

Travel and Field Trip Guidelines

2023 - 2024

Mercedes ISD Travel and Field Trip Guidelines	2023
Table of Contents	
I. Introduction II. Employee Travel A. Travel Authorization B. Funds Availability C. Purchase Orders & Check Availability D. Travel Guidelines for Administrative Staff E. Intra-District Travel F. In Valley Travel G. Out of the Valley Travel H. Meal per Diem Out of the Valley I. Garage/Parking Fees Out of the Valley J. Mileage Reimbursement K. One-Day Trip L. Lodging M. Transportation N. Miscellaneous Travel Expenses O. Cancellation Penalties P. Travel Request Form and Expense Reimbursement Form III. Student Travel A. Travel Authorization B. Funds Availability C. Parent Authorization D. Chaperones E. Staff to Student Ratio F. Volunteer Field Trip Chaperone G. Sponsor or Coach Requirements Meal per Diem H. School Nurse I. Field Trip Emergencies	3 4
J. Water activities K. K-9 L. Overnight Procedures M. Meals per Diem N. Lodging O. Transportation P. Student Meals provided by Child Nutrition Services IV. Board Member Travel Appendix A: Mercedes ISD District Policies DEE (Local) Compensation and Benefits: Expense Reimbursement DEE (Legal) Compensation and Benefits: Expense Reimbursement FMG (Local) Student Activities: Travel BBG (Local) Board Members: Compensation and Expenses	19

BBG (Legal) Board Members: Compensation and Expenses

Exhibit Forms:

Field Trip Request

Field Trip Checklist

Valley Travel Request Form - Professional, Paraprofessional, Student

Parental Authorization for Student to Participate in School-Sponsored Trip-English

Parental Authorization for Student to Participate in School-Sponsored Trip-Spanish

Request for Alternate Means of Travel for School Trip -English

Request for Alternate Means of Travel for School Trip – Spanish

Student Roster for Field Trip

Student Roster for Overnight Field Trip

Staff/Chaperones Roster for Overnight Field Trip

Athletic Overnight Travel Procedures

School Sponsored Trip Chaperone List

Guidelines for Field Trip Chaperones

Fieldtrip Medication Handoff Record

Request for Out of Valley Student Trip Board Cover Page

CNS Field Trip Request Form

Out-of-Valley Travel Expense Statement

Monthly Mileage Report

Texas Hotel Occupancy Tax Form

Intra-District Mileage Chart

I. INTRODUCTION

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

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

This manual supersedes all prior publication regulating District Travel.

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

Forms can be found at the following links:

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

https://www.gsa.gov/travel/plan-book/per-diem-rates

II. EMPLOYEE TRAVEL

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

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

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

A. Travel Authorization

Travel approval is required for In-Valley and Out-of-Valley Travel. All Out-of-Valley travel must be submitted to the Superintendent or designee. In-Valley travel that does not require a purchase order still requires the approval of the immediate supervisor. A Travel Request Form must be submitted for approval before the conference. In-Valley travel that requires payment must be submitted at least **three weeks** prior to the scheduled travel. Mercedes ISD In-Valley travel Request Form or Mercedes ISD Travel Request Form (Out-of-Valley) and Out-of-Valley Travel Claim Form will need to be completed with appropriate signatures before travel plans are made.

B. Funds Availability

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

C. Purchase Orders & Check Availability

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

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

D. Travel Guidelines for Administrative Staff

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

In-District Travel

** Upon Superintendent Approval**

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

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

E. Intra-District Travel

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

Allowable Intra-District travel include the following:

- Homebound services
- Special Education testing
- Truancy visits
- Remote conferencing services
- Travel involving student services
- Safety and security visits

F. In-Valley Travel

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

G. Out-of-Valley Travel

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

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

H. Meals per Diem Out- of-Valley

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

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

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

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

I. Garage/Parking Fees Out- of-Valley

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

J. Mileage Reimbursement

** Upon Superintendent Approval**

If an employee uses his/her privately owned vehicle while carrying out District Business, the employee is eligible for mileage reimbursement. Reimbursement for mileage will be made on a monthly basis. Staff must submit the Monthly Mileage Claim form with the appropriate signatures in order to obtain reimbursement. Reimbursement will be limited to the prior month traveled. Reimbursement for mileage other than the prior month will need approval of the Superintendent or CFO. The Mercedes ISD Intra-District Mileage Chart will be referenced within the district boundaries.

