

JUBILEE ACADEMIC CENTER BOARD POLICY MANUAL
POLICY GROUP 5 – FISCAL MANAGEMENT
STUDENT ACTIVITIES TRAVEL POLICY

Sec. 5.29. Purpose of Policy.

The Board of Directors (the “Board”) and Chief Executive Officer of Jubilee Academic Center (“Jubilee”) recognize that travel to participate in student activities allows students to broaden their horizons and provides enrichment to students’ educational experiences. Accordingly, Jubilee schools are authorized to take students on pre-approved school-sponsored trips.

School-sponsored trips include instructional field trips; non-instructional field trips taking place outside school hours; trips for UIL competitions; and trips taken as part of participation in an approved student club, organization, or extracurricular activity. Other types of trips may be permitted if approved by the Board and/or the Chief Executive Officer or designee.

Sec. 5.30. Designee(s).

In this policy, where the Chief Executive Officer is authorized to delegate authority to a designee (as denoted by the phrase “or designee”), the Chief Executive Officer may delegate such authority to a designee. If the Chief Executive Officer delegates authority to a designee, the Chief Executive Officer shall do so in writing through an administrative procedure, job description, or internal memorandum. The Chief Executive Officer’s delegation of authority to a designee must be specific and must cite the policy section from which it is derived. Any delegation of authority to a designee not documented as set forth in this section shall be null and void.

Sec. 5.31. Key Terms.

- (a) *Day trip* means a trip where students leave and return to campus within the same calendar day.
- (b) *Overnight trip* means a trip lasting more than one calendar day, requiring an overnight stay.
- (c) *Chaperone* means a person who has volunteered to attend a student trip. A chaperone may be a Jubilee employee, or a person 21 years of age or older who is eligible to serve as a volunteer for Jubilee pursuant to the Student & Parent Handbook. Like other volunteers, all chaperones will be required to successfully complete a criminal history background check in accordance with Chapter 22, Texas Education Code.
- (d) *Sponsor* means the Jubilee employee responsible for organizing, coordinating, and attending a student trip. Every day trip or overnight trip must have a designated sponsor, identified on the requisite trip proposal form, discussed in Section 5.35 below.

Sec. 5.32. Travel.

Student transportation. Whenever possible, students should be transported in school-owned vehicles and/or chartered buses that are bonded and insured transportation carriers. Vans are permitted for smaller groups of students if such vans meet the requirements of the Transportation Code and federal and state transportation safety guidelines. For instructional day trips, chaperones will need to provide their own transportation.

Privately owned or rented vehicle. If a privately owned or rented vehicle is used to transport students, the vehicle must be insured, and the operator of the vehicle must be appropriately licensed and insured. The operator of the vehicle is responsible for ensuring that the number of

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passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt. The owner and/or driver of the privately-owned vehicle or the person who leases a vehicle assumes all liability, to the fullest extent allowed by law. If students are transported in a personal vehicle, the owner/operator of the vehicle must complete the Personal Vehicle Form.

Sec. 5.33. Equipment.

Rented trucks may be used to transport instruments or other equipment when student groups are traveling, as necessary and appropriate.

Sec. 5.34. Student Supervision.

Each trip must be attended by at least one campus administrator or instructional staff member serving as the sponsor. Athletic coaches are instructional staff members for purposes of this policy. At least one Jubilee campus administrator or instructional staff member/chaperone will be assigned for every ten students. The principal may require additional chaperones where circumstances require, considering age of group, gender makeup of group, planned activities, etc. Instructional staff and chaperones are responsible for student safety and conduct while on the trip.

Sec. 5.35. Day Trip Proposal.

A sponsor must submit a Day Trip Proposal Form at least three weeks in advance of the proposed trip date. The sponsor must provide the following information:

- (a) The trip destination and dates.
- (b) A detailed description of the purpose of the trip.
- (c) Expected number of student participants.
- (d) A defined student/adult supervision ratio sufficient to meet reasonable safety requirements, which will be no more than 10:1.
- (e) A description of travel and transportation plans, including means of travel and cost.
- (f) A description of the full cost of the trip, including per student cost, and the source of funding.
- (g) A full trip itinerary.
- (h) A safety plan, including a plan for medical emergencies.
- (i) A description of any aspect of the trip that may be hazardous to students and the safety procedures and precautions that will be taken to ensure student safety.

Sec. 5.36. Overnight Trip Proposal.

A sponsor must submit an Overnight Trip Proposal Form at least six weeks in advance of the proposed trip date. The sponsor must provide the following information:

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- (a) The trip destination and dates.
- (b) A detailed description of the purpose of the trip.
- (c) Expected number of student participants.
- (d) A defined student/adult supervision ratio sufficient to meet reasonable safety requirements, which will be no more than 10:1.
- (e) A description of travel and transportation plans, including means of travel and cost.
- (f) A description of lodging plans, including identification of accommodations and cost.
- (g) A room allocation plan and security plan for monitoring rooms overnight to ensure safety of students.
- (h) A description of the full cost of the trip, including per student cost, and the source of funding.
- (i) A full trip itinerary.
- (j) A safety plan, including a plan for emergencies.
- (k) A description of any aspect of the trip that may be hazardous to students and the safety procedures and precautions that will be taken to ensure student safety.

Sec. 5.37. Procedure for Proposal Submission.

Sponsors shall submit Day Trip Proposal Forms and Overnight Proposal Forms to the campus principal in accordance with the applicable timeline. The principal may make additional inquiries to the sponsor or require changes to the proposal. Within five school days, the principal will approve or reject the proposal. If approved, the proposal will be transmitted to the Chief Executive Officer for final approval and authorization.

