

Midland Independent School District



Midland Independent School District

Field Trip Manual

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COVID-19 Fall 2020 Update

Field Trips

- **Day trips**-Day trips will not take place through January 7, 2021.
- **Intrastate** field trips (overnight trips)- Intrastate field trips will not take place through January 7, 2021.
- **Out of state** field trips (overnight trips)- Out of state field trips will not take place through January 7, 2021.
- **Out-of-country** field trips (overnight trips) – Out of country field trips will not take place through August, 2021.

Field trip regulations will be reviewed again in December, 2020.

In order to decrease the potential number of students traveling on a bus, licensed students will be allowed to travel to local events (Midland/Odessa) in their personal vehicles if the [Parent Travel Consent Form](#) has been completed and submitted to the coach/director/trip coordinator. MISD district transportation, in most cases, will be provided for events but will look much different than previous years.

COVID-19 Safety Protocols for Travel

- A. All buses will be wiped down and cleaned before and after each use.
- B. Every attempt must be made to sit one student per seat.
- C. Masks must be worn on the bus.

Additional updates will be made as the fall semester progresses.

General Guidelines

Field trips, tours, and excursions (hereinafter referred to as “trip”) require careful planning. They necessitate administrative and parental/guardian approval, suitable behavior for the occasion, and must be aligned to instructional standards as well as appropriate for the age and maturity level of the group. Students should understand the field trip and what is to be learned. As soon as possible after the trip, the teacher should, with the students, review and evaluate the objectives of the trip.

Whenever possible, students should be transported in school or chartered buses that are bonded and insured transportation carriers. In certain situations when transporting small numbers of students, vans can be used if they meet the requirements of the Transportation Code. Specific questions should be directed to the transportation department.

If rented vehicles are used, the vehicle must be insured, and the operator of the vehicle must be appropriately licensed and insured. Rented trucks can be used to transport instruments or equipment when bands/orchestras and other groups are traveling. The operator of the vehicle will ensure that the number of passengers does not exceed the designated capacity of the vehicle that each passenger is secured by a



safety belt. The owner and/or the person who leases and vehicle assumes all liability. School employees who rent vehicles on behalf of the district are covered under the district insurance policy.

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, unless a licensed student has approval of the sponsor and the parent has completed the Parent Travel Consent Form found in forms below, which will be returned to the school prior to the event.

The campus administrator or instructional staff person/sponsor will determine the ratio of students per adult based on classroom/group needs. Instructional staff and chaperones are responsible for student safety and conduct while on the trip.

Field trips may be canceled at the discretion of the sponsor with prior approval of the principal for any of the following events or any other event, which could possibly jeopardize the safety, and security of the students and/or District employees including but not limited to:

- A. Unsafe conditions
- B. Lack of funds
- C. Natural disasters
- D. Travel advisories issued for the geographical area.

“In-district and/or local trips” must be submitted to the Campus Principal for approval. Campuses will use the field trip proposal form and the bus requisition form or other travel forms for the approval process for any field trips. The trip proposal format must contain the following:

- A. Campus adopted proposal
- B. A plan for medical emergencies
- C. Medical health conditions for each student
- D. Bus requisition form

Trips that are out-of-state, out-of-country, and/or overnight or to any area where student safety is in question must be submitted in proposal format, which must contain, but not be limited to the following:

- A. A clearly defined instructional purpose for the trip.
- B. A defined student/chaperone supervision ration sufficient to meet reasonable safety requirements.
- C. A full accounting of the cost of the activity to be managed out of the local campus budget or activity fund.
- D. Documented pre-approved travel and transportation.
- E. A plan for medical emergencies.
- F. An explanation of any activity that may be hazardous and the safety procedures and precautions that will be taken to ensure student safety.
- G. A security plan for monitoring rooms during the night to ensure safety for participants.
- H. The request must be forwarded to the appropriate Executive Director or designee who will inform the Superintendent of Schools [Insert Contact Info]

Teacher sponsor responsibilities for out-of-state, out-of-country, and/or overnight are as follows:

- A. Secure all approvals and notices prior to committing the District and collecting/raising funds. The school principal will forward the written request to the Executive Director or designee for approval for in state trips. Trips out of state will be forwarded on to the Executive Director to obtain approval from the Superintendent. Trips out of the country also require permission of the Board of Trustees.
- B. Provide appropriate adult supervision. The ratio of students to chaperone will be determined by Campus Principal.
- C. Inform chaperones, in writing, and prior to the trip, of their full responsibilities while on the trip, including any special instructions, necessary for a successful trip.
- D. Secure parent/guardian permission (Parent/Guardian Approval Form) in writing and retain in the possession of the sponsor. Sponsors and students may be required to complete other forms if the trip is being sponsored by an organization.
- E. The sponsor must be aware of students on prescribed medication while on the trip. The sponsor must have signed copy of the student's Physician/Parent Request for Administration of Medicine or Special Procedures by School Personnel, a copy of which may be obtained from the school nurse.
 - Know what to do in the event of an accident or illness while on a trip. The teacher sponsor should:
 - Plan, with the school nurse, what to do in case of an accident or illness before leaving for the trip.
 - Render first aid for minor injuries, such as minor scrapes and cuts.
 - Call the local police department/emergency medical service for more serious injuries. If the emergency medical service transports the student to the hospital, the sponsor or his/her adult designee must accompany the student and remain with the student until the Parent/Guardian arrives.
 - Notify the Principal and the Parent/Guardian.
 - Not assume hospital costs. This is the responsibility of the Parent/Guardian.
 - Upon return, make a report of the accident to the Principal who will provide a copy to the school nurse and the Executive Director.
- G. Frequently count the number of students, such as when the group arrives and departs from each activity. Implement a buddy system for use throughout the entire trip.

The following timeline will be followed when planning for field trips:

- **Day trips**-all required information must be submitted to the Campus Principal at least **two weeks** prior to the planned activity. Trips out of the City of Midland or trips paid from district level accounts should be forwarded on to the appropriate director or executive director.
- **Intrastate** field trips (overnight trips)-**four weeks** (Principal→ Executive Director)
- **Out of state** field trips (overnight trips)- **eight weeks prior to fundraising** (Principal →Executive Director→ Superintendent)
- **Out-of-country** field trips (overnight trips) - **eight weeks prior to fundraising** (Principal → Executive Director→ Superintendent →Board of Trustees). For each trip, the parent/guardian will be notified of the purpose of the trip and will complete the Parent/Guardian Approval Form, which will be returned to the school prior to the event.

