



MERCEDES
INDEPENDENT SCHOOL DISTRICT

Travel and Field Trip Guidelines

2025-2026

Mercedes ISD Travel and Field Trip Guidelines

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I. INTRODUCTION

This manual is designed to provide a set of standardized guidelines for in-district and out of district travel for employees, board members, and students.

Administrative staff, principals and department directors are responsible for implementing the travel procedure manual. The meal per diem, lodging and mileage as set forth in this manual are the maximum amounts authorized by board policy.

This manual supersedes all prior publication regulating District Travel.

"The General Appropriations Act, House Bill 1, 77th Legislature, contains maximum allowable travel reimbursement rates for meal and lodging for amounts paid from any State or Federal Revenue source/program.

Forms can be found at the following links:

- All Purchasing Forms link:
https://www.misdtx.net/apps/pages/index.jsp?uREC_ID=1620546&type=d&pREC_ID=1758807
- MISD Policies on-line can be found at: <https://pol.tasb.org/Home/Index/638>
- Map quest Link: www.mapquest.com
- U.S. General Services Administration Link (per diem):
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

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II. EMPLOYEE TRAVEL

Before any travel expenses are incurred, the appropriate approval must be obtained. "An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with prior approval of the employee's immediate supervisor." [DEE (Local)] For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the district. Receipts must be submitted for expenditures other than mileage and per diem. Only expenses that are approved on the Travel Authorization Form will be reimbursed.

Employees traveling on behalf of the school district on school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses (only when overnight stay is necessary or approved) and registration costs. When filling out travel forms the conference registration form, itinerary, and map quest print out must be attached to the Travel Request Form. When a group of school district employees are traveling together to the same place and attending the same meeting a Travel Request Form must be filled out for each person attending. **Four or more employees traveling together must use a school vehicle in order to minimize mileage expenses for the district.** All travel receipts must be turned in and cleared with the business office before an employee attends another conference/meeting/seminar.

Expenses that require prepayment, such as registration fees and airline tickets, can be made by completing a requisition and forwarding to Business Office. Each requisition must include the name of the staff member (name change cannot be inserted after a Travel Request is approved), date and location of the conference, the hotel or vehicle reservation number and a description of the expense. A completed registration form must be attached. Travel Approval and expenses will be made in the same fiscal year.

A. Travel Authorization

Travel approval is required for In-Valley and Out-of-Valley Travel. All Out-of-Valley/Overnight travel must be submitted to the Superintendent or designee. In-Valley travel that does not require a purchase order still requires the approval of the immediate supervisor. A Travel Request Form must be submitted and approved prior to attending the conference. Failure to obtain prior approval will result in the staff member being responsible for any associated fees and will make them ineligible for reimbursement. In-Valley travel that requires payment must be submitted at least **three weeks** prior to the scheduled travel. All Travel Request Forms must be submitted through the Informed K12 system.

B. Funds Availability

Administrative staff, principals, and department directors will be responsible for ensuring funds are available to cover the scheduled travel. If the account number listed shows insufficient funds, the travel request will not be approved. A budget transfer will need to be initiated to ensure funds are available.

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C. Purchase Orders & Check Availability

"For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures" [DEE (Local)]. All requisitions must have all supporting documents before they are submitted to the business office for check processing. *The requisition with a completed Travel Request Form, appropriate signatures, and attachments on conference and/or workshop information indicating conference dates, agenda, times, fees will be required before processing.*

Requisitions with all the correct supporting documents must be in the business office no later than Tuesday by 11:00 a.m. so that a purchase order can be issued and a check can be ready by Thursday of the following week. Travel plans must be made with ample time for check processing. If the requisition is not submitted on a timely basis, the employee will still be allowed to travel but all expenses will be reimbursed upon their return providing that all the necessary paperwork along with original receipts are attached to the requisition.

D. Staff Travel Guidelines

The following are the travel guidelines for all staff. Registration fees will be paid only according to membership rates. All travel needs deemed necessary will be based on the appropriate approval by the immediate supervisor and availability of funds.

In-District Travel

Personnel of the School District who are required to use their personal automobiles for travel between schools and in the school district are eligible for reimbursement at the rate equal to the current rate limit approval by the IRS and the School Board. **No Lodging or Meals are provided for in-district travel.**

- a. Travel must be between school buildings or from one location in the district to another in or outside the District. Reimbursement will **ONLY** be granted for travel incurred while moving between different locations for work purposes. Employees who are assigned to different schools but do not travel to another school on the same day are not eligible for reimbursement.
- b. A record of distances traveled and dates is to be maintained by the employee
- c. Reimbursement will be made each month and request for reimbursements must be made on the Monthly Mileage Report Form with proper supervisor signatures.
- d. Mileage out of the school district's boundaries or for those who occasionally attend a meeting or are required to attend school functions outside the district, which involves travel in a personal vehicle must fill out a Travel Mileage Report (Exhibit L) to be reimbursed for mileage.

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E. Intra-District Travel

Employees should use a district-owned vehicle as the preferred method of transportation. If a district-owned vehicle is not available, the employee shall be authorized to use their personal vehicle with prior approval. The Monthly Mileage Report should be submitted and the Intra-District Mileage Chart shall be referenced. Mileage will not be reimbursed to submit documents to other campuses/departments that could be submitted via inter district mail.

Allowable Intra-District travel include the following:

- Homebound services
- Special Education testing
- Truancy visits
- Remote conferencing services
- Travel involving student services
- Safety and security visits
- Other travel as approved by the Business Office

F. In-Valley Travel

Employees attending meetings, in-services, and trainings, within the Mercedes ISD District area, which is considered "Roma to Brownsville" will only be eligible for mileage reimbursement. A complete Monthly Mileage Request Form or Map Quest with appropriate approval needs to be submitted for reimbursement.

G. Out-of-Valley Travel

Prior approval is required for reimbursement for all out of district travel. Personnel are encouraged to attend meetings and conferences related to their assignments and duties. Travel outside the School District must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. The Superintendent or designee shall approve employee travel outside the school district. Reimbursements for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Pre-approved expenses for registration shall be limited to the actual cost of the registration. If meals are provided by the conference/meeting a reimbursement/per diem is not allowed.

The district will reimburse the per diem rates. When overnight travel is required receipts are not required to be submitted with your travel form. By signing your travel reimbursement form, the employee is attesting to the fact that they have spent the amount specified. In order to qualify for the per diem rates you must leave before or return by the specified times.

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H. Meals per Diem Out- of-Valley

- a. Breakfast will be reimbursed if leaving Mercedes ISD prior to 8:00 am.
- b. Lunch will be reimbursed if leaving Mercedes ISD before 12:00 p.m.
- c. Dinner will be reimbursed if leaving Mercedes ISD before 5 p.m.

*NEW*For Employees travelling out of the Valley, they will receive the per diem amount for the specific destination of travel in accordance to the new Federal Rate Schedule at www.gsa.gov . The per diem breakdown for breakfast, lunch and dinner can be found under the TRAVEL tab and the PER DIEM LOOKUP.

<http://www.gsa.gov/perdiem> a copy of the information pertaining to the employees travel must be attached to the Expense Travel Form.

The per diem allowance is to be used at the employee's discretion and will be allowed when traveling out of the valley. No receipts are required for the per diem to be reimbursed. Any amounts incurred in excess of the per diem allowance will be at the employee's expense and are ineligible for reimbursement. *The District will not reimburse tips and gratuity.* No person shall claim another person's meal expense on their expense reimbursement report. **When employees are traveling with students the per diem rate does not apply, employees are given the same per diem rate as the students.**

I. Garage/Parking Fees Out- of-Valley

Employees who incur garage or parking fees during travel are eligible for reimbursement. To seek reimbursement, the employee must provide a receipt for the expenses and include this request on the Out of Valley Expense Statement Form (Exhibit K).

J. Mileage Reimbursement

If an employee uses his/her privately owned vehicle while carrying out District Business, the employee is eligible for mileage reimbursement. Reimbursement for mileage will be made on a monthly basis. Staff must submit the Monthly Mileage Claim form with the appropriate signatures in order to obtain reimbursement. Reimbursements will be limited to the current school year. The Mercedes ISD Intra-District Mileage Chart will be referenced within the district boundaries.

K. One Day Trip

Trips in which you leave and return in the same day and are out of the District area are considered a one day trip. Mercedes ISD District area is considered "Roma to Brownsville". Trips where an overnight stay is not required are not eligible for meal reimbursements.

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L. Lodging

Lodging will be reimbursed for authorized travel at the actual cost of the room for the applicable city and state; however, it may not exceed the allowable rate established by the GSA per diem guidelines (<http://www.gsa.gov/perdiem>). If the city and state are not listed on the GSA schedule, the maximum allowable lodging rate will be \$96.00 per person, per night, plus applicable taxes. If the lodging is the designated host hotel for the conference or event, and the rate exceeds the GSA per diem, it may still be approved. Hotel taxes are separate from the actual lodging rate. City and County taxes must be itemized on the requisition to be included with payment. Employees should obtain a tax exempt certificate from the Business Office prior to travel to eliminate payment of non-applicable taxes.

State taxes will not be reimbursed to the employee if the employee neglects to provide the tax exempt certificate to the hotel or if hotel arrangements were not made in advance with a requisition that included tax. The total lodging expense will be prorated among the individuals sharing the hotel room. Hotel accommodations will cover the cost of one room for the maximum number of staff allowed to share a room, provided that occupants are of the same gender, budget permits, and the arrangement is approved by the immediate supervisor.

An itemized receipt should be turned in with travel report. The school district will not reimburse in-room movies, in-room food or beverage items, personal phone calls, or hotel internet services.

M. Transportation

a. Air Travel

Air travel will be authorized if it is determined feasible, efficient, and economically advantageous to Mercedes ISD

b. Privately Owned Vehicle

The use of a privately owned vehicle is allowable when it is deemed the most feasible and economically advantageous for the district. The use of a privately owned vehicle must receive prior approval by the immediate supervisor. Parking fees will be eligible for reimbursement with original receipt. Original, itemized receipts must be provided when using a personal credit or debit card for gasoline purchases in order to be eligible for reimbursement. Employees traveling alone will be paid an amount equal to the most economical airfare available if they choose to use their vehicle instead of flying to their destination. If a group of employees are flying to the same destination and one chooses to use their personal vehicle that employee will be reimbursed the lesser and most economical rate of travel (air fare or mileage reimbursement).

c. School District Vehicle

Employees must check with the Transportation Department in ample time to reserve a vehicle and

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to check out a gas credit card. Only the district gas credit card can be used to purchase gasoline for a district vehicle. If a school vehicle is not available, reimbursement will be at the IRS allowable rate per mile. The school district encourages car-pooling when employees are attending the same conference, function, or meeting.

d. Rental Vehicles

The use of rental vehicles is permitted when it is determined to be economically advantageous for employees. All rental vehicle expenses must receive prior approval from the immediate supervisor. When traveling in a rental vehicle, the District's gasoline credit cards must be used for fuel purchases. Mileage reimbursement will not be permitted when a rental vehicle is used. Prior to obtaining a rental vehicle, staff must contact the Business Office to obtain a copy of the District's insurance and provide it to the rental company.

Pre-approved expenses for transportation in a rental car are limited to the cost of a Class "C" rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

N. Miscellaneous Travel

Parking and other miscellaneous expenses will be paid by returning the receipts and accompanied by the travel reimbursement form. All original receipts for hotels, rentals and/or any miscellaneous receipts that were associated with the travel must be turned in upon travel arrival for reimbursement if approved. Charge slips are not considered original receipts

O. Cancellation Penalties

In some instances the employee will need to cancel his/her travel plans. If the employee does not attend a conference, he/she will be responsible for any cancellation fees.

