



East Early College High School
2524 Garland St. Houston, Texas 77087
Office: (713) 847-4809 Fax: (713) 847-4813
Joel Castro, Principal

To: Teachers

From: Belinda Herrera

SUBJECT: FIELD TRIPS

I have compiled this packet to facilitate the planning of field trips. I have attached all the forms you should need.

1. Sponsor's Request for Approval of Field Trip
2. Field Lesson Implementation Plan
3. Cafeteria Field Trip Request
4. **Tabulation of Monies Collected by a Person Other Than Financial Clerk (for all money collected from students)**

*Please keep in mind that most forms must be turned in with ample time to ensure signatures from the principal and the district superintendent. **I must submit the request for the buses at least 21 working days prior to the field trip (with prior approval from the district superintendent).** The cafeteria manager also needs a **21-day notice to prepare lunches.** I have attached the money-raising permission form in case you are fund-raising in order to pay any fees related with the field trip All forms are audited at the end of the school year (no liquid paper).*

*Note: Money must be turned in at least one day before the field trip. Money **should not** be turned in the morning of the trip.*

PLEASE NOTE: ALL FORMS MUST BE TYPED PRIOR TO TURNING INTO SECRETARY

HOUSTON INDEPENDENT SCHOOL DISTRICT

SPONSOR'S REQUEST FOR APPROVAL OF FIELD TRIP
(To be completed by Sponsor and Submitted to School Secretary for Processing)

REQUEST FOR PERMISSION FOR
School to take a Field Trip. _____

Group or Class _____

Teacher _____

Place to be visited
(input complete address) _____

Purpose of visit/specific learning activities _____

Date(s) of visit _____ School time required _____

Departure time _____ Return Time _____

Number of students _____ Minimum number of chaperones required _____

Chaperones _____

Cost to students _____

Type of transportation _____

Include itinerary and other details for overnight trips.

NOTE:

- A. Students must be eligible to participate in extracurricular activities and be passing all subjects.
- B. Include a list of students going on field trip with verification that student are eligible to participate on this field trip.

I have read Board Policies and Administrative Procedures Section 425.00 and subsections pertaining to student trips; this trip will be conducted in accordance with the established basic guidelines and any additional requirements developed at the individual school level.

Signed: _____ Date: _____
Sponsor

Signed: _____ Date: _____
Principal

APPROVAL:

Signed: _____ Date: _____
Immediate Supervisor

Signed: _____ Date: _____
Superintendent (if required)

Form #: 40.5110

Field Lesson Implementation Plan

Name of School East Early College Date Submitted _____

Title of Field Lesson _____

Grade Levels _____ Date of Field Lesson _____

Number of Students _____ Number of Teachers _____ Number of Parents _____

INSTRUCTIONAL OBJECTIVES:

ACTIVITIES:

Prior to the Field Lesson

During the Field Lesson

Following the Field Lesson

EVALUATION:

Signature of Teacher(s)

Signature Approval of Principal

East Early College High School

CAFETERIA FIELD TRIP REQUEST

The Cafeteria Manager must be given this request ten working days prior to the day for any cafeteria changes/requests from the regular lunch program.

Field Trips

Notify the cafeteria manager using this form ten working days prior to the trip.

of sack lunches needed _____
of milk: ___ juice _____
Date of trip _____
Time of pick-up _____
Check here if **NO** _____
sack lunches are needed _____

Check one option below:

- SNAP cards will be used to identify meal status at the time of pick-up.
- A list of student names and ID numbers will be provided to identify meal status at the time of pick up.

Comments: _____

CLASSES NOT EATING IN THE CAFETERIA – Notify the cafeteria manager using this form two (2) weeks prior if students will not eat in the cafeteria due to pizza parties, banquets off campus, classroom celebrations, etc.

of students NOT eating in the cafeteria _____
Date of event _____

Teacher

Principal Approval

Cafeteria Manager

**HOUSTON INDEPENDENT SCHOOL DISTRICT
 TABULATION OF MONIES COLLECTED BY A PERSON
 OTHER THAN THE FINANCIAL CLERK**

To be used in the individual school for collections other than those monies received on an official alternate Activity Fund Cash Receipt.