Parent permission is required as follows:



- A. For each trip, a permission form (Parent/Guardian Approval for Student Participation) is necessary. Teams or troupes which submit identical travel requests such as a sports team may collect one permission form with the schedule attached.
- B. The Parent/Guardian Approval for Student Participation form should include the following information:
 - Purpose(s) of the trip
 - Place(s) to be visited
 - Means of transportation
 - Date
 - Time of departure and return
 - Parent or guardian signature

Upon request of the Principal, additional information may be provided to Parent/Guardian in writing for trips such as:

- The name of the teachers who will supervise the trip
- Responsibility of the students
- Cost, if any, to the student
- Special arrangements, if any
- Itinerary

Chaperones must be District employees or volunteers that are approved in advance of the trip. Chaperones must adhere to established basic guidelines for District-sponsored functions and additional guidelines as may be developed by the individual school. Chaperones are responsible for attending any designated information or procedural meeting prior to and during the field trip as required by the school principal, sponsor, or designee.

The primary reason for the chaperones is to supervise a group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor their behavior for the entire field trip from departure time until they return to school.

Chaperones must sign a form acknowledging their responsibilities as chaperones and must not be allowed to smoke or use tobacco products of any type while supervising or in a position of influence over students, consume alcoholic beverages or illegal drugs, or to be involved in any illegal or immoral activity during the trip.

The ratio of students to chaperones will be determined by the campus administrator using these guidelines:

- Elementary 6:1
- Junior High 10:1
- High School 20:1 “Day Trip” and 10:1 “Overnight Trip”

Discretionary Distinguished

“Discretionary” is:

Drill team to New York, 7th grade science class to Petroleum Museum, HS basketball to Tournament in Amarillo, Elementary to NASA, etc...



“Discretionary” is not:

Drill team to football game, 7th grade to Bob Bullock Museum (when set up by district), HS basketball to district game, etc.

Athletic, academic, and UIL related tournament events **do not** require the submission of a Field Trip Request Form. However, the Teacher, Sponsor, or Coach is responsible for coordinating all plans and arrangements and compiling all necessary information pertaining to the trip for presentation to the Principal or other appropriate administrator, as required by the type of tournament event.

Teacher Sponsor Responsibilities for Trip

Teacher sponsor responsibilities are as follows:

1. Secure all approvals prior to committing the district and collecting/raising funds.
2. Submit requisitions and travel forms as needed.
3. Provide appropriate adult supervision. The campus Principal or instructional staff person/sponsor will determine the ratio of the students per adult based on classroom/group needs.
4. Inform Chaperones, in writing, and prior to the trip, of their full responsibilities while on the trip, including any special instructions, necessary for a successful trip.
5. Secure Parent/Guardian permission (Parent/Guardian approval for student participation form) in writing and retain in the possession of the sponsor. Sponsors and students may be required to complete other forms if the trip is being sponsored by an organization.
6. The sponsor must be aware of students on prescribed medication and must keep and monitor the administration of the prescribed medication while on the trip. The sponsor must have signed copy of the student’s physician/parent request for administration of medicine or special procedures by school personnel, a copy of which may be obtained from the school nurse.
7. Know what to do in the event of an accident or illness while on trip. The teacher sponsor should.
 - a. Plan, with the school nurse and principal, what to do in case of an accident or illness before leaving on the trip.
 - b. Render first aid for minor injuries, such as scrapes and cuts.
 - c. Call the local police department/ emergency medical service for more serious injuries. If the emergency medical service transports the student to the hospital, the sponsor of his/her adult designee must accompany the student and remain with the student until the Parent/Guardian arrives.
 - i. Notify the parent/guardian and principal.
 - ii. Not assume hospital costs. This is the responsibility of the Parent/Guardian.
 - iii. Upon return. Make a report of the accident to the Principal who will provide a copy to the school nurse and the Executive Director.
8. Frequently count the number of students, such as when the group arrives and departs from each activity. Implement a buddy system for use throughout the entire trip.

Student Travel Guidelines



A trip may require a lower student to adult ratio than the below recommended ratios at the discretion of the campus principal: however, if the student to adult ratio is to be higher than the recommended ratio, the appropriate executive director must approve the student to adult ratio for each trip.

A Campus or District Level “Administrator”

Unless approved otherwise by the appropriate executive director, a campus or district level “Administrator” is required on all:

- “Overnight” trips where 45 or more students are attending, or
- “Out of State” trips.
- “Out of Country” trips.

Further Travel Restrictions

Any exception to the following restrictions on scheduling overnight trips must be approved by the Superintendent’s designee prior to engaging in any planning activities for the trip.

Elementary, Intermediate and Junior high

An “Out of State” trip is not allowed without the permission of the superintendent or superintendent’s designee.

High

Student groups may request discretionary “Out of State” travel yearly and “Out of Country” travel every 3 years.

All Levels

Student trip travel destinations shall not include “adult-themed” venues.

Trips Involving Water (bodies of water)

Destinations that are associated with beaches or oceans are not allowed, unless the destination is non-discretionary. If a trip is approved to a non-discretionary destination associated with beaches or oceans, swimming is not allowed.

Students may swim on trips to venues that are associated with swimming such as NRH20, Hawaiian Falls, Schlitterbahn, Life Time Fitness, etc.... if:

- there are certified lifeguards supplied by the venue or
- There is no lifeguard on duty, however the “Trip Coordinator” and/or Administrator is monitoring. The “Trip Coordinator” and/or Administrator will set any restrictions for swimming based upon the number of students, size of pool, time available, etc....

Participant Restrictions

“Day Trip” student participants are limited to those involved in the student club or organization organizing the trip.

“Overnight Trip” or “Out of State” student participants, who are not involved in the student club or organization organizing the trip, may be allowed to travel with the group based on available space and subject to approval by the campus principal. Student non-members participating in a trip organized by a



club or organization must be at least 13 years of age and must be the child of an approved parent chaperone for the trip. [Example: High School Choir is traveling to New York during spring break. After all choir members and chaperones have signed-up for the trip, there is still available space. A choir member's parent, who is approved to serve as a chaperone, also has a 14-year old child who would like to travel with the group. The parent may request approval from the principal for the 14-year old to travel with the choir. A denial by the principal is final and is not appealable.]

Trips Requiring Contracts

In addition to the "Trip Coordinator" following the approval process for Student Travel at the campus level, the "Trip Coordinator" must also comply with the provisions of all MISD Business Procedures for approval of any contracts related to Student Travel.

A trip may be cancelled by the campus principal or a District administrator at any time it is determined to be in the best interest of the District. The "Trip Coordinator" is responsible for following the cancellation policy outlined in an approved contract for a student trip. Upon notice of cancellation, the "Trip Coordinator" will notify all parties involved in the student trip.

SUPERVISORY INFORMATION

District Employee as "Trip Coordinator"

- Seek initial compliance approval for overnight trips, if applicable, before providing information about the trip.
- Notify all participants and parents of key dates and other trip information, including:
 - Proposed itinerary,
 - Deadlines for signups,
 - Payment schedules (if applicable), and
 - Cancellation date with corresponding information about refunds or penalties;
- Conduct a "Chaperone" meeting to discuss expectations for all overnight trips;
- Require all "Chaperones" to complete the written "Chaperone" Agreement;
- Work with campus office staff to ensure criminal background checks are completed for potential "Chaperones".
- Identify room assignments for overnight trips;
- Assign chaperones group of students to monitor according to these "Student Travel Guidelines;"
- Make arrangements for meals during the trip;
- Obtain all applicable signed release forms from all participants prior to travel; and
- Account for all students prior to departure at all stops (headcount) during travel.