P. Employee Travel- Travel Request form and Travel Reimbursement Form

1. All travel must be approved prior to traveling. Approval is done through a travel request form. When submitting the travel request form to your principal/dept. head please state the following:
 - Name of person traveling (names cannot be added or changed on the form once it has been approved by administration) each person must receive travel approval.
 - Dates of travel
 - Conference/Meeting Title
 - Conference/Meeting Sponsor
 - Conference/Meeting Location
 - Brief explanation of benefits to participant
 - Special requests (car rental)/ mileage
 - Estimated meal costs

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- Estimated hotel accommodation costs
 - Account Code to be charged
 - In cases of unforeseen travel circumstances, reimbursement requests must receive approval from the CFO.
2. Keep copy of approval (travel will not be reimbursed without prior approval). Use the district's Travel Request Form to process for reimbursement. The Travel Request Form must be submitted through the Informed K12 program.
 3. Reimbursement may take up to 15 working days to process once the request has been submitted to the Business Office.
 4. Always attach supporting documentation. Without proper documentation your Travel Expense Form will not be processed until submitted. Backup includes a copy of the registration, conference agenda, travel request approval, a copy of MapQuest, a copy of Federal Rate Schedule, etc.
 5. Include the date and time of departure and the date and time of your return to Mercedes.
 6. Conference registration must be paid directly to the vendor through a purchase order, and the Travel Request Form must be approved prior to payment.
 7. If a vendor does not take purchase orders, please state that in your requisition. Allow at a minimum 72 hours for processing registration fees. Registration fees that are within 72 hours of meeting may not be processed, unless it involves student travel that was unexpected.
 8. Account code must be clearly listed on travel form.
 9. All signatures must be present for payment to be considered.
 10. Employee must take the Hotel Occupancy Tax/Sales Tax Exemption Form.
 11. Lodging will be reimbursed according to the Federal Rate Schedule found at www.gsa.gov. The maximum lodging per diem depends on the travel destination in accordance to the Federal Rate Schedule. When traveling on school business you may use hotels on state contract. These hotels typically have a block of rooms available at the state rate, so make your reservations early. You may find a listing of the hotels and the rates available at the Texas Building and Procurement website http://hotel.cpa.state.tx.us/hotel_directory/. Once you are in the website scroll down to Hotel Rates. Click on FY 2021 Hotel Directories, click on in-state hotel listing. You will find the listing of hotels under state contract and the contract rate. It is in alphabetical listing by city. If the city is not on the GSA the maximum lodging rate is \$96.00.
 12. Mileage will be reimbursed according to the mileage calculated on www.Mapquest.com. No exceptions. Use www.mapquest.com to calculate mileage when traveling out of district.
 13. Original itemized hotel receipt must be returned with Travel Reimbursement Form. If you are sharing a room, please note that on your Travel Request Form.
 14. Parking and other miscellaneous expenses will be paid by returning the receipts and accompanied by travel reimbursement form. We will not reimburse for Valet Parking, unless there is no other alternative. Justification will be required.

III. STUDENT TRAVEL

Students may be permitted to take school sponsored trips for activities of sanctioned clubs or

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organizations, UIL, or other sanctioned competitions, recognitions, or special invitation. Sponsors should submit **ALL STUDENT TRAVEL REQUESTS** three weeks in advance or as soon as the sponsor knows about the trip to ensure travel approval, registration, and that per diem checks are issued on a timely basis.

A. Rules and Regulations

All students, staff, and chaperones are required to always uphold and follow District policies and standards of conduct.

Curfew shall be no later than 10:00 p.m. unless otherwise mandated to accommodate school trip requirements.

No students, coaches or sponsors of the opposite gender will share a room.

1. Room Checks

Room checks should be conducted each night on all overnight trips by Organization Sponsors. Sponsors of the same gender shall conduct the room checks. A room check shall consist of, at a minimum, the following:

- Walking into each hotel room to ensure all students assigned to that room are accounted for;
- Checking beds, closets, refrigerators, and bathrooms for contraband; and
- Ensuring that no unauthorized individual is in any District hotel room.

Room checks shall continue for at least two hours after curfew and at least one hour prior to the morning start. The time of each room check should be documented.

Monitoring of the halls will continue throughout the night as a method of verifying that students remain in their assigned hotel rooms. Sponsors and coaches should arrange a shift schedule to adequately monitor hotel halls after curfew.

Each head coach and or head sponsor must have a room key for each District hotel room that contains District students.

2. Student Misconduct

The MISD Student Code of Conduct is in effect at all times on school trips. Behavior of any student that may constitute bullying, sexual harassment, or discrimination as defined by the District's Board policies should immediately be reported to the designated program director and campus principal(s). Sponsors, coaches and chaperones shall take immediate and reasonable steps in response to reports of misconduct to ensure the safety of students. Any criminal activity should be immediately reported to law enforcement of where the incident occurred.

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If the District coach or sponsor determines that a student's conduct poses a risk of safety to themselves or others, the District reserves the right to request and make arrangements for that student to receive immediate intervention unless cleared to return home. Students that engage in misconduct will be disciplined in accordance with the MISD Student Code of Conduct.

Upon return from the school trip, the Title IX Coordinator shall be immediately notified of any conduct that may meet the definition of sexual harassment or discrimination in accordance with District Board Policy.

3. Employee Misconduct

District employees are on duty at all times during school trips. Each sponsor, coach, and chaperone shall abide by District Board policies and standards of conduct. Sponsors, coaches, and chaperones are expected to work cooperatively as a team and model appropriate behavior for students.

Behavior of any employee that may constitute sexual harassment, discrimination or other prohibited conduct as defined by the District's Board policies should be immediately reported to the appropriate District official. Any criminal activity should be immediately reported to law enforcement of where the incident occurred.

Any District supervisor on a school trip who receives a report of prohibited conduct shall immediately notify the appropriate District official provided in the District's Board policies.

Failure to follow procedures outlined in these guidelines may result in discipline, including and up to termination of the employee's contract or employment with the District.

4. Electronic Communications

In accordance with District Board Policy, sponsors, coaches and chaperones shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student. Any communications with District students shall only be made in accordance with District Board policies, MISD employee handbook, and the District's ethical standards of conduct.

B. Field Trip Travel Authorization

All off-campus trips must be submitted through the Informed K12 program. Off-campus trips that include Out-of-Valley travel, Out-of-State travel, or District overnight stays must receive approval at least three (3) weeks in advance from the Principal, Safe Schools Director, Curriculum Administrator, Superintendent or designee, and/or the School Board. Off-campus trips that are In-Valley (within Starr, Hidalgo, Cameron, and Willacy counties, e.g., Roma to Brownsville or Raymondville) and do not include overnight stays must receive approval at least three (3) weeks in advance from the Principal, Safe Schools Director, and the Curriculum Administrator. Do

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not submit duplicate requests for these trips. The request form must include the signature of the nurse for regular trips or the signature of the athletics director or trainer for sports-related trips.

C. Updates/Changes to Student Roster

When possible, provide alternate students to avoid adding participants at the last minute. Students added on the day of the trip or event will not be allowed to attend due to safety and student well-being considerations. If an update to the student roster is necessary, the revised roster must first be submitted to the campus nurse for clearance and then to the campus principal for approval. Once approved, a copy of the trip documentation must be submitted to the Business Office to upload into the Informed K12 program for in-valley, non-overnight trips. For out-of-valley or overnight trips, the form must be submitted to the Office of Safe Schools.

D. Funds Availability

Administrative Staff, Principals, and Department Directors will be responsible for ensuring funds are available to cover the scheduled travel. If the account number listed shows insufficient funds, a budget transfer will need to be submitted before the requisition can be generated so please allow ample time for the budget transfer step. The budget transfer must be submitted to the Business Office at least two weeks prior to the scheduled travel.

E. Parent Authorization

Before a child is permitted to attend a school-sponsored trip or extracurricular activity, a "Parental Authorization for Student to Participate in School-Sponsored Trip" form must be completed and signed by a parent or guardian for each specific trip or event. If the child is involved in multiple activities or school-sponsored events, a separate form is necessary for each individual trip and/or activity. Before a student to go on a trip, a written permission slip must be signed by a parent or guardian. It is the responsibility of the trip coordinator, sponsor, or coach to ensure that there is a permission slip for each student attending the trip. All sponsors and field trip coordinators are required to carry the "Parental Authorization for Student to Participate in School-Sponsored Trip" containing the student's medical information and emergency contact details in case of any emergencies during the trip. Athletic trainers or coaches must carry the student's sports physical form during athletic activities or events.

F. Chaperones

Staff and chaperones must exercise caution and be vigilant over the students during the trip. Mercedes ISD administrator, trip coordinators, or coach/sponsor will:

- Establish a process for regular accounting for all students and staff, both periodically when activities change (such as before boarding the bus to return).
- Determine adequate supervision for overnight stays (how frequently to check the room, etc.).
- Determine how many chaperones are needed for the trip.

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- First Aid/CPR trained chaperones/staff are required - **at least one chaperone on each field trip should be First Aid/CPR certified.**
- All chaperones including volunteers must review and sign the guidelines for field trip chaperones form.
- Provide a pre-trip orientation for the students and chaperones that might include the following topics:
 - Behavior expectations, including the fact that school behavior and discipline rules apply on field trips
 - Activities the students will be participating in acceptable areas for the student to enter at the facility
 - Special hazards that have been identified
 - An itinerary of the trip
 - A general map of the area
 - The importance of washing hands after activities (especially if handling toxic substance or petting animals)
 - The importance of staying with the group
 - What to do if separated from the group
 - Procedures for walking in high traffic areas
 - Use of the buddy system
 - Other related information

Proper supervision has four basic components:

Presence and attentiveness

- Keeping students easily in sight (If one of the chaperones cannot see the students, the students are not being properly supervised)
- Not becoming distracted from duties
- Being physically able to participate in the activity as needed

Student behavior monitoring and intervention

- Being knowledgeable of and consistently enforcing school rules and policies
- Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
- Taking appropriate action when rules are not followed, or a student is in danger

Hazard surveillance and intervention

- Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
- Checking the areas visited, and appropriately addressing hazards
- Responding appropriately to emergencies
- Handling emergencies that occur properly to reduce potential injury and damage with a readily accessible CPR/First Aid certified staff member

Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and

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whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

G. Staff to Student Ratio

Mercedes ISD mandates a supervision ratio of **10 students per one chaperone** for both valley and out of valley student field trips. A higher number of chaperones may be required for field trips that include behaviorally, physically or cognitively challenged students or student overnight trips. Additionally, it is essential to ensure that at least one chaperone of the same gender as the students attending is present. A school nurse, educational resource officer, or bus driver are not considered

a chaperone. The nurse's responsibility is to attend to the medical needs of assigned students and to respond to medical emergencies. For a regular field trip, it is required that at least one campus administrator accompanies the students.

H. Volunteer Field Trip Chaperones

- Administrators must check the approved volunteer list to confirm the chaperone has been cleared.

For any volunteer chaperone who has not been cleared, they must complete the following:

- Fill out a volunteer form with the parental department.
- Pass a background check.
- Show evidence of a negative TB screening or chest X-ray.
- Be physically able to monitor students.
- Be at least 25 years old.

I. Sponsor or Coach Requirements

A district employee who serves as head director of a school marching band, head coach, or chief sponsor of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

- Campus principals are responsible for ensuring that any school district employee at their campus serving as the chief sponsor for an extracurricular athletic activity, which is sponsored or sanctioned by the school district or the University Interscholastic League (UIL), must maintain and submit proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Campus principals should maintain a list of campus sponsors meeting this criteria to ensure adherence to this requirement.
- The athletics department will be responsible for ensuring that coaches comply with this requirement. Similarly, the band director will be responsible for ensuring that their program meets this requirement.

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J. School Nurse

Students with medical needs:

- The school nurse must receive the District-approved student roster form through the Informed K12 program from the responsible individual (e.g., administrator, trip coordinator, or sponsor) planning the trip. The roster must include a list of students attending the trip and must be submitted at least three (3) weeks prior to the scheduled field trip. A school nurse will be sent on student field trips excluding sports if a student has a medical intervention that a nurse **cannot** safely delegate to an unlicensed staff member. For example a specialized procedure (i.e. catheterization, tracheostomy) or medications that require specialized training to administer (i.e. IM injections, CGM). Other indications for a school nurse to attend would include a large class life skills trip/event or campus-wide trip.
- For students with diabetes, they must be accompanied by the campus UDCA (unlicensed diabetes care assistant) or if not available the school nurse. If the parent or guardian of a diabetes student assumes responsibility, a UDCA or nurse is not required to attend the trip.
- For sports related activities, the athletic trainers and coaches will be responsible for the medical needs and medications of the students including students with diabetes.
- If a school nurse does not travel on the field trip and it is determined that there is a medical emergency with a staff member or student, the responsible staff member must contact **EMS (911) FIRST**, remain calm. If trained and applicable initiate CPR and/or administer emergency medications or first aid. Subsequently, notify the student's parents. The responsible staff member will then contact their immediate supervisor, who will inform the Safe Schools Director and Superintendent of Schools. The Safe Schools Director will make contact with the Lead Nurse.