K. One Day Trip

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

L. Lodging

Employees are allowed to stay in Conference host hotels but rental of a vehicle or taxi services will not be allowed. Only expenses to and from the host hotel to the airport will be reimbursed with valid receipts. Lodging will be provided for authorized travel at the actual cost of room for that City and State but may not exceed the amount according to the http://www.gsa.gov/perdiem if the City and State are not on the GSA form the maximum allowable is \$96.00 plus applicable tax per

person. Hotel taxes are separate from the actual lodging rate. City and County taxes must be itemized on the requisition to be included with payment. Employees should obtain a tax exempt certificate from the Business Office prior to travel to eliminate payment of non-applicable taxes.

State taxes will not be reimbursed to the employee if the employee neglects to provide the tax exempt certificate to the hotel or if hotel arrangements were not made in advance with a requisition that included tax. The total lodging expense will be prorated among the individuals sharing the hotel room. It is district policy that lodging expenses in excess of the state rate shall be approved by the Superintendent or its designee. Hotel accommodations shall pay only the cost of one room for every two occupants of the same gender.

If an occupant prefers to stay alone, he or she shall be responsible for the cost of the hotel accommodations. Employees may appeal to the Superintendent if there are extenuating circumstances. An itemized receipt should be turned in with travel report. The school district will not reimburse in-room movies, in-room food or beverage items, personal phone calls, or hotel internet services.

M. Transportation

a. Air Travel

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

b. Privately Owned Vehicle

The use of a privately owned vehicle is allowable when it is deemed the most feasible and economically advantageous for the district. The use of a privately owned vehicle must receive prior approval by the immediate supervisor. Toll fees and parking fees will be eligible for reimbursement with original receipt. Credit card receipts will not be accepted for gasoline reimbursements unless it is an itemized receipt indicating a gas purchase. Employees traveling alone will be paid an amount equal to the most economical airfare available if they choose to use their vehicle instead of flying to their destination. If a group of employees are flying to the same destination and one chooses to use their personal vehicle that employee will be reimbursed the lesser and most economical rate of travel (air fare or mileage reimbursement).

c. School District Vehicle

If requesting to use a school vehicle **four passengers** or more must be traveling together. Employees must check with the Transportation Department in ample time to reserve a vehicle and to check out a gas credit card. Only the district gas credit card can be used to purchase gasoline for a district vehicle. If a school vehicle is not available, reimbursement will be at the IRS allowable rate per mile. The school district encourages car-pooling when employees are attending the same conference, function, or meeting. If an employee chooses not to use a school vehicle or car-pool; mileage will not be reimbursed to the employee.

d. Rental Vehicles

The use of rental vehicles is allowable if it is economically advantageous for the employees to rent

a vehicle. All rental expenditures must be approved by the immediate supervisor. The use of the District's gasoline credit cards shall be used when traveling in a rental vehicle. Mileage reimbursement will not be allowed when a vehicle is rented.

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

N. Miscellaneous Travel

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

O. Cancellation Penalties

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

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

- 1. All travel must be approved prior to traveling. Approval is done through a travel request form. When submitting the travel request form to your principal/dept. head please state the following:
 - Name of person traveling (names cannot be added or changed on the form once it has been approved by administration) each person must receive travel approval.
 - Dates of travel
 - Conference/Meeting Title
 - Conference/Meeting Sponsor
 - Conference/Meeting Location
 - Brief explanation of benefits to participant
 - Special requests (car rental)/ mileage
 - Estimated meal costs
 - Estimated hotel accommodation costs
 - Account Code to be charged
 - Expenses not listed on the Travel Request Form will not be reimbursed
- 2. Keep copy of approval (travel will not be reimbursed without prior approval). Use the district's Travel Request Form to process for reimbursement. The form can be located on www.misdtx.net go to the purchasing site and click on forms.
- 3. Allow about 15 work days for processing upon receipt at the business office.
- 4. Always attach supporting documentation. Without proper documentation your Travel Expense Form will not be processed until submitted. Backup includes a copy of the