RECORDS RETENTION

The "Trip Coordinator" must ensure that all records used to organize and conduct a student trip, as well as any records regarding expenditures related to a student trip, are preserved and returned to the school after the trip to be retained in accordance with the District's records retention policy and any applicable business office procedures.

District Employee as “Administrator”

An “Administrator” serving in a supervisory role during Student Travel:

- Must attend any Out of State Student Trip where 30 or more students are in attendance unless otherwise approved by the Superintendent or Superintendent's Designee
- Should not be assigned a roommate unless it is the “Trip Coordinator” or the Administrator’s own child (at the personal expense of the administrator);
- Should not be assigned a group of students to monitor during the trip;
- Should serve in a supervisory role to oversee any emergencies, student conduct, or health-related issues;
- May be a campus or district level administrator; and
- Should be provided lodging, transportation, and meals by the club or organization planning the trip using the same budget source for the trip (campus local, booster club)

District Employee as “Chaperone”

A district employee who is approved to serve as a “Chaperone” for a student trip:

- Must follow the directives of the “Trip Coordinator” and “Administrator” related to the student trip;
- May be responsible for their own expenses to the extent identified by the “Trip Coordinator” prior to travel;
- Must attend the “Chaperone” meeting conducted by the “Trip Coordinator” for all overnight trips;
- Must complete the written “Chaperone” Agreement
- May be assigned additional responsibilities related to the trip by the “Trip Coordinator” or “Administrator”;
- Will not share a hotel room with any students in grades 7-12, unless it is the employee’s own child;
- Must be approved as a “Chaperone” by the campus principal, who will also determine whether the employee’s absence requires the use of personal leave at the time the employee is approved as “Chaperone”
- Must be prepared to consistently perform “Chaperone” duties throughout the trip and not treat the travel as a personal trip or vacation; and
- Must enter absence from campus at least two weeks prior to the trip.

Non-District Employee as “Chaperone”

An individual not employed by the District who serves as an approved “Chaperone” for a student trip:

- Must follow the directives of the “Trip Coordinator” and “Administrator” related to the student trip;
- Is responsible for their own expenses related to the trip and all incidentals;
- Must attend the “Chaperone” meeting conducted by the “Trip Coordinator” for all overnight trips;
- Must complete the written “Chaperone” Agreement [Insert Document]
- Must complete a background check as a volunteer using the same system as campus volunteers (see campus principal for additional details).
- May be assigned additional responsibilities related to the trip by the “Trip Coordinator” or “Administrator”;



- Must follow all “Chaperone” Guidelines and any additional assigned responsibilities related to the trip; and
- Must be prepared to consistently perform “Chaperone” duties throughout the trip and not treat the travel as a personal trip or vacation.

DISCIPLINE GUIDELINES

General Discipline Statement

The Midland ISD Student Code of Conduct will also continue to be in effect at all times during student travel as well as any additional expectations communicated to the students by the “Trip Coordinator” or “Administrator.”

A student may be removed immediately from the trip for conduct that is illegal or jeopardizes the safety of the student, other students, or any “Chaperone”. A student’s failure to follow the Midland ISD Student Code of conduct, Travel Code Conduct, or any other directives of the “Trip Coordinator” or “Administrator” will be communicated to the student’s parents and campus administration in a timely manner. At the discretion of the “Trip Coordinator” or “Administrator,” a student may be sent home at the expense of the parent for significantly disruptive or dangerous behavior.

In the event a student is sent home before the end of a trip, the “Trip Coordinator” or “Administrator” will determine the appropriate method of transportation to ensure the safety of the student and other trip participants.

ELIGIBILITY/GRADE GUIDELINES

No student shall be required to participate in any student trip. A student’s academic grade shall not be adversely impacted as a result of his/her decision not to participate in a student trip.

Makeup Work

Students participating in school-affiliated travel will be allowed to make up any missed work according to the guidelines in the MISD Student Handbook.

Academic Eligibility

Students will follow all UIL Eligibility Guidelines to determine eligibility to participate in UIL events. For non-UIL events, student travel for academically ineligible students must be approved by the campus principal.

UIL Trips

All student trips related to UIL events will be governed by UIL rules and regulations. Any UIL specific questions should be asked of the appropriate MISD director. <https://www.uil-texas.org/policy/eligibility>

NON-SCHOOL AFFILIATED TRIPS



District employees or other individuals acting as independent agents who offer opportunities for District students to participate in non-school affiliated trips on a voluntary basis must comply with the following restrictions:

- The District shall not permit the use of District staff time, facilities, or other Districts resources for advertising, promotion, or organizational activities related to non-school affiliated trips.
- The district shall not permit fundraising activities to occur during the school day or on District property except in accordance with the use of District facilities by non-school groups.
- The District shall not allow individuals organizing non-school-affiliated travel to collect funds on District property or deposit money in a campus account.
- The District shall not permit the use or implied use of “Midland ISD” or the use of any campus name or District-sponsored organization in connection with the organization or operation of non-school-affiliated trips.

Any information or materials related to non-school-affiliated trips may only distributed on District property in accordance with MISD Board Policy GKDA(LOCAL) for the distribution of non-school literature.

Student Travel Financial Information

All field trips taken by classes or school organizations must be justifiable on the basis of the contribution to the educational program of the school and should be reflected in the campus improvement plan. As such, all students in the organization, class or extracurricular activity should be able to participate without undue financial burden. Students shall not be denied participation because of financial need in an education “Day Trip” that requires any school days missed.

General Financial Responsibility Statement

It is the responsibility of the “Trip Coordinator”

- To determine accurately the costs to be incurred for a student trip;
- To determine the source of the funds (including any costs to be paid by the students);
- Must ensure that adequate funds are available to pay for the trip;
- To meet the needs of students with financial difficulties; and
- To review the budget with the principal before getting approval.

Deposits

- A. Receipts must be issued for any funds received from staff, parents or students.
- B. All monies received for trip deposits should be turned in to appropriate campus bookkeeper each day.
- C. Any check submitted for a trip deposit should be made payable to the appropriate District account. Checks should include the driver's license number of the individual submitting the check.
- D. No check should be made out to any individual District employee.
- E. All money collected from students and/or revenue generated from student club activities will be submitted to the campus bookkeeper with copies of receipts, logs, and money totals in accordance with District guidelines.



For specific information on deposits, refer to the Midland ISD Activity Fund Account Manual.

Fundraising

A “Trip Fundraiser” is defined as an activity planned and managed by District staff and students with the intent of raising money for a student trip.

The “Trip Coordinator” will need to complete required approval forms no less than two weeks prior to the start of the fundraiser.

For specific information on fundraising, refer to the MISD Activity Fund Accounting Manual.

Payment Plans

Payment plans for student trips should be established and communicated by the “Trip Coordinator” and must comply with any applicable provisions of an approved trip contract.