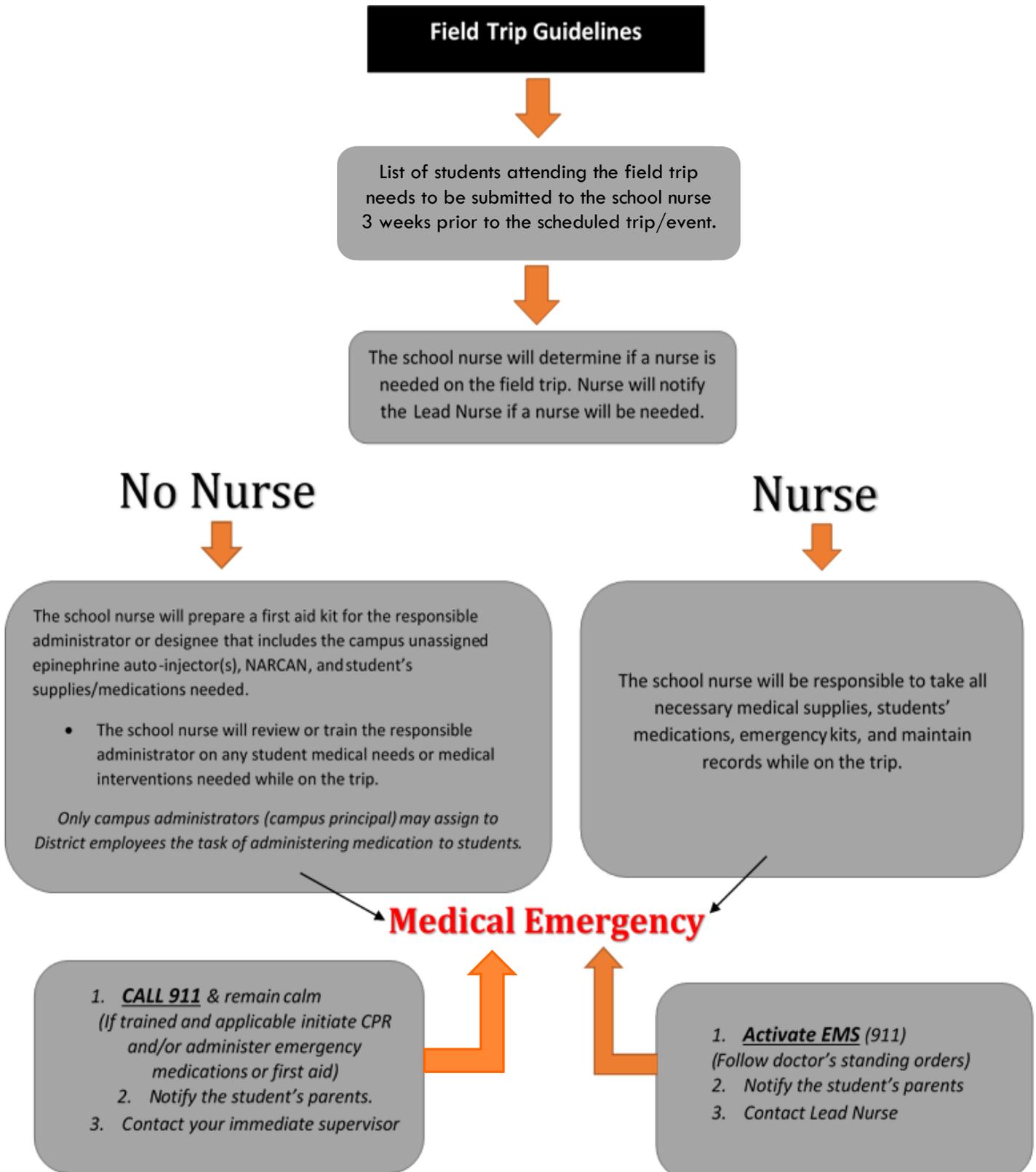
Nurse Responsibilities for student field trips:

- When the school nurse receives the list of students attending the trip through the Informed K12 program from the responsible staff member, the nurse will review the roster, assess the medical needs of the students, and identify any relevant health conditions that may require attention during the trip. Once the nurse determines a nursing intervention cannot be carefully delegated to a non-licensed staff member, arrangements must be made for a nurse to accompany the student(s) on the trip, and notify the lead nurse. If the parent or guardian of the student assumes responsibility, a nurse is not required to attend the trip.
- If a nurse will not be accompanying the trip, the nurse will furnish the responsible administrator or designee, the campus field trip first aid bag to take on the trip. The bag should include if available the campus unassigned epinephrine auto-injector(s), NARCAN, and any necessary student medical supplies or medications.
- If an administrator or school nurse is not attending the field trip, the campus administrator may delegate the task of administering prescription or approved nonprescription medication by the district's medical director to an appropriate staff member attending.
 - The school nurse will train the designated employee delegated by the principal who has not received training on medication administration. Documentation of training will be kept in the school clinic.

Mercedes ISD Travel and Field Trip Guidelines

- In cases where student medications need to be administered during the trip, the school nurse will conduct a review of the field trip medication handoff record (Exhibit J) with the designated individual. Both parties involved, the school nurse and the designated individual, must sign the record to acknowledge the transfer and administration of medications.
- If a school nurse will be accompanying students on the field trip, the school nurse will be responsible to take all necessary medical supplies, students' medications, emergency kits, and maintain records while on the trip. If a student experiences a medical emergency, the school nurse will activate Emergency Medical Services (EMS/911) and provide appropriate medical assistance until EMS arrives. The school nurse will notify the Lead Nurse and request over the phone assistance if needed. Furthermore, it is required that the administrator, trip coordinator, or sponsor promptly notifies the student's parent and their immediate supervisor, who will inform the Safe Schools Director and Superintendent of Schools.

Mercedes ISD Travel and Field Trip Guidelines



Mercedes ISD Travel and Field Trip Guidelines

Field Trip Emergencies

Emergencies can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)
- Accidents (bus, district vehicles)

Actions to take when an accident occurs, and a student is hurt

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student
- Summon professional medical attention
- Report the accident to the responsible school staff member
- Administer first aid as trained
- Make sure the injured child is always attended by an adult
- Contact the school administrator and parents/guardians as soon as possible
- Document the accident

Medical Emergency on the Bus

- Follow bus accident and suburban protocols.

Bus Accident/District Vehicle Accidents

- Follow bus accident and suburban protocols.

Emergency communication

- Provide a method for communication (such as a cell phone) in the event of an emergency and have an alternate method if the primary means doesn't work.
- Provide phone numbers for field trip staff to use to contact a school administrator on a 24-hour basis in an emergency. Contact a school administrator promptly in the event of an unusual incident and any student injury. Allow the school administrator to contact parents/guardians in serious situations.

Emergency equipment and trained staff--Take the campus first aid bag and other emergency and lifesaving equipment/tools on the trip.

K. Water Activities

Avoid water activities that do not have a certified lifeguard.

A campus that authorizes a child to engage in an organized water activity shall:

- Require the child's parent/guardian to affirm in writing whether the

Mercedes ISD Travel and Field Trip Guidelines

child is able to swim or is at risk of injury or death when swimming or otherwise accessing a body of water;

- Provide each child who is unable to swim or is at risk of injury or death when swimming with a properly fitted and fastened Type I, II, or III, US Coast Guard approved personal flotation device; and
- Ensure the child is wearing the personal flotation device and the device is properly fitted and fastened for the child.

These requirements to provide a flotation device **do NOT** apply if the child is actively participating in swim instruction or a competition; and the child is closely supervised during the instruction or competition.

L. K-9

For all out of valley and overnight trips, a K-9 unit will be employed for inspection before departure. The presence of the campus principal, administrator, or director is mandatory during the searches. ***Requests for K-9 services must be submitted by campus administration one week prior to the scheduled trip using the MISD Zendesk system.***

M. Overnight Procedures

Arrangements: Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender- specific, and roommates are close in age. The chaperones must be assigned separate rooms from the students and will not share the same sleeping quarters. The campus principals or department director will be responsible for determining the number of students per room, taking into consideration the available beds.

Supervision: Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students always have supervision while on a school sponsored field trip. A list of students, with room assignments, **must** be provided to all chaperones and staff on the trip. Please refer to page 12, section A, for requirements on room checks.

Providing information to parents/guardians: Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the field trip packet.

N. Meals per Diem

A daily allowance of twenty-one dollars will be allowed for each student traveling with-in the Region One area and twenty-four dollars for Out-of-Valley Travel. The daily allowance are subject to updates once they become available for the preceding school year.

In-Valley Travel \$8.00 per meal

- Breakfast will be reimbursed if leaving Mercedes ISD prior to 8:00 a.m.
- Lunch will be reimbursed if leaving Mercedes ISD before 12:00 p.m.

Mercedes ISD Travel and Field Trip Guidelines

- Dinner will be reimbursed if leaving Mercedes ISD before 5:00 p.m.

Out-of-Valley Travel \$8.00 per breakfast, \$9.00 per lunch, and \$10.00 per dinner

- Breakfast will be reimbursed if leaving Mercedes ISD prior to 8:00 a.m.
- Lunch will be reimbursed if leaving Mercedes ISD before 12:00 a.m.
- Dinner will be reimbursed if leaving Mercedes ISD before 5 p.m.

A signed Students Roster for Field Trips receiving meal money or a group receipt from the restaurant will need to be submitted to the Business Office within 5 days of the field trip.

If meal arrangements are made with the restaurant and payment is made directly to the restaurant, a purchase order will need to be generated before the event. If the sponsor/coach chooses to pay for the meal as a whole group with the student's per diem, an itemized receipt from the restaurant can be turned in with any leftover change to the business office. A list of students will need to be submitted along with the purchase order before payment is made to the vendor. Per diems for sponsors/coaches when traveling and staying overnight with student will be the same as the students. **For school-sponsored field trips lasting over three hours, a meal must be provided to the students participating.**

O. Lodging

Lodging will be provided for authorized travel at the actual cost of room according to city and state on <http://www.gsa.gov/perdiem> if the city and state is not on the GSA the maximum allow is \$96.00 plus applicable tax per person. Hotel taxes are separate from the actual lodging rate. City and County taxes must be itemized on the purchase order to be included with payment. Sponsors/Coaches should obtain a tax exempt certificate from the Business Office prior to travel to eliminate payment of non-applicable taxes.

No hotel taxes will be reimbursed to the employee if the employee neglects to provide the tax exempt certificate or if hotel arrangement were not made in advance with a purchase order.

P. Transportation

a. Privately Owned Vehicle

Parents or guardians who intend to pick up their child after the child initially traveled to the activity in a school vehicle are required to complete the Request for Alternate Means of Travel for School Trip (Exhibit E). Additionally, parents or guardians who wish for their child to utilize a privately owned vehicle for transportation to a school activity must obtain approval from the campus principal or designee and must also complete the Request for Alternate Means of Travel for School Trip (Exhibit E). Students are not permitted to ride with other students driving unless they are siblings. This policy is implemented to prioritize the safety and welfare of students during school-related activities.

Mercedes ISD Travel and Field Trip Guidelines

b. School Buses/Suburban

School buses shall be available for school-sponsored activities that involve student and school employees. School organizations using buses for extracurricular activities and field trips shall reimburse the transportation department at a rate of \$1.50 per mile and the suburban at .50 cents per mile plus the cost of the bus driver.

c. Charter Buses/Leased Vehicles

Other travel options include charter buses or lease of a vehicle or van. When renting a vehicle, the purchase of collision insurance offered by the leaser is required. A list of student traveling must be attached to the request for approval to rent/lease a van. Each occupant must wear a safety belt.

Mercedes ISD can use passenger cars and vans to transport students as long as the vehicles are designed to carry no more than ten people.

Q. Student Meals Provided by Child Nutrition Services (CNS)

CNS main objective is to ensure that each student served receives a high quality, safe, reimbursable sack meal. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized.

Preparing sack lunches allows CNS to provide campuses meals for students at no cost to the campus. Proper record keeping is required for sack meals as with any other type of meal service. As per federal guidelines/regulations accurate meal counts taken at the point of service needs to be properly documented.

Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage. HACCP guidelines must be developed and adhered to for all meals consumed on school-sponsored, supervised field trips.

Please note that the following procedures are to be followed ALL YEAR ROUND, including summer school.

I. Request for Field Trip Sack Lunches

A. Advance Notice Required (no exceptions)

1. Field Trip Coordinator will obtain Request Form from Cafeteria Manager or website www.mercedeschildnutrition.net.
2. Field Trip Coordinator will then submit Request Form completed in its entirety to Cafeteria Manager at least **10 instructional days** in advance prior to the scheduled field trip.
 - a. This allows ample ordering time for food supplies.
 - b. This is to guarantee availability of menu items requested
3. Requests received after the two-week deadline **will not** be approved due to availability of menu items.
 - a. To ensure food safety as well as compliance with USDA meal pattern regulations specific menu request/modifications **may not** be considered.
4. Any request for *deviations* from the Field Trip menu *may be accommodated*, however, meals will be considered as a “catering” and campus *will be charged* accordingly.