Sec. 5.38. Funding.

Jubilee sponsors may contribute to the costs associated with the field trip including transportation, admission fees, tickets, and materials necessary for the trip. Jubilee and/or student groups may hold fund-raisers approved by the principal to cover the costs.

Students and their parents may be charged a fee for student activities in compliance with Texas Education Code § 11.158; however, the Chief Executive Officer or designee may adopt a procedure for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay a fee. The principal is responsible for posting a notice of such waiver in a central location at his or her campus and in the student handbook. Chaperones are responsible for paying entrance fees for any activities.

Jubilee funds shall be used for instructional day trips, and students shall not be charged a fee for such trips.

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Sec. 5.39. Parent/Guardian Permission.

Sec. 5.39.1. No student may participate in any trip without a completed Parent/Guardian Permission Form submitted to the sponsor in advance. The Parent/Guardian Permission Form must include the following information:

- (a) The name of the trip sponsor.
- (b) The trip destination(s).
- (c) Time and date of departure and return.
- (d) A detailed description of the purpose of the trip.
- (e) Means of transportation.
- (f) Full trip itinerary.
- (g) Cost to students, if any.
- (h) Student responsibilities.
- (i) Student medication needs.
- (j) Parent/guardian signature and date.

Sec. 5.40. Student Responsibilities.

Sec. 5.40.1. Trip Eligibility.

No student will be permitted to participate in a trip if he or she has a grade score below 80 in any class.

Sec. 5.40.2. Makeup Work.

Students who are absent from school while participating in a trip will have the opportunity to complete makeup work as set forth in the Student & Parent Handbook.

Sec. 5.40.3. Behavior and Discipline.

Student participants on any trip are expected and required to follow the Student Code of Conduct as set forth in the Student & Parent Handbook. The Code of Conduct will be in effect during travel times. A student may be removed immediately from the trip for conduct that is illegal or jeopardizes the safety of the student, other students, or chaperone. The sponsor has discretion to send a student home at the expense of the parent for significantly disruptive or dangerous behavior. If a student is sent home before the end of a trip, the sponsor will determine the appropriate method of transportation to ensure the safety of the student and other trip participants.

Sec. 5.41. Sponsor Responsibilities.

Trip sponsors are responsible for the following duties:

- (a) Properly follow all trip proposal procedures.

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- (b) Distribute and collect Parent/Student Permission Forms.
- (c) Arrange for transportation and lodging, where applicable.
- (d) Ensure all students are properly registered for any activities, as required.
- (e) Obtain funding advances for meals and lodging, as appropriate.
- (f) Ensure sufficient chaperones to comply with 10:1 minimum ratio for appropriate supervision.
- (g) Provide chaperones with written notice of their responsibilities. Distribute and collect Chaperone Acknowledgement of Responsibilities Forms. Serve as contact person for chaperones prior to and during the trip.
- (h) Be aware of students on prescribed medication and keep and monitor the administration of the prescribed medication while on the trip. The sponsor must have a 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.
- (i) Adhere to the safety plan submitted with trip proposal.
- (j) Ensure execution of room allocation and monitoring plan for overnight trips.
- (k) Count students frequently, including up arrival to and departure from each location or activity. Implement a buddy system for use throughout the entire trip.
- (l) Maintain a list of all students and chaperones, as well their cell phone numbers. Sponsors must also maintain a list of emergency contacts for all students and chaperones.
- (m) Act as a representative of Jubilee at all times. Sponsors may not consume alcohol, use tobacco products, possess or consume illegal substances, or engage in immoral activity during the trip.

Sec. 5.42. Chaperone Responsibilities.

The primary responsibility of a chaperone is to provide student supervision and behavior monitoring. Chaperones accept responsibility for students and must stay with their assigned group for the entire trip. Chaperones must be familiar with the Student Code of Conduct, and are expected to enforce the Code throughout the trip. Chaperones shall report any behavior problems directly to the sponsor.

Chaperones must also review the approved Trip Proposal Form, and are responsible for executing the supervision plans contained therein. If the sponsor, principal, or Chief Executive Officer or designee organizes an informational or procedural meeting prior to the trip, the chaperone must attend the meeting or coordinate with the meeting organizer to obtain the information discussed at the meeting.

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Chaperones are prohibited from smoking, using tobacco products of any kind, consuming alcohol, and using any illegal substance during the trip. Chaperones shall also be prohibited from engaging in any illegal activity during the trip.

Prior to embarking on the trip, chaperones must sign a form acknowledging their responsibilities and committing to attend the trip in its entirety, barring emergency.

Sec. 5.43. Voluntary Participation.

All non-curricular student trips shall be voluntary, and the decision not to participate in any trip shall not adversely affect any of a student's academic grades.

Sec. 5.44. Trip Limitations.

Critical days: The principal shall not approve a trip of any duration during days determined to be critical for student attendance, including, but not limited to, STAAR, EOC, and AP testing days. The principal has discretion to determine what days are critical.

Maximum days: A student club, organization, or extracurricular activity may take trips as approved by the principal or designee with a maximum of three school days missed each year. These may be taken as individual day trips, a single overnight trip, or a combination thereof. No individual student may miss more than a total of three school days in a year for trips, even if a member of multiple student clubs, organizations, or extracurricular activities. A student attending an instructional trip on a school day is not considered to have "missed" that day of school.