Contracts

Contracts related to school-affiliated student trips shall not be signed until the appropriate administrator has provided final approval for the trip, and the trip contractor is an approved Midland ISD vendor.

All trip-related contracts submitted for approval must already be signed by the party contracting with Midland ISD.

No deposits or money shall be paid to a contractor, nor should any student monies be accepted, until a trip-related contract is approved and has been returned to the campus principal.

Refer to the Midland ISD Business and Financial Service Manual, Section 14 for specific information on who is authorized to sign contracts for Midland ISD and forms.

Vendor Information

If a trip uses any District funds, approved vendors must be used.

The approved vendor list can be found here. [Midland ISD Purchasing Department](#).

To request approval for a new vendor, the “Trip Coordinator” will submit the appropriate approval paperwork to the [Midland ISD Purchasing Department](#). No services or items can be bought until the company is an approved vendor.

Student Expenses

Students are financially responsible for all agreed-upon expenses. The “Trip Coordinator” is solely responsible for providing parents with written guidelines related to the availability of any refund for payments made directly on behalf of a student if the child later elects not to participate in the trip or if the child is unable to participate. All financial responsibilities, including a schedule of refund amounts and deadlines, shall be distributed to all parents prior to any fundraising activity or the collection of any personal payments for a student trip.



The District reserves the right to cancel any student trip if it is determined that the safety of students and/or staff members would be jeopardized due to legitimate security or safety concerns. Program sponsors shall provide all parents with written notification of this provision prior to collection of any funds for a student trip.

The District shall assume no responsibility for either the financial support of any student trip as outlined in these Guidelines, nor the reimbursement of any funds due to the cancellation of a student trip of any reason.

Source of Funds

The “Trip Coordinator” is responsible for making arrangements for meals during the trip.

“Day Trip” Trips

The “Trip Coordinator” will communicate with all participants regarding the plan for meals during the trip. Students may be required to bring a sack lunch or bring money to purchase lunch from the restaurant.

The “Trip coordinator” shall make arrangements with the campus cafeteria for any students receiving free or reduced lunch to get a sack lunch from the school at a free or reduced price.

Overnight Trips

The “Trip Coordinator” will communicate with student participants and “Chaperones” regarding the plan for meals during the trip. Students and parents must be made aware, in advance, of any financial responsibility regarding meals not included in the initial cost of the trip.

Merit Travel

When students advance to State or National level competition for extra and co-curricular, or to UIL play-off events after district play, district funds will be used.

Student Travel Health & Medical Information

Procedure for Trips

The “Trip Coordinator” is to review all medical release forms. For any students requiring medical procedures, the trip coordinator and school nurse will meet in advance and plan for the students on a case by case basis.

If students with medical considerations are traveling, the “Trip Coordinator” is to notify the nurse at least 7 days in advance of the planned trip.

Any medication that must be sent on a field trip must be in the properly labeled original container or in a properly labeled unit dosage container. The unit dosage container should contain only the required number of pills to be administered on the field trip. A registered nurse or another qualified district



employee must fill the properly labeled unit dosage container from the original properly labeled container.

The Principal or designated Unlicensed Assistive Personnel who will administer medications on a field trip will follow MISD District Policies and Guidelines in the administration of medication. All medication administration must be recorded on the **Daily Medication Administration Travel Calendar Log** (for overnight trips) or the **Medication Permission Form Calendar Log** (for daily trips). The parent/guardian may submit written permission for the school to waive a dose of medicine for the field trip if the medication can be safely rescheduled or omitted. A copy of the **Medication Permission Form** must accompany each medication to be administered on the field trip.

Training

The Principal or designated Unlicensed Authorized Provider (UAP) who will administer medicine on a field trip will follow MISD Policy (FFAC)LEGAL and Regulations. The school nurse will train all school personnel (UAP) whom the Principal has designated to administer medication or perform procedures prior to their administration of any medication. The school nurse and/or Director of Student Health Services will periodically re-evaluate the skills of the Principal designee to administer medication. Additional training will be provided, as needed, or as otherwise required by law.

The Checklist for Medication Administration Training Form will be filled out for each Principal designee every year.

As used in these guidelines, a reference to "Doctor" or "Physician" includes MDs, DOs, and Dentists licensed to practice in U.S.A., as well as physicians' assistants and licensed nurse practitioners with prescriptive authority and who practice under the authority and supervision of a licensed physician.

Student Travel and Safety and Security

SAFETY AND SECURITY

Student safety and security come first. The "Trip Coordinator" is primarily responsible for ensuring student safety and that the provisions of this handbook are followed; however, all adult participants on a student trip, whether District personnel or not, shall take all reasonable measures to ensure the safety and security of all students during the trip.

Background checks

The Midland Independent School District Board Policy GKG (LEGAL) requires certain prospective school volunteers to sign a statement allowing the District to obtain criminal history record information. The Raptor system should be utilized for all visitors to the schools. However, formal background checks must be conducted for all volunteers wishing to accompany students on trips and volunteers who are working one on one tutoring with any child other than their own. Forms may be [downloaded here](#) and submitted to the VIPs district coordinator from the main campus office (see principal for additional details). Campuses should plan for a two week turn-around on average to obtain completed background results. This time may extend to up to six weeks if submitted at the beginning of the school year.

One-on-one contact between adults and student members

Neither district staff nor chaperones should have private, one-on-one contact with a student. If circumstances requires a private conference, the meeting is to be conducted in view of other adults and/or youth, and another adult should be made aware of the purpose of the private conference.

EMERGENCY PLAN

- The “Trip Coordinator” shall immediately report any safety concerns, accidents, incidents, injuries, or illnesses to the “Administrator” on duty, if present or to the immediate supervisor if “Administrator” is not present on the trip. The “Trip Coordinator” or “Administrator” will determine the appropriate emergency procedures.
- If an emergency occurs during a student trip, the “Trip Coordinator” or “Administrator” shall follow the host facility’s emergency procedures, if applicable.
- If an emergency occurs while traveling in a District-owned vehicle or charter bus, the “Administrator” shall follow the directives provide by driver while the students remain on the District vehicle.
- If a transportation accident occurs during a trip, 911 must be called so that all students can be evaluated and treated by EMS. An accident/Incident report must be completed in a timely manner.
- If a medical emergency involves the need to transport District personnel or a student to a hospital or clinic, the “Administrator” must accompany the transported person. If the parent of an injured student is present, they may take the place of the “Administrator” during transport. If neither the “Administrator,” nor the child’s parent is present the “Trip Coordinator” will assign someone.
- In the event of an emergency, parents of affected students must be contacted as quickly as possible.

HOTEL GUIDELINES

The guidelines are to serve as a protection for both student travelers and “Chaperones.”