- registration, conference agenda, travel request approval, a copy of MapQuest, a copy of Federal Rate Schedule, etc.
- 5. Include the date and time of departure and the date and time of your return to Mercedes.
- 6. Conference registration must be paid directly to the vendor through a purchase order and will NOT be paid on a travel expense report.
- 7. If a vendor does not take purchase orders, please state that in your requisition. Allow at a minimum 72 hours for processing registration fees. Registration fees that are within 72 hours of meeting may not be processed, unless it involves student travel that was unexpected.
- 8. Account code must be clearly listed on travel form.
- 9. All signatures must be present for payment to be considered.
- 10. Employee must take the Hotel Occupancy Tax/Sales Tax Exemption Form.
- 11. Lodging will be reimbursed according to the Federal Rate Schedule found at www.gsa.gov
 . The maximum lodging per diem depends on the travel destination in accordance to the Federal Rate Schedule. When traveling on school business you may use hotels on state contract. These hotels typically have a block of rooms available at the state rate, so make your reservations early. You may find a listing of the hotels and the rates available at the Texas Building and Procurement website http://hotel.cpa.state.tx.us/hotel directory/. Once you are in the website scroll down to Hotel Rates. Click on FY 2021 Hotel Directories, click on in-state hotel listing. You will find the listing of hotels under state contract and the contract rate. It is in alphabetical listing by city. If the city is not on the GSA the maximum lodging rate is \$96.00.
- 12. Mileage will be reimbursed according to the mileage calculated on www.Mapquest.com. No exceptions. Use www.mapquest.com to calculate mileage when traveling out of district.
- 13. Original itemized hotel receipt must be returned with Travel Reimbursement Form. If you are sharing a room, please note that on your Travel Request Form.
- 14. Parking and other miscellaneous expenses will be paid by returning the receipts and accompanied by travel reimbursement form. We will not reimburse for Valet Parking, unless there is no other alternative. Justification will be required.
- 15. Travel must be re-capped within five business days of return.
- 16. Personal phone calls are not a reimbursable expenses.

III. STUDENT TRAVEL

Students may be permitted to take school sponsored trips for activities of sanctioned clubs or organizations, UIL, or other sanctioned competitions, recognitions, or special invitation. Sponsors should submit ALL STUDENT TRAVEL REQUESTS in advance or as soon as the sponsor knows about the trip to ensure travel approval, registration, and that per diem checks are issued on a timely basis.

A. Travel Authorization

Any request for an off-campus field trip requires approval at least one month in advance by the Principal, Safe Schools Coordinator, Teaching and Learning Administrator, Superintendent or designee, and/or School Board Approval. Out-of-Valley, Out-of-State trips, or District overnight trips require the Principal, Safe Schools Coordinator, Teaching and Learning Administrator,

Superintendent or designee, and/or School Board approval. Furthermore, before any field trip, a field trip request form must be completed and submitted to the Office of Safe Schools.

The request form should include the signature of the nurse for regular trips or the signature of the athletics director or trainer for sports-related trips. This process helps ensure that all necessary medical and safety considerations are taken into account before approving the field trip.

B. Funds Availability

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

C. Parent Authorization

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

D. Chaperones

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

- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return).
- Determine adequate supervision for overnight stays (how frequently to check the room, etc.).
- Determine how many chaperones are needed for the trip.
- First Aid/CPR trained chaperones/staff are required at least one chaperone on each field trip should be First Aid/CPR certified.
- All chaperones including volunteers must review and sign the guidelines for field trip chaperones form.
- Provide a pre-trip orientation for the students and chaperones that might include the following topics:
 - o Behavior expectations, including the fact that school behavior and discipline rules

- apply on field trips
- Activities the students will be participating in acceptable areas for the student to enter at the facility
- Special hazards that have been identified
- o An itinerary of the trip
- o A general map of the area
- The importance of washing hands after activities (especially if handling toxic substance or petting animals)
- o The importance of staying with the group
- What to do if separated from the group
- o Procedures for walking in high traffic areas
- Use of the buddy system
- Other related information

