not allow educational enhancement field trips to be funded federally.

Student Conferences or Student Association Trips

This category of trips includes but is not limited to activities sponsored by or supported by the clubs, student organizations, or co-curricular groups. Within this category, students are given the opportunity to participate in leadership and/or character-building conferences, seminars or conventions. These trips may require fund raising for their attendance, but must still be approved prior to fundraising. Approval must be granted prior to notifying any student, staff or parent of the event. Please review the approval process described below.

These trips may include but are not limited to:

- Business Professionals of America Competitions
- Future Farmers of America Shows
- National Honor/Junior Honor Society
- Student Council
- Band or Fine Arts Competitions that are not UIL events

All field trips (such as to recreational parks or non-UIL performances/competitions by invitation), which are funded by fund raising activities, will be required to be approved prior to the start of any fundraising activity and the trip must be fully funded at least 30 days prior to the departure. A purchase order must be generated for approval.

Competitions

Competition-related field trips are defined as those opportunities for students to match their skills and talent against other students by entering regional, state or national academic or extracurricular events that are sponsored by recognized agencies (UIL).

Invitational Events

On occasion, musical groups such as bands and athletic teams are invited to participate in scheduled events in state and/or out-of-state. These scheduled events provide an opportunity for students to showcase their talents and skills. These trips must follow the same guidelines as Student Conference trips and may require fund raising for their attendance, and must be approved prior to fundraising. Approval must be granted prior to notifying any student, staff or parent of the event. Please review the approval process described below. Examples may include the following:

- The high school band has been invited to participate in the Walt Disney Candlelight Procession in Orlando, Florida.
- The high school basketball team has been invited to participate in a Holiday Basketball Tournament in Honolulu, Hawaii.

End-of Year Reward Field Trips

The District will not approve any end-of-year reward field trips. All field trips must have an instructional focus. Any field trip proposed to celebrate success on state assessments or the completion an academic year will not be approved.

Check List

The teacher should provide the following information, if applicable to campus administration and office staff, prior to the trip.

- Date, site and time of the trip
- Campus contact person(s) responsible and their e-mail
- Name of persons who are assisting/attending
- Objective of the trip and planned activities/lesson plans
- Planned activities after the trip
- Make arrangements for lunch or snacks, if necessary
- A copy of the parent permission letter with all the pertinent information
- A list of the students traveling, their parent/guardian and their phone number for the campus and for you
- Provisions for special needs students
- The volunteers have been cleared by Human Resources
- Name tags for the students
- Trip schedule
- Field trip rules for student
- Questions a student may ask at the museum, farm, etc.
- Requests for student travel shall be submitted on the Student Development Trip Request form located on the District's web-site
- Complete trip forms must be submitted at least one month prior to travel date or as soon as possible via the Skyward system
- Professional sponsors are encouraged to arrange for sponsors to travel with students that support the gender of the students

Non-District Passenger

- Every non-district employee (parents, chaperones) or non-district student passenger must obtain an approved Volunteer Release Form (background check) from the Human Resources Department and the form is maintained by the campus.
- A copy of the form must be submitted to the Transportation Department along with the Field Trip Request Form.
- Trips which include non-district personnel, without an authorized Release form (background check) will not be approved or granted.

Approval Process

Educational enhancement field trips meeting the above definition may be approved at any time during the school year, except during the established exclusionary period, as follows:

- The first week of the school year
- The first day back from an extended school holiday
- One week prior and during State Assessments administered on the campus

- Trips may be taken the last 30 days of school, but approval must be obtained 60 days prior to the trip date

Approval is obtained by generating a purchase order and it has been approved by all required reviewers. Approval must be granted prior to notifying any student, staff or parent of the event.

Rates for meals or other travel related expenses are those listed in the Federal and Local Travel Guidelines and Procedures located on the District web-site. All guidelines, as listed in the Federal & Local Travel Guidelines & Procedures must be followed.

Requests for transportation should be made as far in advance as possible. Buses must be scheduled and availability of the bus and driver is questionable.

If student activity fund are going to be used and the fund raising event has not occurred or funds are not available, District approval is granted by entering a purchase requisition into the finance system and receiving full approval via the system, for 1 cent. The description will be entered as "Requesting Pre-Approval". This will provide the campus with approval to inform the staff or student group that the requested trip will be approved, if funds are raised.

The principal shall review all proposed educational enhancement field trips based upon the above definition and follow purchase order issuance and timelines. It shall be the principal's discretion to approve or deny the preliminary request for any local educational enhancement field trips. Trips may require the approval of the Instructional Services or other departments. Availability of busing is always questionable and the Transportation Department approval is also required. The actual lesson plans for the field trip must also be included and attached to the purchase requisition at the time of submission and are reviewed by the campus principal during the approval process.