General Hotel Guidelines

- When available, hotel rooms should be located on floors higher than the ground floor and within enclosed hallways, where doors are not accessible from the outside or to balconies.
- The “Trip Coordinator” and “Administrator” reserve the right to search the rooms, luggage, personal belongings, and persons at any point before, and during a school related trip. Students and parents should be advised prior to the trip that students and their belongings are subject to random search during the trip.
- No adult may share a room with a person of the opposite sex unless he or she is that adult’s spouse.
- Assigning students who are more than two years apart in age to sleep in the same room should be avoided unless the students are relatives.
- Ranch-style bunk housing is acceptable for adults to occupy space with the same gender student of all ages as long as there is more than one adult present. Males and females should have separate sleeping, changing, and restroom areas.

Junior High and High School Hotel Guidelines

- District personnel may not share rooms with any student in grades 7-12, unless it is the employee's own child.
- "Chaperones" may not share rooms with any student in grades 7-12, unless it is the "Chaperone's" own child.
- Male and female student shall not share the same room.
- The rooms for male and female students should be separated by floor, when possible.
- The rooms for male and female students should be separated by "Chaperones" rooms, if not by floors, when possible.
- District personnel and other "Chaperone" hotel rooms should be strategically dispersed among the hotel rooms occupied by students to ensure maximum supervision.
- In the case of bunk-style housing, "chaperones" and students must be the same gender unless it is their own child.
- In the case of bunk-style housing, "chaperones" should not share a bed with any student unless they are the student's Parent or legal guardian.
- In the case of bunk-style housing, "chaperones" may share a room with their own child and at least two other children if they are all the same gender in grades K-6.
- Students should never be left alone in a hotel room. In the event that travel arrangements make this not possible, "chaperones" should pair up when monitoring rooms.

Inclement Weather

Prior to departure and during a student trip, the "Trip Coordinator" shall become aware of, and heed all travel advisories, including severe weather advisories, to ensure the safety of all participants on the trip. In the event that MISD schools are closed due to inclement weather, day trips will be canceled. Overnight trips will need Superintendent's designee approval after consulting with the Chief of Operations for travel when schools are closed due to inclement weather.

Trip Communication

The "Trip Coordinator" shall have a working cell phone in his or her possession during the trip in case of emergencies, as should each "Chaperone." For overnight trips, the "Trip Coordinator" shall create a "call list" consisting of the cell phone numbers of the "Trip Coordinator", all "Chaperones," students, and the bus driver (if applicable), and shall provide copies of the call list to each person on the list and the campus principal.

The "Trip Coordinator" shall provide the campus principal a copy of the call list at least three days prior to the scheduled departure of a student trip.

TRANSPORTATION

District Provided

- Due to insurance restrictions, parents who are not approved chaperones are not allowed to ride on the bus.

- Trip requisitions must be entered online no later than 14 business days PRIOR to the date of the trip allow for proper coordination. Exceptions are UIL competitions and playoff games scheduled with less notice.
- A bus used for regular school bus routes cannot be scheduled to leave from any campus before 9:00 AM. All buses must be back at the campus no later than 2:00 PM. For the return trip, most buses should be loaded by 1:15 PM to allow for travel time.
- Once a request for trip transportation has been entered, it will need to be approved by the principal or director, who will receive an email when the trip is ready for approval.
- Once the trip is approved by Transportation, the requestor will receive confirmation email. If you have not received the final approval email from transportation within 5 days of trip, please contact Transportation at [Insert Contact Info]
- Transportation for Student Trips are subject to a driver and vehicle availability. Drivers are assigned systematically and not by request.
- Funds must be allotted by the “Trip Coordinator” out of club or organization funds to pay for parking fees, fees for toll roads and hotel, as needed. Toll roads should not be used for day trips.
- When District transportation is used, travel should be coordinated in accordance with Midland ISD Transportation guidelines.
- All bus safety rules apply while riding the bus during student trips.
- The bus driver has overall responsibility for the bus and safety of all passengers; however, the “Trip Coordinator” or “Administrator” will be expected to address student behavior issues.
- Cleanliness of bus is the responsibility of the “Trip Coordinator”. The Chaperones and/or the students must clean the bus. A bus returned to MISD Transportation in an unclean condition may result in a clean-up fee. Shoe polish, writing on the bus or windows, decorations, etc. or not allowed. Clean up fees are as follows: SUV: \$25.00, Activity Bus \$40.00, School Bus: \$75.00.
- The bus driver must be provided with a trip itinerary from the “Trip Coordinator”. While organizing the itinerary and estimated time of arrival at each stop needs to be confirmed with the “Trip Coordinator”.
- The “Trip Coordinator” and bus driver should exchange contact number prior to leaving the school.
- If necessary, the bus driver must have a means for paying for fuel throughout the duration of the trip. A district credit card must be obtained by the “Trip Coordinator” from the MISD Business office prior to the departure time.

In-Trip Accountability

All students must be accounted for by the “Trip Coordinator” prior to departure at all stops. All students participating in a field trip are expected to use district-provided transportation. Any exceptions must be approved by the “Trip Coordinator” and the campus principal.

Alternate Transportation

Any student not using the transportation provided by the District for a student trip must be approved in advance by the campus principal and the “Trip Coordinator”. Students will not be allowed to ride with anyone not listed on the AGR card or approved in advance.



Charter Bus Transportation

The charter bus company must be an approved MISD vendor.

In addition to charter bus rules, students must follow the MISD Student Code of Conduct while on all charter buses.

All participants must be accounted for by the “Trip Coordinator” prior to departure at all stops.

Air Transportation

Students must be accompanied at all times at the airport.

A lead “Chaperone”/supervisor/ “Administrator” should go through security prior to any students, while another “Chaperone/supervisor/ “Administrator” should be the last traveler to clear security. Boarding and deplaning should follow the same process.

All students must be accounted for by the “Trip Coordinator” prior to departure at all stops.



Midland Independent School District

Appendix of Travel Forms and Documents

[Digital Forms can be Found Here](#)



OVERNIGHT TRIP PROPOSAL

District Policy FMG (LOCAL) pertains to school sponsored trips, excursions, and tours.

****Attach list of student participants and proposed itinerary**

Campus: _____ **Date:** _____
 _____ In State _____ Out of State _____ Out of Country

| | | | |
|---|---|---------------------------|------------------------------|
| Destination/Location: | | Trip Date(s): | |
| City & State: | | Departure Time: | |
| | | Return Time: | |
| Group Traveling: | | Trip Sponsor: | |
| | | Contact Info: | |
| Learning Expectation: (Instructional Purpose of Trip) | | | |
| Number of Students: | Grades: | Number of Faculty: | Number of Chaperones: |
| Overnight Accommodations: | Hotel Name: | Address: | Phone NO.: |
| Transportation: | Airline: | Bus Trip #: | Other: |
| Travel Agency Contact: | Name: | Address: | Phone No.: |
| Funding Source: (ex. General Operating, Activity Fund, etc.) | | | |
| Fundraisers: | Type: | | Dates: |
| Student Payment Plan For Trip: | <input type="checkbox"/> Yes If yes, how much per student? _____ <input type="checkbox"/> No Total Cost to Student _____ | | |
| Total Cost of Trip: | | | |
| Nearest Medical Facility: (Name, Address, Phone #) | | | |
| Unique Potential Hazards: | | | |
| Reviewed: (Trip Coordinator/Sponsor) | Signature: | | Date: |



| | | |
|---|-------------------|--------------|
| Approved: (Principal) | Signature: | Date: |
| Approved In State: (Executive Director) | Signature: | Date: |
| Approved Out of State: (Superintendent or Designee) | Signature: | Date: |
| Approved Out of Country: (Board of Trustees) | Signature: | Date: |
| Final Approval: (Superintendent or Designee) | Signature: | Date: |

A support plan for students in need of assistance (if fundraising is required) and a detailed itinerary or agenda must accompany this request.