Mercedes ISD Travel and Field Trip Guidelines

II. Teacher/Field Trip Coordinator Responsibility

B. Day before Field Trip

1. Insulated containers (cleaned) shall be provided by the teacher to the cafeteria manager by 1:30 p.m. the day before the field trip for transporting the lunches and milk.
2. A minimum of 2 insulated containers are required depending upon the number of sack lunches requested.
 - a. One is to be used for the sack lunches and one to place the milk on ice.
 - b. Sack meals will be available for pick up the morning of the field trip in the cafeteria at designated location agreed upon by Field Trip Coordinator and Cafeteria Manager.

Note: CNS may lend ice chests (if available) but they must be returned the next business day. Failure to return them and any leftover product may cause additional meal costs to the campus.

III. Manager's Responsibility

A. Day before Field Trip

1. Verify time & pick up location for the sack meals with field trip coordinator.
2. Manager will record the proper food temperature of all food being dispensed.
3. Manager will also provide training to teacher/group sponsor on counting and claiming reimbursable meals.
 - a. The teacher/group sponsor will ensure that meals are wholesome and *eaten within four hours of leaving the cafeteria area.*
 - b. Teacher is responsible for discarding any uneaten food (student selected but did not eat) and will return the student roster and ID numbers to the cafeteria manager with an accurate number of students that took a reimbursable meal.
 - i. New Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption [*must be from the items student selected as part as their meal*].
 - c. All refused/leftover menu items must be returned to CNS.
 - d. Any undocumented meals or meals served that are not reimbursable will be billed to the campus at the adult/visitor rate.
 - e. USDA regulations *require that milk be provided* as a choice.

IV. Compliance Procedures

A. Day of Field Trip

1. Designated forms provided by CNS cafeteria manager are to be used to ease the process of providing reimbursable sack meals and maintaining the necessary records.
2. Use the forms to communicate directions to those responsible for transporting and serving the meal and document meals served.

B. Reminders

1. Meals are to be *eaten within four hours of leaving the cafeteria area.*
2. Teacher is responsible for discarding any trash/uneaten food selected by student.
3. Field Coordinator is to return the student roster and ID numbers to the cafeteria manager with an accurate number of students that took a reimbursable meal.
4. New Federal regulations (effective 07/01/2014) allow students to take non- perishable food items with them for later consumption.
5. Any undocumented meals or meals served that are not reimbursable will be

Mercedes ISD Travel and Field Trip Guidelines

- billed to the campus at the adult/visitor rate.
6. Counts are verified by cafeteria staff and entered into POS system that day.
 7. Class rosters are to be turned in to CNS Office.
 8. All students must take ½ cup of fruit or vegetable.
 9. Milk must be offered to students but they do not have to take it.

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C. USDA Meal Patterns School Breakfast Program:

Nutrition Standards in the School Breakfast Program (SBP)—Meal Pattern Chart							
Minimum Amount of Each Food Component Per Week (Minimum Offering Per Day)							
Pre-Kindergarten (Pre-K) Daily			School Age Daily and Weekly				
Meal Pattern Components	Age 1-2	Age 3-5	Meal Pattern Components	Grades K-5	Grades 6-8	Grades 9-12	Grades K-12
Milk, Unflavored Age 1, whole milk Age 2-5, 1 percent low fat or fat free	(½) cup	(¾) cup	Milk, Unflavored or flavored fat free or 1 percent low fat ¹	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Fruits (and Vegetables) ²	(¼) cup	(½) cup	Fruit (and Vegetables)	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Grains, ³ Whole Grain-Rich or Enriched			Grains, 80% Whole Grain-Rich per week	7.0-10.0 (1.0) oz eq	8.0-10.0 (1.0) oz eq	9.0-10.0 (1.0) oz eq	9.0-10.0 (1.0) oz eq
Bread Product (i.e., biscuit, roll, muffin)	(0.5) oz eq		Nutrient Specifications: Daily Amount Based on Average 5-Day Week				
Cooked: Cereal, Cereal Grain, Pasta	(0.5) oz eq		Min-Max Calories (kcal)	350-500	400-550	450-600	450-500
			Saturated Fat % of total calories	< 10	< 10	< 10	< 10
Ready-To-Eat Breakfast Cereal, Dry or Cold: ⁴ Flakes or Rounds Puffed Cereal Granola	(0.5) oz eq (0.7) oz eq (0.2) oz eq		Sodium Target (mg)	T1 ≤ 540 mg	T1 ≤ 600 mg	T1 ≤ 640 mg	T1 ≤ 540 mg

¹ For K-12, one choice of milk must be unflavored at each meal service.

² Juice must be full strength (100 percent juice) and may be used to meet the vegetable or fruit requirement at one meal per day, including snack.

³ For pre-K: (1) at least one serving per day, across all meals served must be whole grain-rich unless a meat/meat alternate is being served in place of grain that day. Remaining servings for the day must be enriched. (2) Meat/Meat alternates may be substituted for the entire grain requirement a maximum of three times a week. (3) Grain-based desserts (i.e., cereal bars, breakfast bars, granola bars, sweet rolls, sweet pie crusts, doughnuts, toaster pastries, cake, brownies, etc.) are not creditable toward meeting the grains requirement. (4) See Administrator's Reference Manual (ARM), Section 9, Pre-Kindergarten (Pre-K) Meals for more information on the pre-k meal pattern.

⁴ Breakfast cereals must be whole grain-rich, enriched, or fortified and contain no more than 6 grams of added sugars per dry ounce (21.2 grams sucrose and other sugars per 100 grams of dry cereal).

National School Lunch Program:

Nutrition Standards in the National School Lunch Program (NSLP)—Meal Pattern Chart							
Minimum Amount of Each Food Component Per Week (Minimum Offering Per Day)							
Pre-Kindergarten (Pre-K) Lunch Daily			School Age Daily and Weekly				
Meal Pattern Components	Age 1-2	Age 3-5	Meal Pattern Components	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Milk, Unflavored Age 1, whole milk Age 2-5, 1 percent low fat or fat free	(½) cup	(¾) cup	Milk, Unflavored or flavored fat free or 1 percent low fat	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Fruits ²	(¼) cup	(¼) cup	Fruits	2½ (½) cups	2½ (½) cups	2½ (½) cups	5 (1) cups
Vegetables	(¼) cup	(¼) cup	Vegetables	3¾ (¾) cups	3¾ (¾) cups	3¾ (¾) cups	5 (1) cups
			Dark Green	½ cup	½ cup	½ cup	½ cup
			Red/Orange	¾ cup	¾ cup	¾ cup	1¼ cups
			Beans, Peas, and Lentils	½ cup	½ cup	½ cup	½ cup
			Starchy Other	½ cup	½ cup	½ cup	¾ cup
Additional Vegetable			1 cup	1 cup	1 cup	1½ cups	
Grains, ³ Whole Grain-Rich or Enriched Bread product such as biscuit, roll, or muffin Cooked breakfast cereal, cereal grains, ⁴ and/or pasta	(0.5) oz eq (0.5) oz eq		Grains, 80% Whole Grain-Rich per week	8.0-9.0 (1.0) oz eq	8.0-10.0 (1.0) oz eq	8.0-9.0 (1.0) oz eq	10.0-12.0 (2.0) oz eq
Meat/Meat Alternates ⁵ Lean meat, poultry, or fish Tofu, soy product, or alternate protein products Cheese Large egg Beans, peas, and lentils Peanut butter, soy nut butter, or other nut or seed butter Yogurt, plain, or flavored unsweetened or sweetened Peanuts, soy nuts, tree nuts, or seeds	(1.0) oz eq (1.0) oz eq (1.0) oz eq (1.0) oz eq (0.5) oz eq (1.1) oz eq (4.0) oz eq (0.5) oz eq	(1.5) oz eq (1.5) oz eq (1.5) oz eq (1.5) oz eq (0.75) oz eq (1.7) oz eq (6.0) oz eq (0.75) oz eq	Meat/Meat Alternates	8-10 (1) oz eq	9-10 (1) oz eq	9-10 (1) oz eq	10-12 (2) oz eq
Other Nutrient Specifications: Daily Amount Based on the Average for a 5-Day Week							
			Min-Max Calories (kcal)	550-650	600-700	600-650	750-850
			Saturated Fat % of total calories	< 10	< 10	< 10	< 10
			Sodium Target (mg)	≤ 1110 mg	≤ 1225 mg	≤ 1110 mg	≤ 1280 mg

¹ For K-12, one choice of milk must be unflavored at each meal service.

² Juice must be full strength (100 percent juice) and may be used to meet the vegetable or fruit requirement at one meal per day, including snack. For pre-k, a vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

³ For pre-K, at least one serving per day, across all meals served must be whole grain-rich; remaining servings for the day must be enriched. Grain-based desserts (i.e., cereal bars, breakfast bars, granola bars, sweet rolls, sweet pie crusts, doughnuts, toaster pastries, cake, brownies, etc.) are not creditable toward meeting the grains requirement.

⁴ For pre-K, breakfast cereals must be at least 50% whole-grain rich, enriched, or fortified and contain no more than 6 grams of sugar per dry ounce (21.2 grams sucrose and other sugars per 100 grams of dry cereal).

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

Note: To ensure field trip meals are compliant CNS Manager may bundle items to ensure each selection meets federal regulations.

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V. REQUEST FOR BREAKFAST & LUNCH

- A. **Any request for BOTH breakfast & lunch meals for field trips will be denied.**
1. If field trip is scheduled to leave before 6:30 am CNS will only accommodate for Breakfast Meal.
- B. **Exception to the Rule**
1. If field trip is scheduled to leave at 6:30 am or after CNS will accommodate since meals will be consumed within the 4 hour window (as per time & temperature regulation).
 - i. In this situation it is advised that children are fed no later than 8:00 am, Breakfast; and fed their lunch no later than 10:30am.
- C. **Serving Sack Lunches after 2:00 pm.**
1. CNS will not provide sack lunches or meal service to children after 2:00 pm as per USDA regulations.
- D. **Alternative/Option**
1. CNS may offer a combination of Breakfast & Lunch items for the field trip.
 2. It may include 1 Peanut Butter Sandwich, Graham Crackers, Milk, Juice, and fresh fruit.
 - i. Please notify Cafeteria Manager immediately if this is the option that best suits your field trip.

VI. FOOD PRODUCTION

A. Mosaic BOH

1. FPRs are located in the Menu Planning Module (Mosaic BOH > Menus) August 28, 2023.
2. Input the planned numbers
3. Print FPR:
 - a. Select Menu (Breakfast or Lunch)
 - b. Select School Site
 - c. Fill out FPR like a regular FPR.
 - d. Draw a line through the date and write in pencil the actual date.

B. Ordering for Field Trip

1. For Elementary and Junior high school field trips CNS must offer 1 cup of Vegetables, 1 cup of Fruit, 1 Grain, 1 Meat, and 8 oz. milk.
 - a. Select the 2 Veggies you are going to offer
 - b. Celery & Baby Carrots count as only 1 Vegetable Serving
 - c. Best Practice is to bundle fruit with Entrée to ensure a reimbursable meal is selected.
 - d. Best Practice is not to order/pack too many servings of Fresh Fruit or Vegetables since historical data tells us that students do not select these items very often.
 - e. Reminder: only 2 different types of milk need to be offered; skim milk can be excluded as long as there are 2 other types of milk.

Mercedes ISD Travel and Field Trip Guidelines

IV. BOARD MEMBER TRAVEL

"A Board Member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board." [BBG (Local)]

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following method:

Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement. Reimbursement to Board Members for reasonable travel expenses for attendance at regional, state, or national conventions, conference, and workshops shall be made by the Education Code 45.10 (c)

Appendix A

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

**Prior Approval
Required**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

**Documentation
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LEGAL)

Note: For guidance regarding employee expense reimbursement, including per diem reimbursement, and income tax issues, see the *TEA Financial Accountability System Resource Guide*, Section 1.7.4.7 Employee/Board Member Travel and Business Expenses.

For provisions related to reimbursement of expenses for transportation, lodging, subsistence, and related items incurred by employees related to a federally funded grant, see CBB(LEGAL) at Travel Costs.

Travel Services

An employee of a district who is engaged in official business may participate in the comptroller's contract for travel services. *Gov't Code 2171.055(f)*

Classroom Supply Reimbursement

If funds are specifically appropriated or TEA identifies available funds, TEA shall establish a reimbursement program under which TEA provides funds to districts for the purpose of reimbursing classroom teachers who expend personal funds on classroom supplies.

A district shall match any funds provided to the district under the reimbursement program with local funds to be used for the same purpose. A district may not use funds received under the reimbursement program to replace local funds used by the district for the same purpose.