This form shall list the names from whom the monies were received and the amounts of monies that each submitted.

Activity Involving Receipt of Money: _____

NAMES OF STUDENTS	AMOUNT	NAMES OF STUDENTS	AMOUNT
1.		23.	
2.		24.	
3.		25.	
4.		26.	
5.		27.	
6.		28.	
7.		29.	
8.		30.	
9.		31.	
10.		32.	
11.		33.	
12.		34.	
13.		35.	
14.		36.	
15.		37.	
16.		38.	
17.		39.	
18.		40.	
19.		41.	
20.		42.	
21.		43.	
22.		44.	

\$ _____
TOTAL CONTRIBUTED

_____ East Early College High School
SCHOOL

 TEACHER'S/COLLECTOR'S SIGNATURE

 DATE

 RECEIPT NUMBER

*HOUSTON INDEPENDENT SCHOOL DISTRICT
PARENT APPROVAL FROM*

East Early College High School
School

Date

Dear Parents,

A field trip to _____ has been scheduled for _____
(destination) (Day) (Date)
by your child's teacher and principal. The trip will be made by school bus, leaving the school
at _____ and returning at _____.

A teacher will accompany this group and will work with the students to accomplish the educational
objective of this trip.

If you wish your child to participate in this important field trip, it is required that you complete and sign the
bottom part of the form and return it to the teacher-sponsor the following school day.

For lunch your child will need _____

This form **MUST** be signed and returned. Parent approval may **NOT** be obtained by telephone.

Teacher

Joel Castro, Principal

This is to certify that _____ has my permission to go on the
(name of son/daughter)
field trip listed with this group.

In case of emergency, I may be reached at _____
(telephone—home) (telephone—work)

Signature of Parent of Guardian

Date

40.0079

DISTRITO ESCOLAR INDEPENDIENTE DE HOUSTON
CONSENTIMIENTO DE PADRES PARA VIAJES ESCOLARES

East Early College High School

Escuela

Fecha

Estimados Padres:

Un viaje escolar a _____ se ha programado para el _____, de
(día)
_____ de _____. El viaje será por autobús escolar, que saldrá de
(fecha)
la escuela a las _____ y volverá a la (s) _____.
(hora) (hora)

Personal escolar acompañará el grupo y trabajará con los alumnos para que se cumpla el objetivo educativo. Si desea que su hijo (a) participe en este importante viaje escolar, será necesario que firme este permiso y que se le devuelva al maestro el próximo día.

Para la comida su hijo (a) necesitará _____.

Este permiso se tendrá que devolver firmado. No se permite confirmacion por teléfono.

Maestra(0)

Joel Castro, Director

Esto es para verificar que _____ tiene permiso de ir en el viaje
Hijo (a)
mencionado con este grupo.

En caso de emergencia, puede llamarme al _____ o al _____.
(teléfono en casa) (telefono en el trabajo)

Firma de padre o guardián

Fecha

RELEASE OF LIABILITY FOR STUDENT PARTICIPATION IN TRIP WITH
DESTINATION OUTSIDE THE UNITED STATES

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS It is recognized that trips to destinations outside the United States of America pose risks to travelers; and

WHEREAS the parent(s) and or guardian(s) of the student named below recognizes these risks but still wishes to allow his/her child/ward to travel to a destination outside the United States of America with a group of individuals associated with the Houston Independent School District (HISD);

NOW THEREFORE, the parent(s) or guardian(s), as consideration for the named student to participate in the trip, agrees as follows:

I, the undersigned, agree to assume the risk to my child/ward of his or her traveling to a destination outside the United States of America described in this Release of Liability (Release).