DAY TRIP REQUEST FORM

District Policy FMG (LOCAL) pertains to school sponsored trips, excursions, and tours.

*Attach a list of student names and a completed copy of the Parent Approval Release Form

**sports teams or UIL groups will complete one per season and attach season schedule

Campus: _____

Date: _____

| | | | |
|---|---|---------------------------|------------------------------|
| Destination/Location: | | Trip Date(s): | |
| City & State: | | Departure Time: | |
| | | Return Time: | |
| Group Traveling: | | Trip Sponsor: | |
| | | Contact Info: | |
| Learning Expectation: (Instructional Purpose of Trip) | | | |
| Number of Students: | Grades: | Number of Faculty: | Number of Chaperones: |
| Funding Source: (ex. General Operating, Activity Fund, etc.) | | | |
| Fundraisers: | Types: | Dates: | |
| Student Payment Plan for Trip: | <input type="checkbox"/> Yes If yes, how much per student? _____ <input type="checkbox"/> No Total Cost to Student _____ | | |
| Unique Potential Hazards: | | | |
| Transportation: | Bus: (Circle One) Charter Bus School Bus | Other: | |
| Reviewed: (Trip Coordinator/Sponsor) | Signature: | Date: | |
| Approved: (Principal) | Signature: | Date: | |
| Approved Out of Midland or Funding Source Only: (Executive Director/Director) | Signature: | Date: | |



Field Trip Chaperone Agreement

Chaperone will be defined as any adult placed in a supervisory role by the trip leader

Chaperone must:

- Be a parent or guardian, OR someone else designated who must be 21 years or older
- Be qualified by the trip leader as a responsible supervisor
- If driving students, have appropriate proof of insurance and valid license
- If chaperoning an overnight field trip, must have criminal history check
- Be firm, yet fair if necessary when dealing with students on trips

CONDUCT

Chaperones attending any Midland ISD field trip as well as any other person in attendance (student, staff or family/friend) shall at all times represent the school district and in that sense are acting as ambassador. Therefore, appropriate and professional behavior is expected at all times throughout the duration of the trip and at no time shall any participant cause a situation of embarrassment, safety or endangerment.

Adults (including employees, chaperones and non-employee adults)

It is in the best interest of all of our students that each traveler agree to the following mandated guidelines before attending MISD field trip. If you cannot commit to these stipulations in advance, you may not attend this trip

- No alcoholic beverages or illegal drugs shall be consumed by any trip participant at any time during the trip
- Tobacco is not permitted by any trip chaperone while supervising or while in a position of influence over students.
- No use of foul language will be tolerated by any trip participant
- Only age-appropriate topics of discussions shall occur around students during the trip
- Appropriate attire is required as an example to the students for field trip events
- Chaperones must adhere to and will not deviate from the scheduled itinerary
- _____

(blank line for trip leader to add items if necessary)

Violations in the above standards could result in the following

Employee: disciplinary action up to and including dismissal

Non-employee chaperone or any other adult attending: forfeiture of volunteer and chaperone privileges for future school trips and future school-related events.



MIDLAND INDEPENDENT SCHOOL DISTRICT

PARENT TRAVEL CONSENT FORM

for participating in school-sanctioned activities during the _____ - _____ school year as a member of the _____.

Faculty Sponsor(s): _____

STUDENT: _____

GRADE LEVEL: _____

ADDRESS: _____

HOME PHONE: _____

PARENT/GUARDIAN: _____

BUS. PHONE: _____

ALTERNATIVE ADULT: _____

BUS. PHONE: _____

The above-named student has my consent to travel to and/or from each event participated in by this organization during this school year, including all errands and activities related to duties of and assignments made to members enrolled in the _____ class. The mode of transportation may be MISD or commercial bus, or a private vehicle. Private vehicles may be driven by school personnel, a parent, or the above-named student when the event is in Midland County or the City of Midland

The student has my permission to drive a vehicle to local events when appropriate. MISD Board Policy does not permit students to transport other students, unless the students are siblings.

I understand that the student may not be chaperoned/supervised while en route or while participating in _____ activities. I understand that any student who does not conduct himself/herself properly may be (i) sent home at the parent's expense, (ii) prohibited from participating in future activities of this organization, and (iii) subjected to other appropriate disciplinary measures.

I agree to, and hereby, release Midland Independent School District and its trustees, employees, sponsors, and volunteers from all legal responsibility from liability resulting from any activities of this Organization, including liability caused by or related to the negligence of any such party.

IN CASE OF EMERGENCY and with the approval of the sponsor or an MISD employee, I give my approval and authorization for first aid treatment and any medical treatment by local physicians and/or hospital including surgical procedures. I agree to accept responsibility for payment of all charges incurred during this medical treatment.

Additional information or comments: _____

This form must be signed and returned to the sponsor before the student will be permitted to drive his/her vehicle to any off-campus activities of this organization.

(Date)

(Signature of Parent/Guardian)

(Date)

(Signature of Parent/Guardian)

NOTE: Sponsors are responsible for securing a form for each participating student.



Midland Independent School District



Field Trip Chaperone Agreement

Chaperones shall be:

- District employees

OR

- Any other adult approved by the principal and sponsor of the field trip who meets the eligibility requirements to volunteer in the district before the trip is scheduled for departure. Eligibility includes a criminal background check (allow 2-4 weeks for completion) used for all school volunteers.

The primary duties of chaperones are:

- **to supervise a group of students**
- **to be responsible for students**
- **to stay with their assigned group**
- **to monitor their behavior for the entire field trip from departure time until they return to school**

Chaperones shall adhere to established basic guidelines for district-sponsored functions and additional guidelines as may be development by the individual school. Chaperones are responsible for attending any designated information or procedural meeting prior to and during the field trip as are required by the school principal sponsor or designee.

Chaperones shall sign a form acknowledging their responsibilities as a chaperone and shall not be allowed to smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or to be involved in any illegal or immoral activity during the trip.

The campus administrator or instructional staff person/sponsor will determine the ratio of students per adult based on classroom group needs.