A district shall allow each classroom teacher in the district who is reimbursed under the reimbursement program to use the funds at the teacher's discretion, except that the funds must be used for the benefit of the district's students.

Education Code 21.414

**Transportation for
Student Travel**

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations.

**In-State Overnight
Trips**

Any in-state overnight trips taken by student organizations and other student groups shall require approval from the Board.

Out-of-State Trips

Any out-of-state trips taken by student organizations or other student groups shall require approval from the Board.

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

Expense Reimbursement	<p>An amount for Board member travel expenses shall be approved in the budget each year.</p> <p>A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.</p>
Travel Expenses	<p>Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:</p> <ol style="list-style-type: none">1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District. <p>Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.</p>
Documentation Required	<p>For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.</p>
Method of Travel	<p>Absent extenuating circumstances, as determined by the Superintendent, Board members shall travel by the least expensive method of travel available.</p>

Board members serve without compensation. *Education Code 11.061(d)*

Members' Expenses

Local funds and state funds not designated for a specific purpose may be used for purposes necessary in the conduct of the public schools determined by the board. Reimbursement of travel expenses for school board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. *Education Code 45.105(c); Atty. Gen. Op. H-133 (1973)*

Nonmembers' Expenses

A board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the board when they accompany board members to board-related activities. *Atty. Gen. Op. MW-93 (1979)*

Travel Services

An officer of a school district who is engaged in official business may participate in the comptroller's contract for travel services. *Gov't Code 2171.055(f); 34 TAC 20.406(b)(2)(F)*

Note: For guidance regarding board member expense reimbursement and income tax issues, see the *TEA Financial Accountability System Resource Guide*, Section 1.7.4.7 Employee or Board Member Travel and Business Expenses.

Appendix B

Exhibit Forms

The forms on the following pages will be used by the District for student travel:

Exhibit A: Field Trip Request

Exhibit B: Field Trip checklist (*optional*)

Exhibit C: Travel Request Form

Exhibit D: Parental Authorization for Student to Participate in School-Sponsored Trip (*English and Spanish*)

Exhibit E: Request for Alternate Means of in School-Sponsored Trip (*English and Spanish*)

Exhibit F: Student Roster for Field Trips

Exhibit G: Student Roster for Overnight Field Trip (*Required for overnight field trips ONLY*)

Exhibit H: Staff/Chaperones Roster for Overnight Field Trip (*Required for overnight field trips ONLY*)

Exhibit I: MISD Student/Parent Overnight Travel Agreement (*English and Spanish*) *Y*

Exhibit J: Overnight Student Room Check Documentation Form (*Required for overnight field trips ONLY*)

Exhibit K: School Sponsored Trip Chaperone List

Exhibit L: Guidelines for Field Trip Chaperones)

Exhibit M: Field Trip Medication Handoff Record (*Provided by the school nurse for regular school field trips ONLY*)

Exhibit N: Request for Out of Valley Student Trip Board Cover Page

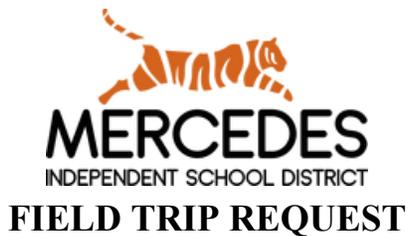
Exhibit O: CNS Field Trip Request Form

Exhibit P: Out of Valley Expense Statement Monthly Mileage Report

Exhibit Q: Monthly Mileage Report Exemption Certificate

Exhibit R: Texas Hotel Occupancy Tax Exemption Certificate

Exhibit S: Intra-District Mileage Chart



For School Nurse/Athletics Trainer use only:

Nurse needed: Yes No

Nurse/Athletic Trainer Signature

Person(s) Making Request _____

Purpose of Trip: (Explain below or attach a copy of lesson plan.)

Campus: _____

Destination: _____

Departure Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

No. of Students Participating: M- _____ F- _____ Total: _____

No. of Sponsors: M- _____ F- _____ Total: _____

Required Backup
Check List

___ Travel Request Form

___ Agenda/Itinerary

___ Fees (registration hotel, meals, etc.)

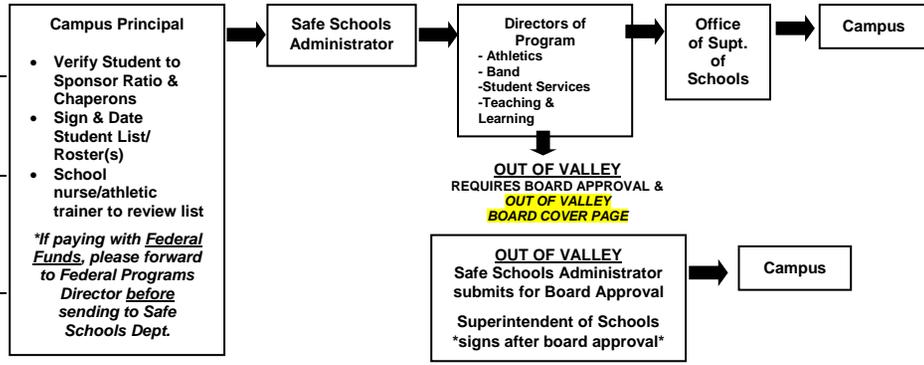
___ Flyer of Event

___ Student/Sponsor List

Mercedes ISD requires a **10 to 1 student sponsor ratio** for all student field trips in valley and or out of valley.
 Please verify that there is at least one chaperon of the same gender as the student(s) attending.

Approved by Campus Principal	Date
Approved by Safe Schools Administrator	Date
Directors of Program <small>(Teaching & Learning, Athletics, Band and Student Services)</small>	Date
Approved by Superintendent	Date

Signature Flow Chart



NOTE: Request should be submitted at least three weeks in advance. Do not submit fees until travel approval has been received.



MERCEDES
INDEPENDENT SCHOOL DISTRICT
FIELD TRIP CHECKLIST

Campus: _____

Trip Destination _____

Date(s) of trip: From: _____ **To:** _____

Organizing Staff Member _____

The following list assists the sponsoring staff member through the field trip process. Please see procedures for specific information regarding each item.

Date Completed:	
Arrangements (2 weeks before the trip)	
	Provide field trip information to parents including: <ul style="list-style-type: none"> • Letter home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things students can and cannot bring, appropriate dress
	Provide orientation for chaperones, have chaperones sign the Guidelines for field trip chaperones form, and ensure adequate supervision will be available
	Confirm transportation
	Confirm housing (if needed)
	Confirm student meals and notify CNS about any student allergies or special diets (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies (First aid kit, sunscreen, water, etc.)
	Confirm arrangements for special medications (Review with school nurse)
Final Checks (Day of Trip)	
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available: <ul style="list-style-type: none"> • Every student must have a returned Parental Authorization for Student to Participate in School-Sponsored Trip form. This form must be taken by the responsible staff member on the trip.
	Review behavior and safety standards with students and chaperones before departure, including: <ul style="list-style-type: none"> • Reinforce school rules and expectations • The system of accounting for students and the use of the buddy system • Review emergency procedures (for injury, accident, or inappropriate activity) • Explain what to do if a student gets separated or lost from group
	Check emergency supplies and essential items for the trip
	If special equipment or clothing is needed for each student, ensure that it is provided
	The delegated staff member must get medication(s) for students from the school nurse and ensure

	medications are secured (unless the trip is on a weekend, the medications will be given to you by the school nurse the last day they work). Additionally, the school nurse will provide you with a First Aid Kit and if available the campus EpiPen and NARCAN.
	Make sure that staff/chaperones on the field trip have a 24 hour phone number for administrators, and the school office/administrator has (cell) phone number of staff on the trip
	<p>Monitor the weather updates for the locations where the field trip will take place. If it is determined that bad weather is possible, the trip coordinator must ensure the following:</p> <ul style="list-style-type: none"> • Notify the campus principal and office of safe schools • Continuously monitor weather conditions • Keep open and clear communication with all participants, parents, staff, and chaperones about any changes in the itinerary or plans due to bad weather. • Have a well-defined contingency plan in place. This plan should outline alternative activities or indoor venues that can be utilized if outdoor activities become unsafe. • If the weather significantly disrupts the trip or leads to changes in the return time, promptly contact the parents or guardians of the participants to keep them informed.
After Trip Evaluation	
	After the field trip, evaluate field trip procedures and the activities involved to ensure field trips in the future are safe. Turn in room check documentation for overnight trip.
	<p>Provide all field trip records to the campus administrator and/or department director and they must keep per the retention schedule (years) including, but not limited to:</p> <p>Notices and announcements;</p> <ul style="list-style-type: none"> • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation arrangements (including bus trip requests/authorizations, ticket logs, private vehicle checklists, etc.).
	Turn in student medications, documentation, and first aid kit to the school nurse

MERCEDES INDEPENDENT SCHOOL DISTRICT TRAVEL REQUEST FORM

PROFESSIONALS
 PARAPROFESSIONAL
 STUDENT

Name: _____ Campus/Dept. _____

If request is for student group travel or meal expense, a list of student names and a breakdown of expenses must be provided.

For field trip coordinators/sponsors/coach:
 CPR Certified
 y) #° Trained
 First Aid Trained
 Fieldtrip Training
 (Please check all that apply)

Departure Date/Time: _____ @ _____
 Return Date/Time: _____ @ _____
 from MISD: _____ to MISD: _____

Purpose of trip: _____

Location of Session: _____

Program Area: _____ Hours: _____

Substitute Needed:	<input type="checkbox"/> Yes	Substitute Account Code:
	<input type="checkbox"/> No	

Name of Session: _____
 DIP/CIP Connection: _____

Estimated Costs:

Registration Fee:					Fare (air, bus, rail):				
Rental Vehicle Charges:					Private vehicle x .70 per mile:				
Lodging (IRS Per Diem For City & State Traveling To):					Other expenses (list details & attach expenses):				
EMPLOYEES					STUDENT				
Maximum Allowances Staff Meals In-State Out-of-Valley Out-of-State: IRS Per Diem For The City & State Traveling To					Maximum Allowances Student Meals In-Valley \$8.00 Maximum Allowances Student Meals Out-of-Valley Breakfast: \$8.00 Lunch: \$9.00 Dinner: \$10.00				
Breakfast	\$	X		=	Breakfast		X	\$.00	=
Lunch	\$	X		=	Lunch		X	\$.00	=
Dinner	\$	X		=	Dinner		X	\$.00	=
Total					Total				
Breakfast will be reimbursed if leaving prior to 8:00 a.m.					Estimated total expenses:				
Lunch will be reimbursed if leaving before 12:00 p.m.									
Dinner will be reimbursed if leaving before 5 p.m.									

Administrators must verify the field trip coordinator/sponsor/coaches has received training before approving the trip.

Principal / Supervisor	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Safe Schools Administrator	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Directors of Programs	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Superintendent of Schools	Date	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

Vehicle expense account code: _____

Travel Expenses to be paid from the following fund: (s) _____

If paid with Federal Funds, must have approval of Federal Programs Director: _____

***All training literature must be attached or request will be returned.**

WHITE: Requester

PINK: Business Office

YELLOW: Curriculum Center

GOLD: Personnel (Must attach Absence Report)



PARENTAL AUTHORIZATION FOR STUDENT TO PARTICIPATE IN SCHOOL-SPONSORED TRIP

This Section to be Completed by School Staff		
Student Name:	ID#:	Grade:
School:		
Field Trip (Include Purpose and Planned Activities, if needed):		
Date(s) of Trip:	Time(s) of Trip:	Expense (if any):
Mode of Transportation (check all that apply): <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Charter Bus <input type="checkbox"/> Public Transportation <input type="checkbox"/> Commercial <input type="checkbox"/> Air Vehicles driven by: <input type="checkbox"/> APS Bus Driver <input type="checkbox"/> Staff <input type="checkbox"/> Parents <input type="checkbox"/> Other Adult		
Related risks (check all that apply) <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Amusement or Theme Park <input type="checkbox"/> Beach, River, Stream, or Ocean <input type="checkbox"/> Walking to Destination		
Parents/Guardians – Please Read the Following, Check the Appropriate Boxes, and Sign this Section		

Parent/Guardian Authorization and Acknowledgement of Risk

I, as the parent or legal guardian, give permission for student named above to participate in this school-sponsored trip. I understand that participation in this school-sponsored trip is voluntary and not a required part of the school curriculum. I understand that it exposes my child to some risk. I have read and understand the purpose of the trip and authorize my child to participate in above referenced trip and to be transported as noted above. I also understand that participation in the trip will involve activities off school property; therefore, neither Mercedes ISD or its employees and volunteers, will have any responsibility for the condition or use of any non-school property. I also understand that if school buses are not provided, that Mercedes ISD does not insure the transportation described above. I expressly agree to hold harmless and reimburse the Mercedes ISD, its individual members, agents, employees and representatives, as well as trip supervisors and chaperones, for any and all losses, damages or injuries arising out of, in connection with, or during the above named student's participation in this trip, to include but not limited to any costs incurred for the rendering of any emergency medical procedures or treatment, if any.