Proper supervision has four basic components:

Presence and attentiveness

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

Student behavior monitoring and intervention

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

Hazard surveillance and intervention

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

Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs

E. Staff to Student Ratio

Mercedes ISD mandates a supervision ratio of **10 students per one chaperone** for both valley and out of valley student field trips. A higher number of chaperones will be required for field trips that include behaviorally, physically or cognitively challenged students. Additionally, it is essential to ensure that at least one chaperone of the same gender as the students attending is present. A school

nurse, administrator, educational resource officer, or bus driver are not considered a chaperone. The nurse's responsibility is to attend to the medical needs of assigned students. For a regular field trip, it is required that at least one campus administrator accompanies the students.

F. Volunteer Field Trip Chaperones

• Administrator must check the approved volunteer list to confirm the chaperone has been cleared.

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

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

G. Sponsor or Coach Requirements

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

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

Furthermore, each sponsor of an extracurricular activity and coach must attend a training session specifically designed for sponsors and coaches, focusing on school trips and events. This requirement ensures that they are well-prepared and informed about the procedures and guidelines related to such activities.

H. School Nurse

Students with medical needs:

- The school nurse must be provided with a list of students attending the trip from the responsible individual (e.g. administrator, trip coordinator, or sponsor) planning the trip 2 weeks prior the scheduled field trip.
- A school nurse will be sent on student field trips excluding sports if a student has a medical need that **ONLY** a nurse can perform or assess. For example a specialized procedure (i.e. catheterization, tracheostomy) or medication administration (i.e. IM injections, CGM). Other indications for a school nurse to attend would include a life skills field trip/event or

- campus-wide trip.
- For sports related activities, the athletic trainers will be responsible for the medical needs and medications of the students.
- If a school nurse is not available on the bus and it is determined that there is a health concern or medical emergency with a staff member or student, the responsible staff member must contact **EMS** (911) **FIRST**, remain calm, and then notify the student's parents. The responsible staff member will then contact their immediate supervisor who will inform the Superintendent of Schools and the Safe Schools Coordinator. The Safe Schools Coordinator will make contact with the Lead Nurse.

Nurse Responsibilities for student field trips:

- When the school nurse receives a list of students attending the trip from the responsible individual, the school nurse will assess the medical needs of the students attending the trip. Once the nurse determines a nursing intervention cannot be carefully delegated to a non-licensed staff member, arrangements must be made for the student's parent or nurse to accompany the student on the trip, and notify the lead nurse.
- If a nurse will not be accompanying the trip, the nurse will prepare a first aid kit for the responsible administrator or designee to take on the trip. The kit should include if available the campus unassigned epinephrine auto-injector(s), NARCAN, and any necessary student medical supplies or medications.
- If an administrator or school nurse is not attending the field trip, the campus administrator may delegate the task of administering prescription or approved nonprescription medication by the district's medical director to an appropriate staff member attending.
 - The school nurse will train the designated employee delegated by the principal who
 has not received training on medication administration. Documentation of training
 will be kept in school clinic.
 - In cases where student medications need to be administered during the trip, the school nurse will conduct a review of the field trip medication handoff record (Exhibit J) with the designated individual. Both parties involved, the school nurse and the designated individual, must sign the record to acknowledge the transfer and administration of medications.
 - The school nurse will conduct a comprehensive review with the designated responsible individual regarding any student's medical needs or necessary medical interventions during the trip.
 - Additionally, the school nurse will also provide guidance to the administrator or staff member attending the trip on how to respond to medical emergencies, including the proper usage of an epinephrine auto-injector and NARCAN if available.
- If a school nurse will be accompanying students on the field trip, the school nurse will be responsible to take all necessary medical supplies, students' medications, emergency kits, and maintain records while on the trip. If a student is having a medical emergency, the school nurse will activate EMS (911) and provide first aid. The school nurse will notify the Lead Nurse and request over the phone assistance if needed. Furthermore, it is required that

the administrator, trip coordinator, or sponsor promptly notifies the Safe Schools Coordinator. The Safe Schools Coordinator will then relay the information to the Superintendent of schools. This communication process ensures that appropriate measures are taken and necessary parties are informed in the event of any incidents or emergencies during the trip, guaranteeing the safety and security of all involved.