I agree to accept the duties and responsibilities of chaperone and in doing so, agree to abide by all the above terms and meet all requirements as specified by the trip leader.

| | |
|----------------------|-------|
| Chaperone Signature: | Date: |
|----------------------|-------|



Responsibility Contract for Overnight Trips

It is a privilege for you to participate in the District-sponsored trip_____. Because this trip is part of the District’s educational program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions of general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

I agree to:

- A. Refrain at all times from the consumption of alcoholic beverages, use of tobacco and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel;
- B. Sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened, and an adult chaperone is notified;
- C. Keep my assigned chaperone advised of my whereabouts at all times;
- D. Attend all mandatory activities and meal functions;
- E. Adhere to all established curfews;
- F. Conduct myself in such a manner as to bring pride to myself, my family, my school , and my community;
- G. Adhere to any established dress code;
- H. Comply throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough in nature to warrant the below-named student’s removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general District policies.

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

| | |
|------------------|-------|
| Parent Signature | Date: |
|------------------|-------|



TRIP CHECKLIST

| | | | |
|--|---|--|---|
| | <input type="checkbox"/> Overnight Trips <input type="checkbox"/> In State | <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country | <input type="checkbox"/> Day Trip *Required for any school sponsored activity where <u>organized</u> travel occurs |
| <i>Please submit all forms listed in section applicable to field trip.</i> | Submit four weeks in advance (Intrastate) Submit eight weeks prior to fundraising (Out of State/Country) | | Submit two weeks in advance |
| | <p>Approval Process:</p> <ul style="list-style-type: none"> ● Prepare and collect trip itinerary and fundraising information (if required) ● Complete the online trip request form using the links provided ● If the trip is out of state- email the appropriate Executive Director and copy the principal with trip details. Attach the trip itinerary and fundraising information ● Campus principal will communicate with trip sponsors when final approval is granted. <p>Once final approval is granted:</p> <ul style="list-style-type: none"> ● Submit MISD bus requisition form ● Submit MISD travel form with a copy of student participants attached (as needed for district paid meals, charter buses, vans, or rental cars.) <p>Collect and retain:</p> <ul style="list-style-type: none"> ● Parent provided transportation permission forms (one per student) ● Parent meeting sign in sheet ● Parent meeting agenda ● Parent/guardian approval/release forms ● Chaperones cleared criminal background check list from front office ● Signed Chaperone statement form ● Submit participant's' name to campus nurse for medical clearance <p>**Approved completed travel packets <u>must be submitted to campus principal</u> prior to travel date.</p> | | <p>Complete travel packet</p> <ul style="list-style-type: none"> ● Fill out proposal ● Attach list of student participants ● Attach season schedule. (Groups with identical travel needs over a season such as a soccer team may submit one packet for the season with season schedule attached) ● Attach <u>one</u> completed copy of parent approval/release form ● Attach <u>signed</u> parent provided transportation permission forms. (As needed only if travel is by parent's personal vehicle.) <p>Once above packet is approved:</p> <ul style="list-style-type: none"> ● MISD bus <ul style="list-style-type: none"> - Submit bus requisition form ● Submit MISD travel form with a copy of student participants attached (as needed for district paid meals, charter buses, vans, or rental cars.) <p>*If chaperones are required, collect:</p> <ul style="list-style-type: none"> ● Chaperones cleared criminal background check list from front office. ● Signed Chaperone Statement form from each chaperone. |
| <i>Approval Path</i> | FINAL APPROVAL: <input type="checkbox"/> Principal <input type="checkbox"/> Executive Director (Out of State) <input type="checkbox"/> Superintendent (Out of State) <input type="checkbox"/> Board of Trustees (Out of Country) | | |



Field Trip Parent Approval Form

Student's Name: _____ **Grade:** _____

Trip Date: _____ **Destination:** _____

I, the undersigned parent/guardian of _____, do hereby authorize my child to participate in a field trip. I am aware the field trip requires travel inside and/or outside of the City of Midland and I have been informed of the details regarding the field trip, including the destination(s) , mode(s) of transportation, name(s) of adult chaperones, and time and place of departure and return. I understand that during this field trip, my child will be under the direction and general supervision of the _____ (school) and adult chaperones selected by school representatives, and that my child is subject to discipline for his/her conduct during the trip.

Parent Signature _____ Date _____



AUTHORIZATION TO SECURE EMERGENCY MEDICAL
TREATMENT OF A STUDENT

Student's name: _____

Date of birth: _____ Grade: _____

Name or parent or guardian: _____

Address: _____

Work phone: _____ Home phone: _____

Mobile phone: _____

Local person to contact if parent or guardian cannot be reached:

Name: _____

Phone: _____

Relationship to the student: _____

Medical Conditions:

Medications or drugs to which the student has had an allergic or adverse reaction: _____

IF STUDENT TAKES MEDICATIONS, PLEASE COMPLETE MEDICATION PERMISSION FORM & NOTIFY MISD PERSONNEL ***

Does this student have an Individual Health Plan or an Emergency Action Plan on file with school nurse? Y _____ N _____ (INITIAL)***

Does this student have a form on file with the nurse allowing them to self-carry an inhaler or EPI-PEN? Y _____ N _____ (INITIAL)***

***** IF YES to ANY, NOTIFY SCHOOL NURSE ONE WEEK PRIOR TO SCHOOL TRIP**

School Nurse: _____ Signature: _____ Date: _____



Student’s physician or other preferred health-care provider:

Name: _____

Phone: _____

Student’s dentist:

Name: _____

Phone: _____

Part 1:

I hereby authorize the Superintendent of Midland Independent School District or a designated representative to secure any and all emergency medical care and treatment for _____ (*student’s name*) for acute illness suffered, injury sustained, or other situation requiring emergency medical treatment while at school or participating in school-related activities.

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian and will not be assumed by the District or any of its officers or employees.

I do have medical insurance coverage on my child with:
_____ (Attach photocopy of insurance card).

I DO NOT have medical insurance coverage on my child.

Signature of parent or guardian

Date

I understand that the District will attempt to contact me as soon as possible if such action is necessary.

Signature of parent or guardian

Date

Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist. Other distribution will occur only within the limitations of the Family Educational Rights and Privacy Act.



MEDICATION PERMISSION FORM

Dear Parent/Guardian,

According to Midland Independent School District policy, all medications that are to be administered at school must comply with the following guidelines:

1. All medications (prescription or over the counter [OTC]) must be in original container. Medication information must be clearly labeled on the container. Medications will be given as indicated on the label. The medication must be FDA approved. **ALL medication MUST be accompanied by a dated permission form signed by the parent/guardian.**
2. The over-the-counter medication must be age appropriate and may not be given more than three consecutive school days without a physician's order to do so.
3. Medications purchased or prescribed in a foreign country (for example, Mexico) cannot be given.
4. No medication is supplied by the school.
5. No controlled medication for pain (ex: Narcotics) or any prescribed medication for behavior control (ex: Ritalin, Concerta, Focalin, or Straterra) will be sent home with students. Whenever possible, these types of medication should be given at home. **ALL medications of this type MUST be picked up by a parent or legal guardian.**
6. MISD Health Services **STRONGLY RECOMMENDS** that all medications be delivered to the clinic by a parent or legal guardian. MISD will not accept responsibility for these medications until they are given to the nurse or office staff.