In consideration for my child/ward being permitted to participate in the trip to a destination outside the United States of America, I voluntarily execute this Release with the express intention of releasing the HISD, its trustees, agents and employees and the sponsors and chaperones for this designated trip from all obligations designated in this Release. I hereby expressly release and agree to hold harmless on my behalf, and on behalf of my child/ward, the HISD, its trustees, agents and employees and the sponsors and chaperones who participate in the described trip, from all claims or actions of whatsoever nature, in tort or in contract, which I or my child/ward ever had, now have, or may leave in the future against the HISD, its trustees, agents and employees and the chaperones and sponsors on the trip described, from any liability for injuries or damages which occur to my child/ward or to me as a result of his or her participation in this trip. I expressly waive all claims for medical expenses and wages to which I may otherwise be entitled, and I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and chaperones from all claims made against it or them on behalf of my child/ward.

I agree that neither the HISD or its trustees, agents, employees or the sponsors or chaperones is liable for injuries or damages caused by my child/ward on this designated trip. I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and result from my child/wards actions on the designated trip.

Release of Liability (continued)

I recognize that the HISD has sovereign or governmental immunity under Texas law, and that its trustees, agents and employees and the sponsors and chaperones involved in this trip also have some degree of sovereign or governmental immunity under Texas law. I understand that by requiring the execution of this Release as consideration for my child/ward to participate in the designated trip, the HISD, its trustees, agents and employees and the sponsors and chaperones are not waiving any sovereign or governmental immunity which it or they have under Texas law.

I, the undersigned, have read this Release and understand all of its terms. I have executed it voluntarily and with full knowledge of its significance.

This Release is executed on my behalf and on behalf of my child/ward _____ of _____ This trip to destination outside of the United States of America to which this Release applies is the trip by _____ to be taken to _____ on the dates of _____ through _____, 200_____.

DATE:

_____, 200_____

BY: _____
Parent or Guardian

_____, 200_____

BY: _____
Parent or Guardian

_____ BEFORE ME, the undersigned authority personally appeared _____ and _____, and, after being duly sworn, deposed and said that (he/she/they) signed this Release for the purpose and consideration state in the Release.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 200_____.

NOTARY PUBLIC in and for the
State of TEXAS

Name:

My Commission Expires:

Form #: 40.4250

Sample

MEMORANDUM
2007

August 22,

TO: Thelma Garza
Regional Superintendent, East Region

FROM: Linda Llorente
Principal, Austin High School

SUBJECT: PREPLANNING APPROVAL REQUEST FOR STUDENT TRIP TO WASHINGTON, DC

CONTACT: Siyo Sabelotodo , Social Studies Teacher, 713-924-1600

Austin High School requests preplanning approval to participate in Close Up Washington, January 20-26, 2008, in Washington, DC. The school has participated in the program for the previous two school years with great success. It is estimated that 10 students will participate. The trip encompasses four school days.

Close Up Washington is a 7-day, 6-night program that develops students' knowledge of basic concepts of government and citizenship. Students will gain greater understanding of the rights and responsibilities of citizens in a participatory democracy; learn how constituents, interest groups and party politics affect the legislative process; understand the impact of the Framers' views of limited government on the structure of government outlined in the Constitution; and explore diverse viewpoints concerning domestic and international policy questions facing Congress, the executive branch and the courts. Students will also see the city's monuments and memorials, explore the Smithsonian museums, and enjoy the cultural diversity of D.C.'s historic neighborhoods. The pinnacle of the week is Capitol Hill Day where students have the opportunity to spend time with their Senator(s), Representative, and/or staff.

The estimated cost of participation is \$1,500 per student. Costs will be paid by parents with some support through activity fund accounts. Costs incurred by the trip sponsor and any accompanying faculty chaperones will be paid through general funds.

All policies and procedures governing student trips contained in SPM 6602.A, Guidelines Regarding Student Trips, will be implemented and followed once approval is granted to begin planning.

Sample

Sample

The trip sponsor and point of contact for additional information is Siyo Sabelotodo.

_____SS

SS/wa

Approved:

Thelma Garza, Regional Superintendent

Date

Approved to proceed with planning and formal approval process:

Dr. Abelardo Saavedra, Superintendent of Schools

Date

Dr. Karen Soehnge, Chief Academic Officer

Date