I agree to the above I opt out of this field trip

Notice of Financial Responsibility

Please note that the School Board reserves the right to cancel any trip for safety or other reasons. In the event of such a cancellation, the trip operator's cancellation policies, as well as those of the hotels, bus companies, ticket operators and others providing services in connection with the trip will determine the amount of any refund to which you are entitled, if any. Refunds or any other reimbursements will not be provided by the Mercedes ISD if the trip is cancelled or delayed. By signing below, parents and guardians acknowledge that they have read this notice and accept responsibility for any and all cancellation fees, costs, losses, medical expenses, hospital or physician fees, or any other expenses incurred by or on behalf of the parent, guardian, or their students related to this trip.

I agree to the above

Medical Authorization

The school has my permission, when I cannot be contacted, to take my child to the emergency room of the nearest hospital (in a private automobile, school vehicle, or emergency vehicle). I further provide the hospital and its medical staff my authorization to provide treatment which a physician deems necessary for the well-being of my child. The following information is accurate to the best of my knowledge.

I agree to the above

Parent/Guardian (Or Eligible Student Over Age 18) Signature:	Date:
--	-------

Student Agreement

While participating on this school-sponsored trip, I will accept responsibility for maintaining good conduct and behavior. I will follow directions at all times. I am subject to the Student Rights and Responsibilities as outlined in the Mercedes ISD Handbook.

Student Signature:	Date:
--------------------	-------

EMERGENCY CONTACT INFORMATION

Contact Information During the Time Period of the Trip

Mother or Guardian Name:		
Home Phone:	Work Phone:	Cell Phone:
Father or Guardian Name:		
Home Phone:	Work Phone:	Cell Phone:
Alternate Contact Name:		Relationship:
Home Phone:	Work Phone:	Cell Phone:
Medical Care Information		
Family Physician:		
Health Insurance Company:		
Group Policy Number:		
ID Number:		
Phone Number:		
Is student allergic to any medications? If so, please list:		
Any other allergies (food, bee stings, etc.)? If so, please list:		
Medication during trip (see note below):		
Describe any special needs of the above student related to this trip:		
Does your child know how to swim? (Required)		

NOTE: Medications for school-sponsored trips for which the School Nurse has the medications and the authorization form, will be provided by the School Nurse to the designated individual delegated the campus principal before the trip. It is the responsibility of the parent/guardian to provide authorization and medications to the school nurse or delegated individual medications that are not with the school nurse. The parent/guardian is required to inform the school nurse if there are any changes in your child's health condition or if they receive a new medical diagnosis before the planned trip.



AUTORIZACIÓN DE LOS PADRES PARA QUE EL ESTUDIANTE PARTICIPE EN VIAJE PATROCINADO POR LA ESCUELA

This Section to be Completed by School Staff		
Student Name:	ID#:	Grade:
School:		
Field Trip (Include Purpose and Planned Activities, if needed):		
Date(s) of Trip:	Time(s) of Trip:	Expense (if any):
Mode of Transportation (check all that apply):		
<input type="checkbox"/> Private Vehicle <input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Charter Bus <input type="checkbox"/> Public Transportation <input type="checkbox"/> Commercial <input type="checkbox"/> Air Vehicles driven by: <input type="checkbox"/> APS Bus Driver <input type="checkbox"/> Staff <input type="checkbox"/> Parents <input type="checkbox"/> Other Adult		
Related risks (check all that apply)		
<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Amusement or Theme Park <input type="checkbox"/> Beach, River, Stream, or Ocean <input type="checkbox"/> Walking to Destination		
Padres/Tutores: Lea lo Siguiente, Marque las Casillas Correspondientes y Firme esta Sección		

Autorización del Padre/Tutor y Reconocimiento del riesgo

Yo, como padre o tutor legal, doy permiso para que el estudiante mencionado anteriormente participe en este viaje patrocinado por la escuela. Entiendo que la participación en este viaje patrocinado por la escuela es voluntaria y no es una parte obligatoria del plan de estudios de la escuela. Entiendo que expone a mi hijo(a) a algún riesgo. He leído y comprendo el propósito del viaje y autorizo a mi hijo(a) a participar en el viaje mencionado anteriormente y a ser transportado como se indicó anteriormente. También entiendo que la participación en el viaje implicará actividades fuera de la propiedad escolar; por lo tanto, ni Mercedes ISD ni sus empleados y voluntarios tendrán responsabilidad alguna por la condición o el uso de cualquier propiedad no escolar. También entiendo que si no se proporcionan autobuses escolares, Mercedes ISD no asegura el transporte descrito anteriormente. Acepto expresamente eximir de responsabilidad y reembolsar a Mercedes ISD, sus miembros individuales, agentes, empleados y representantes, así como a los supervisores de viaje y chaperones, por todas y cada una de las pérdidas, daños o heridas que surjan de, en relación con o durante el la participación del estudiante mencionado anteriormente en este viaje, que incluye, entre otros, los costos incurridos para la prestación de cualquier procedimiento o tratamiento médico de emergencia, si corresponde.

Estoy de acuerdo con lo anterior
 Opto por no participar en esta excursión.

Aviso de Responsabilidad Financiera

Tenga en cuenta que la Junta Escolar se reserva el derecho de cancelar cualquier viaje por seguridad u otras razones. En caso de tal cancelación, las políticas de cancelación del operador del viaje, así como las de los hoteles, compañías de autobuses, operadores de boletos y otros que brinden servicios en relación con el viaje determinarán la cantidad de cualquier reembolso al que tenga derecho, si corresponde. Mercedes ISD no proporcionará reembolsos ni ningún otro tipo de reembolso si el viaje se cancela o retrasa. Al firmar a continuación, los padres y tutores reconocen que han leído este aviso y aceptan la responsabilidad de todos y cada uno de los cargos por cancelación, costos, pérdidas, gastos médicos, honorarios médicos o de hospital, o cualquier otro gasto incurrido por o en nombre del padre, tutor, o sus estudiantes relacionados con este viaje.

Estoy de acuerdo con lo anterior

Autorización Médica

La escuela tiene mi permiso, cuando no puedo ser contactado, para llevar a mi hijo a la sala de emergencias del hospital más cercano (en un automóvil privado, vehículo escolar o vehículo de emergencia). Además, proporciono al hospital y a su personal médico mi autorización para proporcionar tratamiento que un médico considere necesario para el bienestar de mi hijo. La siguiente información es exacta al mejor de mi conocimiento.

Estoy de acuerdo con lo anterior

Firma del padre/tutor (o estudiante elegible mayor de 18 años):	Fecha:
---	--------

Acuerdo estudiantil

Mientras participe en este viaje patrocinado por la escuela, aceptaré la responsabilidad de mantener una buena conducta y comportamiento. Seguiré las instrucciones en todo momento. Estoy sujeto a los Derechos y Responsabilidades del Estudiante como se describe en el Manual de Mercedes ISD.

Student Firma:	Fecha:
----------------	--------

INFORMACIÓN DE CONTACTO EN CASO DE EMERGENCIA

Información de contacto durante el período de tiempo del viaje

Nombre de madre o tutor:		
Teléfono de casa:	Teléfono de trabajo:	Teléfono celular:
Nombre de padre o tutor:		
Teléfono de casa:	Teléfono de trabajo:	Teléfono celular:
Nombre de contacto alternativo:		Relación:
Teléfono de casa:	Teléfono de trabajo:	Teléfono celular:
Información de atención médica		
Médico de familia:		
Compañía de seguro de salud:		
Número de póliza de grupo:		
Número de identificación:		
Número de teléfono:		
¿Es el estudiante alérgico a algún medicamento? Si es así, enumere:		
¿Alguna otra alergia (alimentos, picaduras de abejas, etc.)? Si es así, enumere:		
Medicamentos durante el viaje (ver nota a continuación):		
Describa cualquier necesidad especial del estudiante mencionado anteriormente relacionada con este viaje:		
¿Tu hijo sabe nadar? (Requerido)		

NOTA: Los medicamentos para viajes patrocinados por la escuela para los cuales la enfermera escolar tiene los medicamentos y el formulario de autorización, serán proporcionados por la enfermera escolar al individuo designado delegado por el director del campus antes del viaje. Es responsabilidad del padre/tutor proporcionar la autorización y los medicamentos a la enfermera de la escuela o los medicamentos individuales delegados que no están con la enfermera de la escuela. El padre/tutor debe informar a la enfermera de la escuela si hay algún cambio en el estado de salud de su hijo(a) o si recibe un nuevo diagnóstico médico antes del viaje planificado.



Request for Alternate Means of Travel for School Trip

My child, _____ (name), has permission to go to and/or return from
_____ (location/activity) by _____ (e.g. car, bus).

Drivers Name _____

Dates of activity _____

The reason for this alternate method of travel is _____

TRAVEL RELEASE

I desire that my student be allowed to participate in the activities and travel to and from the activities of the group listed above. Although school transportation is provided to and from the activities, I desire that my student participate in and travel to and/or from the activities via an alternative mode of transportation. This alternative mode is with my student's parent or legal guardian, by use of his or her personal legal driver's license, or through other means of travel which I have arranged and approved. Students are not permitted to ride with other students driving unless they are siblings. While Mercedes ISD recommends that students stay with the group whose functions they are attending, Mercedes ISD will attempt to accommodate parents' requests in specific circumstances. I fully understand and my student fully understands that transportation to and from the events attended by the group listed could create risk to the health or safety of my student. I understand that if my student leaves the group, Mercedes ISD will have no ability and no responsibility to protect my student. I further recognize that my student may be at risk when travelling unaccompanied by Mercedes ISD-affiliated person(s), but I have independently evaluated my student's ability to travel outside of the group and determined that my student is capable of making sound decisions and being responsible for the safety of their person and their belongings. I understand that Mercedes ISD does not recommend that a student leave the company of the group and I am opting to have my student leave the group anyway. Accordingly, I, the undersigned, assume full and complete responsibility for any injury or accident or loss to person or property that may occur to my student while traveling to or from the activities in transportation not provided by the District. In consideration of Mercedes Independent School District allowing my child to participate in the activities of the above referenced group and other good and valuable consideration, the receipt of which is acknowledged, **I release and waive all claims, including, but not limited to, those for personal injury, wrongful death, loss of property, or any other claim, that I or my student may have against the Mercedes ISD, its Board of Trustees, employees, agents, and representatives resulting, in whole or part, from my student traveling to and from the events attended by the group listed above while traveling in transportation not provided by the District, including, but not limited to, claims of negligence, whether sole, joint, contributory or otherwise, against the District or claims against the District arising under the Texas Torts Claims Liability Act. The release and waiver will be binding on my heirs, legatees, administrators, and assigns.**

Printed Name of parent/guardian _____

Parent/Guardian Signature _____ Date _____

Signature of student: _____ Date _____

.....
 Approved Disapproved

Printed Name of principal or designee _____

Signature of principal or designee _____ Date _____



Mi hijo(a), _____ (nombre), tiene permiso para ir y/o regresar de _____ (ubicación/actividad) por _____ (por ejemplo, automóvil, autobús).