Initial _____

Student Name: _____ **D.O.B.** _____

ID#/Grade _____ **First name** _____ **Last name** _____

| DATE | MEDICATION | DOSAGE | TIME TO BE GIVEN |
|----------|------------|--------|------------------|
| | | | |
| Comments | | | |
| | | | |
| Comments | | | |
| | | | |
| Comments | | | |
| | | | |
| Comments | | | |

[] At the end of school year, **parent/guardian** or **student (please circle)** to collect All medications. _____ (Initial)

[] Medication not picked up by parent/guardian or student at the end of the school year will be thrown away. _____ (Initial)

I request that the above medications be given to my child as directed. I hereby give permission for the school nurse to contact the prescribing physician with any questions related to the above medications.

PRINT Parent/Guardian First and Last Name

Date

Daytime Phone Number

Parent/Guardian Signature

Initial

Plan effective for school year:

Low Blood Sugar—Emergency Care Plan

Student Name: _____ ID#: _____ Grade: _____ DOB: _____

Student Photo

Parent/Guardian: _____ Home: _____ Work: _____

Cell: _____

Home: _____ Work: _____

Cell: _____

Emergency Contact: _____ Phone: _____

Physician: _____ Phone: _____

Current Medication: _____ **FAST ACTING GLUCOSE SOURCE MUST GO ON FIELD TRIPS**

Allergies: _____ Does This Student Self Care?: Y N Insulin Pump? Y N

SIGNS of Low Blood Sugar (Hypoglycemia): IF YOU SEE THIS:

| MILD | MODERATE | SEVERE |
|---|--|--|
| <ul style="list-style-type: none"> ▪ Hunger ▪ Shaking/Trembling ▪ Weakness ▪ Sweating ▪ Dizziness ▪ Drowsiness/Fatigue ▪ Paleness ▪ Irritability ▪ Anxiety ▪ Personality Change ▪ Inability to Concentrate ▪ Other _____ <p style="text-align: center;">↓</p> | <ul style="list-style-type: none"> ▪ Poor Coordination ▪ Blurry Vision ▪ Confusion ▪ Difficulty Speaking/Slurred Speech ▪ Weakness ▪ Confusion ▪ Change in Behavior ▪ Other _____ ▪ _____ ▪ _____ <p style="text-align: center;">↓</p> | <ul style="list-style-type: none"> ▪ Inability to Swallow ▪ Seizure ▪ Sleeping, difficult to arouse ▪ Loss of Consciousness ▪ Stops Breathing ▪ Other _____ ▪ _____ ▪ _____ ▪ _____ <p style="text-align: center;">↓</p> |
| DO THIS | DO THIS | DO THIS |
| <ul style="list-style-type: none"> ▪ Student <i>may</i> be able to self- treat ▪ Give quick sugar source: 4 glucose tabs, OR 4 oz. juice, OR 6 oz. regular soda, OR 3 tsp. glucose gel ▪ Contact School Nurse ▪ Wait 10-15 minutes ▪ Recheck blood sugar ▪ Repeat food if symptoms persist, or blood sugar less than _____ ▪ Follow with snack of carbohydrate & protein <p>Time/Initials: _____</p> | <ul style="list-style-type: none"> ▪ <i>Student will need assistance</i> ▪ Give quick sugar source listed under "MILD" guidelines & contact School Nurse immediately ▪ Wait 10-15 minutes ▪ Recheck blood sugar ▪ Repeat food if symptoms persist or blood sugar is less than _____ ▪ Follow with snack of carbohydrate & protein <p>Time/Initials: _____</p> | <ul style="list-style-type: none"> ▪ Call 911 ▪ Don't attempt to give anything by mouth ▪ Position on side, if possible ▪ Contact school nurse or UDCA _____ ▪ Trained personnel to administer glucagon, if prescribed ▪ Contact parents/guardian ▪ Stay with student <p>Time/Initials: _____</p> |

NEVER SEND A STUDENT WITH SUSPECTED LOW BLOOD SUGAR ANYWHERE ALONE!

Complete diabetic log. Note time of arrival and departure of ambulance; send a copy of form with the ambulance.

A copy of this plan will be kept in the school office and copies will be given to bus and PE/athletic department staff. Teachers will be notified that student has a plan on file in the office.

RN Signature Date

Parent Signature Date

Plan effective for school year:

High Blood Sugar—Emergency Care Plan

Student Name: _____ ID#: _____ Grade: _____ DOB: _____

Student Photo

Parent/Guardian: _____ Home: _____ Work: _____

Cell: _____

Home: _____ Work: _____

Cell: _____

Emergency Contact: _____ Phone: _____

Physician: _____ Phone: _____

Current Medication: _____ Allergies: _____

Does This Student Self Care?: Y ___ N ___ Insulin Pump? Y (List Type) _____ N ___

SIGNS of High Blood Sugar (Hyperglycemia): IF YOU SEE THIS:

MILD

- Thirst
- Frequent Urination
- Weakness
- Increased Hunger
- Flushing of Skin
- Drowsiness/Fatigue
- Stomach Pains
- Irritability
- Inability to Concentrate
- Other _____
- _____



DO THIS

- Allow free use of bathroom
- Encourage water intake
- No PE/Athletics until cleared by nurse
- **Contact School Nurse or UDCA (Uncensored Diabetic Care Assistant) trained personnel:**

Student should be allowed to check blood sugar as needed and visit School Nurse when experiencing these symptoms.

Time/Initials: _____

MODERATE

- Mild Symptoms Plus:
- Blurry Vision
- Dry Mouth
- Nausea
- Stomach Cramps
- Vomiting
- Fruity Odor to Breath
- Other _____
- _____
- _____
- _____



DO THIS

- Allow free use of bathroom
- Encourage water intake
- No PE/Athletics until cleared by nurse
- **Contact School Nurse or UDCA trained personnel:**

Student should be allowed to check blood sugar as needed and visit School Nurse when experiencing these symptoms.

Time/Initials: _____

SEVERE

- **Mild & Moderate Symptoms Plus:**
- **Labored Breathing**
- **Chest Pain**
- **Extreme Weakness**
- **Confusion**
- **Loss of Consciousness**
- **Stops Breathing**
- **Other _____**
- _____
- _____
- _____



DO THIS

- Call 911
- Don't attempt to give anything by mouth
- Position on side, if possible
- **Contact school nurse or UDCA trained personnel:**

- _____
- _____
- Contact parent/guardian
- Stay with student

UDCA OR SCHOOL NURSE WILL FOLLOW STUDENT'S DIABETES CARE PLAN AS ORDERED

Complete diabetic log. Note time of arrival and departure of ambulance; send a copy of form with the ambulance.

A copy of this plan will be kept in the school office and copies will be given to bus and PE/athletic department staff. Teachers will be notified that student has a plan on file in the office.

RN Signature Date

Parent Signature Date