Nombre del conductor _____

Fechas de actividad _____

El motivo de este método alternativo de viaje es _____

LIBERACIÓN DE VIAJE

Deseo que mi estudiante pueda participar en las actividades y viajar hacia y desde las actividades del grupo mencionado anteriormente. Aunque se proporciona transporte escolar hacia y desde las actividades, deseo que mi estudiante participe y viaje hacia y/o desde las actividades a través de un modo de transporte alternativo. Este modo alternativo es con el padre o tutor legal de mi estudiante, mediante el uso de su licencia de conducir legal personal, o a través de otros medios de viaje que he organizado y aprobado. A los estudiantes no se les permite viajar con otros estudiantes conduciendo a menos que sean hermanos. Mientras Mercedes ISD recomienda que los estudiantes permanezcan con el grupo a cuyas funciones asisten, Mercedes ISD intentará satisfacer las solicitudes de los padres en circunstancias específicas. Entiendo completamente y mi estudiante entiende completamente que el transporte hacia y desde los eventos a los que asiste el grupo mencionado podría crear un riesgo para la salud o la seguridad de mi estudiante. Entiendo que si mi estudiante deja el grupo, Mercedes ISD no tendrá la capacidad ni la responsabilidad de proteger a mi estudiante. Además, reconozco que mi estudiante puede estar en riesgo cuando viaja sin la compañía de personas afiliadas a Mercedes ISD, pero he evaluado de forma independiente la capacidad de mi estudiante para viajar fuera del grupo y he determinado que mi estudiante es capaz de tomar decisiones acertadas y ser responsable de la seguridad de su persona y de sus pertenencias. Entiendo que Mercedes ISD no recomienda que un estudiante deje la compañía del grupo y de todos modos estoy optando por que mi estudiante deje el grupo. En consecuencia, yo, el abajo firmante, asumo total y completamente la responsabilidad por cualquier herida o accidente o pérdida a una persona o propiedad que pueda ocurrirle a mi estudiante mientras viaja hacia o desde las actividades en transporte no proporcionado por el Distrito. En consideración al Distrito Escolar Independiente de Mercedes que permite que mi hijo(a) participe en las actividades del grupo mencionado anteriormente y otra consideración buena y valiosa, cuyo recibo se reconoce, **Libero y renuncio a todos los reclamos, incluidos, entre otros, aquellos por heridas personales, muerte por negligencia, pérdida de propiedad o cualquier otro reclamo, que yo o mi estudiante podamos tener contra Mercedes ISD, su Junta Directiva, empleados, agentes y representantes que resulten, en su totalidad o en parte, de que mi estudiante viaje hacia y desde los eventos a los que asiste el grupo mencionado anteriormente mientras viaja en transporte no proporcionado por el Distrito, incluidos, entre otros, reclamos de negligencia, ya sea único, conjunta, contributiva o de otra manera, contra el Distrito o reclamos contra el Distrito que surjan bajo la Ley de Responsabilidad por Reclamos de Agravios de Texas. La liberación y la renuncia serán vinculantes para mis herederos, legatarios, administradores y cesionarios.**

Nombre impreso del padre/tutor _____

Firma del padre/tutor _____ Fecha _____

Firma del estudiante: _____ Fecha _____

Aprobado Desaprobado

Nombre impreso del director o designado _____

Firma del director o designado _____ Fecha _____



MERCEDES INDEPENDENT SCHOOL DISTRICT
Student Roster for Field Trips
Continued

Date of Field Trip _____ Destination _____ Campus _____

Student Name	Grade	Student ID #	Nurse Notes
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			
47.			
48.			
49.			
50.			
51.			
52.			
53.			
54.			
55.			
56.			
57.			
58.			
59.			
60.			

Campus Principal's Signature: _____ Date: _____

Director of Program/Sponsor Signature: _____ Date: _____
(Athletics, Band, CTE, Sponsor)



MERCEDES INDEPENDENT SCHOOL DISTRICT

Student Roster for Field Trips

Continued

Date of Field Trip _____ Destination _____ Campus _____

Student Name	Grade	Student ID #	Nurse Notes
61.			
62.			
63.			
64.			
65.			
66.			
67.			
68.			
69.			
70.			
71.			
72.			
73.			
74.			
75.			
76.			
77.			
78.			
79.			
80.			
81.			
82.			
83.			
84.			
85.			
86.			
87.			
88.			
89.			
90.			

Campus Principal's Signature: _____ Date: _____

Director of Program/Sponsor Signature: _____ Date: _____
(Athletics, Band, CTE, Sponsor)



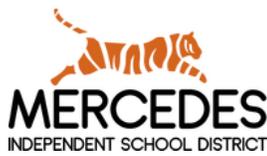
MERCEDES INDEPENDENT SCHOOL DISTRICT
Student Roster for Field Trips
Continued

Date of Field Trip _____ Destination _____ Campus _____

Student Name	Grade	Student ID #	Nurse Notes
91.			
92.			
93.			
94.			
95.			
96.			
97.			
98.			
99.			
100.			
101.			
102.			
103.			
104.			
105.			
106.			
107.			
108.			
109.			
110.			
111.			
112.			
113.			
114.			
115.			
116.			
117.			
118.			
119.			
120.			

Campus Principal's Signature: _____ Date: _____

Director of Program/Sponsor Signature: _____ Date: _____
(Athletics, Band, CTE, Sponsor)



STUDENT ROSTER FOR OVERNIGHT FIELD TRIP

INSTRUCTIONS

List below all students who will participating in the overnight activity, event, or trip below. Student room assignments must be gender- specific, and roommates should be close in age. The campus principals or department director will be responsible for determining the number of students per room, taking into consideration the available beds. As a safety measure, students should be checked daily at least when lights are out and again at 6 am during the trip. Additional checks may be conducted, such as every 30 minutes until all the students are asleep.

Activity/Trip: _____

Destination and Hotel _____

Date(s) of trip: From: _____ **To:** _____

Campus: _____

#	Student Name	Gender	Grade	Room Assignment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Administrator's Signature: _____ **Date:** _____



STAFF/CHAPERONES ROSTER FOR OVERNIGHT FIELD TRIP

INSTRUCTIONS

List below all staff or chaperones who will participating in the overnight activity, event, or trip below. Staff and chaperones room assignments must be gender- specific. The chaperones must be assigned separate rooms from the students and will not share the same sleeping quarters.

Activity/Trip: _____

Destination and Hotel _____

Date(s) of trip: From: _____ **To:** _____

Campus: _____

#	Name	Gender	Campus	Room Assignment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Administrator's Signature: _____ **Date:** _____



MISD STUDENT/PARENT OVERNIGHT TRAVEL AGREEMENT

School trips are a privilege, and participating students are expected to behave in a manner that best represents the school, the district, and the student. A school administrator will be contacted immediately in cases of inappropriate behavior. Violations of district policies/rules/procedures, the district Student Code of Conduct, or any applicable Extracurricular Code of Conduct may result in a student being sent home at his or her parents' expense, ineligibility for future school trips, suspension from extracurricular activities, and/or any other disciplinary action authorized by the Student Code of Conduct or any applicable Extracurricular Code of Conduct.

In order that everyone may receive maximum benefits from participation in school trips, these rules will be enforced at all times. Furthermore, all requirements of the Student Code of Conduct and any Extracurricular Code of Conduct will be enforced at all times during the trip.

1. Students will be on time and prepared for leaving for trip. Students will remain on/in assigned buses/van/cars and may not switch among vehicles without permission.
2. Students' luggage and personal belongings will be searched prior to being loaded for the trip and at any time during the trip if an administrator or sponsor has reasonable cause or suspicion that the item contains prohibited items of any kind.
4. If passes or ID badges are provided, students must wear them at all times while on the trip.
5. Students will wear appropriate attire as defined by the school dress code or as deemed appropriate for the activity by the sponsor.
6. Students will follow the instructions of the sponsor, coach or adult chaperones at all times.
7. Students will attend (on-time) all sessions and activities to which they are assigned during the trip.
8. Students will not deface or otherwise damage property. Any damages to property or furnishings will be paid for by the individual student and/or his or her parents.
9. Students must keep the sponsor informed of their activities and whereabouts at all times; Students may not leave the hotel or event forum unless accompanied by a Sponsor and or Coach.

10. Curfew shall be no later than 10:00 p.m. unless otherwise mandated to accommodate school trip requirements. Students must be in their assigned rooms at curfew time.
11. Students will spend the night or nights at the assigned hotels in the assigned room(s). However, if for any reason parents wish to have their students/athletes stay in their room, permission must be granted by the appropriate administration prior to the events. Students/athletes staying with their parents will abide by all the same rules & regulations set forth by Mercedes ISD and specific teams (curfew, team meetings, etc.). Except in the case of emergency or permission from the sponsor, students will remain in their rooms after curfew.
12. Misuse of cell phones or other electronic devices while on a school trip is subject to the same disciplinary consequences as outlined in the Student Code of Conduct.
13. Students will not be permitted at any time (day or night) to be in sleeping rooms with members of the opposite sex.
14. Students are not allowed to invite any unauthorized individual into a Mercedes ISD hotel room at any time.
15. School activities and trips are to be tobacco-free, alcohol-free, drug-free, and weapon-free. Students are prohibited from possessing, using, or conveying alcoholic beverages, illegal drugs, and prescription drugs not prescribed to the student, tobacco products, and weapons on school trips. The presence of any of the items listed above in a student's luggage, personal effects, or hotel room may be considered to be possession of the item, regardless of whether the student actually uses the prohibited substance or weapon.
16. Students will neither open hotel windows nor hang/throw objects out of hotel windows or balconies.
17. Students will be quiet and considerate of other guests in hotels or at gatherings.
18. School buses are to be clean and free of trash at the end of all trips.
19. At the end of all trips, students will arrange to be picked up at school promptly at the designated time.

We have read, understand, and agree to abide by the rules pertaining to school trips. ***We understand that any violation of these rules, or any other misconduct, may result in the student being sent home immediately at the parents' expense, as well as other disciplinary consequences as described above.***

Student Name (*print*)

Date

Parent or Guardian Signature

Date

Student Signature

Date



ACUERDO DE VIAJE NOCTURNO PARA ESTUDIANTES/PADRES DE MISD

Los viajes escolares son un privilegio, y se espera que los estudiantes participantes se comporten de manera que representen mejor a la escuela, el distrito y el estudiante. Se contactará de inmediato a un administrador de la escuela en caso de comportamiento inapropiado. Las violaciones de las políticas/reglas/procedimientos del distrito, el Código de Conducta Estudiantil del distrito o cualquier Código de Conducta Extracurricular aplicable pueden resultar en que un estudiante sea enviado a casa a cargo de sus padres, inhabilidad para futuros viajes escolares, suspensión de actividades extracurriculares y/o cualquier otra acción disciplinaria autorizada por el Código de Conducta Estudiantil o cualquier Código de Conducta Extracurricular aplicable.

Para que todos puedan recibir los máximos beneficios de la participación en los viajes escolares, estas reglas se aplicarán en todo momento. Además, todos los requisitos del Código de Conducta Estudiantil y cualquier Código de Conducta Extracurricular se aplicarán en todo momento durante el viaje.

1. Los estudiantes deberán estar a tiempo y preparados para la salida del viaje. Los estudiantes permanecerán en los autobuses/vanes/coches asignados y no podrán cambiar de vehículos sin permiso.
2. El equipaje y las pertenencias personales de los estudiantes serán revisados antes de ser cargados para el viaje y en cualquier momento durante el viaje si un administrador o patrocinador tiene causa o sospecha razonable de que el artículo contiene artículos prohibidos de cualquier tipo.
3. Si los estudiantes se consideran un riesgo para la seguridad o el bienestar de otros estudiantes o del personal, no se les permitirá participar en el viaje.
4. Si se proporcionan pases o insignias de identificación, los estudiantes deben llevarlos en todo momento mientras estén en el viaje.
5. Los estudiantes vestirán ropa apropiada según lo definido por el código de vestimenta escolar o según lo considere apropiado para la actividad el patrocinador.
6. Los estudiantes seguirán las instrucciones del patrocinador, entrenador o acompañantes adultos en todo momento.
7. Los estudiantes asistirán (a tiempo) a todas las sesiones y actividades a las que se les asigne durante el viaje.
8. Los estudiantes no vandalizarán ni dañarán la propiedad de ninguna manera. Cualquier daño a la propiedad o al mobiliario será pagado por el estudiante individual y/o sus padres.
9. Los estudiantes deben mantener informado al patrocinador sobre sus actividades y paradero en todo momento; Los estudiantes no pueden salir del hotel o del foro del evento a menos que estén acompañados por un patrocinador y/o entrenador.
10. El toque de queda será no más tarde de las 10:00 p.m., a menos que se disponga lo contrario para acomodar los requisitos del viaje escolar. Los estudiantes deben estar en sus habitaciones asignadas a la hora del toque de queda.
11. Los estudiantes pasarán la noche o noches en los hoteles asignados en las habitaciones asignadas. Sin embargo, si por alguna razón los padres desean que sus estudiantes/atletas se queden en su habitación, se debe obtener permiso de la administración apropiada antes de los eventos. Los estudiantes/atletas que se queden con sus padres deberán cumplir con todas las reglas y regulaciones establecidas por Mercedes ISD y los equipos específicos (toque de queda, reuniones del equipo, etc.). Salvo en caso de emergencia o permiso del patrocinador, los estudiantes permanecerán en sus habitaciones después del toque de queda.
12. El mal uso de teléfonos celulares u otros dispositivos electrónicos durante un viaje escolar está sujeto a las mismas consecuencias disciplinarias que se describen en el Código de Conducta Estudiantil.

13. En ningún momento (día o noche) se permitirá a los estudiantes estar en habitaciones con miembros del sexo opuesto.
14. No se permite a los estudiantes invitar a ninguna persona no autorizada a una habitación de hotel de Mercedes ISD en ningún momento.
15. Las actividades y viajes escolares deben estar libres de tabaco, alcohol, drogas y armas. Se prohíbe a los estudiantes poseer, usar o transportar bebidas alcohólicas, drogas ilegales y medicamentos recetados que no les hayan sido prescritos, productos de tabaco y armas en los viajes escolares. La presencia de cualquiera de los artículos mencionados en el equipaje, efectos personales o habitación de hotel de un estudiante puede considerarse como posesión del artículo, independientemente de si el estudiante realmente usa la sustancia o arma prohibida.
16. Los estudiantes no abrirán las ventanas del hotel ni colgarán/lanzarán objetos por las ventanas o balcones del hotel.
17. Los estudiantes serán silenciosos y considerados con otros huéspedes en hoteles o en reuniones.
18. Los autobuses escolares deben estar limpios y libres de basura al final de todos los viajes.
19. Al final de todos los viajes, los estudiantes deberán organizar que los recojan en la escuela puntualmente a la hora designada.

Hemos leído, comprendemos y estamos de acuerdo en cumplir con las reglas relacionadas con los viajes escolares. ***Entendemos que cualquier violación de estas reglas, o cualquier otra mala conducta, puede resultar en que el estudiante sea enviado a casa de inmediato a expensas de los padres, así como otras consecuencias disciplinarias como se describen anteriormente.***

Nombre del Estudiante (en letra de imprenta)

Fecha

Firma del Padre o Tutor Fecha

Fecha

Firma del Estudiante

Fecha



OVERNIGHT STUDENT ROOM CHECK DOCUMENTATION FORM

INSTRUCTIONS

Student safety and supervision is the primary responsibility of the District staff member coordinating the trip. List below all students who will participating in the overnight activity, event, or trip below. Complete and document the required student room checks below. Additionally, explain to students that at no point should any unauthorized individual(s) be in each other's hotel rooms. Disciplinary measures will be taken if this rule is violated. Student room assignments must be gender- specific, and roommates should be close in age. The campus principals or department director will be responsible for determining the number of students per room, taking into consideration the available beds. As a safety measure, students should be checked each night on all overnight trips by Organization Sponsors. Sponsors of the same gender shall conduct the room checks. Room checks shall continue for at least two hours after curfew and at least one hour prior to the morning start. Monitoring of the halls will continue throughout the night as a method of verifying that students remain in their assigned hotel rooms. Sponsors and coaches should arrange a shift schedule to adequately monitor hotel halls after curfew. Each head coach and or head sponsor must have a room key for each District hotel room that contains District students.

Activity/Trip: _____

Destination and Hotel _____

Date Checked: _____

#	Student Name	Room Assignment	1 st Check Time:	2 nd Check Time:	3 rd Check Time:	AM Check Time:
1						
2						
3						
4						
5						
6						
7						
8						

9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

I confirm that I have conducted the room checks detailed above and will promptly inform my immediate supervisor in case of any disciplinary issues.

Trip Administrator's Signature: _____ **Date:** _____

Submit this form to your immediate supervisor after returning from trip



SCHOOL SPONSORED TRIP CHAPERONE LIST

INSTRUCTIONS

List below all persons who will serve as chaperones. Please note: the bus driver and school nurse are not chaperones. The nurse's responsibility is to attend to the medical needs of assigned students. If a parent/guardian would like to volunteer as a chaperone, must fill out a volunteer form and have prior clearance from the parental volunteer program.

Name of School: _____

Destination: _____

Date(s) of trip: From: _____ **To:** _____

#	Name	Title/Volunteer	CPR Certified	UDCA Certified	First Aid Training
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Nurse: _____ **Title:** _____

If a nurse is not attending, please write N/A.

The field trip coordinator/sponsor's and principal's signatures below indicate that the volunteer information has been verified and cleared to attend the trip.

Field trip coordinator/sponsor's Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____



GUIDELINES FOR FIELD TRIP CHAPERONES

The Mercedes Independent School District believes that field trips provide a valuable educational experience for students. Without the help of chaperones, many field trips would not be possible. To help ensure that district sponsored field trips result in safe and rewarding experiences for all participants, we have prepared the following procedural and conduct guidelines for field trip. Prior to your field trip, the trip coordinator or administrator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures.

1. All school rules apply on district-sponsored events. Chaperones are expected to comply with district policies, follow the directions given by the district’s trip coordinator, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with district policy during district-sponsored events, chaperones:
 - a. may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - b. may not use tobacco in the presence of, or within the sight of, students
 - c. may not possess any weapon(s)
 - d. may not administer any medications, prescription or nonprescription, to students unless authorized by the campus principal and have received training by the school nurse.
3. Students must be supervised at all times while at district-sponsored events. As a chaperone, you will supervise a small group of students, helping them and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to student needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students.
5. Ensure that students do not get involved in extra activities not pre-approved.
6. Eating, drinking and gum chewing are not permitted outside of designated areas and predetermined times.
7. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
8. Family members or friends of a chaperone may not participate in a district-sponsored field trip or event unless prior approval has been obtained from the campus principal. Additional small children can distract you from your duties as a chaperone.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

.....
In the event that you have a personal emergency, we should contact:

Printed Name	Relationship	Phone number
---------------------	---------------------	---------------------

I acknowledge that I have received the copy of the “Guidelines for Field Trip Chaperones,” and have read these guidelines. I agree to comply with the guidelines as a school chaperone/volunteer.

Printed Name	Date
---------------------	-------------



Health Services

1200 S. Florida., Mercedes, TX 78570 |956-825-5075

FIELD TRIP MEDICATION HANDOFF RECORD

Date: _____ Destination: _____ Grade: _____ Departure Time: _____ Return time: _____

School Nurse

I identified the child(ren) who will require medication during the field trip described above. I have conducted a thorough training with the designated staff member who will be responsible for administering the medication during the field trip. This training encompassed proper medication handling, administration protocols, potential side effects, and emergency procedures.

Name: _____
Print Name
Signature
Date
Time

Student	Medication	Route	Dosage	Time to be given	Time given & Initials
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____

Student	Medication	Route	Dosage	Time to be given	Time given & Initials
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____
					Time: _____ Initials: _____

Field Trip Staff/Teacher

I will maintain all medications in a secure area at all times during the field trip. I will document the medications administered on this record. I will report any incidents to the nurse and complete the appropriate documentation. At the conclusion of the field trip, I will ensure that all medications are returned directly to the nurse.

Name: _____
Print Name
Signature
Initials
Date
Time



MERCEDDES INDEPENDENT SCHOOL DISTRICT
REQUEST FOR OUT OF VALLEY STUDENT TRIP
BOARD COVER PAGE

Name of individual(s) making request: _____

On behalf of (organization): _____

Phone Number: _____

Destination: _____

Departure Date: _____ Return Date: _____

Purpose of trip: _____

(*If class trip, please attach a copy of the lesson plan)

No. of student participating: M- F- Total: _____ No. of sponsors: M- F- Total: _____

Type of Transportation: _____

Are participants and vehicles covered by insurance? _____

Estimated cost of trip: _____

Funding Source(s): _____

Please attach a copy of this form to your request for transportation. There may be a fee if a school bus is used unless waived by the administration and/or if it is not a school related trip. Be sure to contact the Director of Transportation for further information.

As per District Policy, Chaperone-Student ratio: 1-10

1. Signature of individual making request _____ Date _____

3. Approved: Stu Services/Safe Schools Director _____ Date _____

2. Approved: Campus Principal _____ Date _____

4. Approved: Superintendent _____ Date _____
(After Board Approval)

Approved _____ by the Mercedes ISD Board of Trustees on: _____
Date

Not Approved _____ by the Mercedes ISD Board of Trustees on: _____
Date



FIELD TRIP REQUEST FORM

In order for request to be approved, the department requires 10 working days advance notice. Orders not meeting this timeline will be denied.

Campus: _____

Coordinator/Teacher: _____

Requested Meals: _____

Date of Pick Up: _____

Time of Pick Up: _____

Location Pick Up: _____

Special Diet Accommodations: *List names and their restrictions*

Breakfast Menu or Lunch Menu (*Choose one Menu only*)

BREAKFAST MENU
Whole Grain Muffin
-With-
Whole Grain Graham Strawberry
Cracker
Assorted Juices
Fresh Fruit
Assorted Milk Flavors

LUNCH MENU
Peanut Butter and Jelly Sandwich
Baby Carrots
Crisp Veggie Dippers
Ranch Dressing
Assorted Fresh Fruit
Assorted Milk Flavors

BREAKFAST MENU MODIFIED
Peanut Butter and Jelly
Sandwich
-With-
Whole Grain Graham Strawberry
Cracker

Assorted Juices
Fresh Fruit
Assorted Milk Flavors

Field Trip Coordinator/Teacher Signature: _____ Date: _____

Manager Signature: _____ Date: _____

**MERCEDES INDEPENDENT SCHOOL DISTRICT
OUT OF VALLEY TRAVEL EXPENSE STATEMENT**

Name: _____

Departure Date: _____

Departure Time: _____
from MISD

Return Date: _____

Return Time: _____
to MISD

Date	Breakfast	Lunch	Dinner	Total
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

*Mercedes ISD will reimburse meals up to the maximum amount of the IRS per diem rate for the City that you traveled to. (IRS website for per diem rate and the breakdown by meal.)

Personal Car:

From: _____ To: _____ Total Miles: _____ 58.5 cents \$ _____

From: _____ To: _____ Total Miles: _____ 58.5 cents \$ _____

Must Submit Odometer Readings and/or Map Quest.

Air Fare/Car Rental: (Passenger Coupon/Rental Receipts) Hotel \$ _____

Charge: (Original hotel receipt with zero balance) \$ _____

Miscellaneous charges: (Original receipt(s) Taxi, Parking, Etc.) \$ _____

Grand Total: \$ _____

Refund Amount to District (if any) _____

By signing this form, I acknowledge that I have incurred the travel expenses indicated above.

Signature of Traveler: _____ Date: _____

****This form must be accompanied with the approved Travel Request Form and a Requisition.**

Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity MERCEDES INDEPENDENT SCHOOL DISTRICT	Exempt entity status (Religious, charitable, educational, governmental) EDUCATIONAL
Address of exempt organization (Street and number) PO BOX 419/ 206 WEST 6TH STREET	
City, State, ZIP code MERCEDES, TEXAS 78570	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature sign here	Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.

Mercedes Independent School District Intra-District Mileage Chart

	Central Office	Hinojosa	Travis	Taylor	Kennedy	Chacon	Harrell	High School	MAA/DAEP	Child Nutrition	Transportation	Maintenance/ Food Pantry	Warehouse	Technology
Central Office	0	1.7	0.9	1.5	0.6	2.5	3.1	1.3	2.4	0.7	2.4	1	1.7	0.7
Hinojosa	1.7	0	1.8	1.7	1.5	0.9	3.4	0.7	0.9	1.6	0.2	1.8	0.2	1.5
Travis	0.9	1.8	0	2	1.5	2.1	3.7	1.4	2.1	1	2.1	0.9	1.7	1
Taylor	1.5	1.7	2	0	0.8	2.6	2.1	1.9	2.5	1.3	2.5	1.5	1.7	1.3
Kennedy	0.6	1.5	1.5	0.8	0	2.3	2.5	1.7	2.2	1.1	2.2	0.6	1.5	1.1
Chacon	2.5	0.9	2.1	2.6	2.3	0	4.3	1.1	0.1	2.3	0.1	2.5	0.8	2.3
Harrell	3.1	3.4	3.7	2.1	2.5	4.3	0	3.6	4.2	3.0	4.2	3.2	3.4	2.9
High School	1.3	0.7	1.4	1.9	1.7	1.1	3.6	0	1.1	0.8	1.4	1.3	1	0.8
MAA/DAEP	2.4	0.9	2.1	2.5	2.2	0.1	4.2	1.1	0	2.2	0.1	2.4	0.9	2.2
Child Nutrition	0.7	1.6	1	1.3	1.1	2.3	3.0	0.8	2.2	0	2.1	0.7	0.9	0.3
Transportation	2.4	0.2	2.1	2.5	2.2	0.1	4.2	1.4	0.1	2.1	0	2.4	0.9	1.3
Maintenance/ Pantry	1	1.8	0.9	1.5	0.6	2.5	3.2	1.3	2.4	0.7	2.4	0	1.8	0.7
Warehouse	1.7	0.2	1.7	1.7	1.5	0.8	3.4	1	0.9	0.9	0.9	1.8	0	0.9
Technology	0.7	1.5	1	1.3	1.1	2.3	2.9	0.8	2.2	0.3	1.3	0.7	0.9	0