Field Trip Guidelines



List of students attending the field trip needs to be submitted to the school nurse 2 weeks prior to the scheduled trip/event



The school nurse will determine if a nurse is needed on the field trip. Nurse will notify the Lead Nurse if a nurse will be needed.

No Nurse



Nurse



The school nurse will prepare a first aid kit for the responsible administrator or designee that includes the campus unassigned epinephrine auto-injector(s), NARCAN, and student's supplies/medications needed.

 The school nurse will review or train the responsible administrator on any student medical needs or medical interventions needed while on the trip.

Only campus administrators (campus principal) may assign to District employees the task of administering medication to students.

The school nurse will be responsible to take all necessary medical supplies, students' medications, emergency kits, and maintain records while on the trip.

*Medical Emergency

- CALL 911 & remain calm

 (If trained and applicable initiate CPR and/or administer emergency medications or first aid)
 - Notify the student's parents.
- 3. Contact your immediate supervisor



Activate EMS (911)

(Follow doctor's standing orders)

- 2. Notify the student's parents
- 3. Contact Lead Nurse

I. Field Trip Emergencies

Emergencies can occur on a field trip:

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

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

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

Medical Emergency with No Nurse

If emergency occurs on the bus/district vehicle, pull bus/vehicle over to a safe location.

- 1. CALL 911 & remain calm
- 2. (If trained and applicable initiate CPR and/or administer emergency medications or first aid)
- 3. Notify the student's parents.
- 4. Contact your immediate supervisor

Medical Emergency with Nurse

If emergency occurs on the bus/district vehicle, pull bus/vehicle over to a safe location.

- 1. CALL 911 & remain calm
- 2. Have an adult or another staff member contact the school nurse
- 3. (If trained and applicable initiate CPR and/or administer emergency medications or first aid)
- 4. Notify the student's parents.
- 5. Contact your immediate supervisor

Bus Accident/District Vehicle Accidents

• Follow bus accident and suburban protocols.

Emergency communication

- Provide a method for communication (such as a cell phone) in the event of an emergency and have an alternate method if the primary means doesn't work.
- Provide phone numbers for field trip staff to use to contact a school administrator on a

24-hour basis in an emergency. Contact a school administrator promptly in the event of an unusual incident and any student injury. Allow the school administrator to contact parents/guardians in serious situations.

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

J. Water Activities

Avoid water activities that do not have a certified lifeguard.

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

- Require the child's parent/guardian to affirm in writing whether the
 child is able to swim or is at risk of injury or death when swimming or
 otherwise accessing a body of water;
- Provide each child who is unable to swim or is at risk of injury or death
 when swimming with a properly fitted and fastened Type I, II, or III, US
 Coast Guard approved personal flotation device; and
- Ensure the child is wearing the personal flotation device and the device is properly fitted and fastened for the child.

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

K. K-9

For all out of valley and overnight trips, a K-9 unit will be employed for inspection before departure. The presence of the campus principal, administrator, or director is mandatory during the searches.

L. Overnight Procedures

- Arrangements: Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender- specific, and roommates are close in age. The chaperones must be assigned separate rooms from the students and will not share the same sleeping quarters. The campus principals or department director will be responsible for determining the number of students per room, taking into consideration the available beds.
- Supervision: Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students always have supervision while on a school sponsored field trip. A list of students, with room assignments, should be provided to all chaperones and staff on the trip. As a safety measure, students should be checked daily at least when lights are out and again at 6 am during the trip. Additionally, additional checks may be conducted, such as every 30 minutes until all the students are asleep.
- Providing information to parents/guardians: Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s)

to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the field trip packet.

M. Meals per Diem

A daily allowance of twenty-one dollars will be allowed for each student traveling with-in the Region One area and twenty-four dollars for Out-of-Valley Travel. The daily allowance are subject to updates once they become available for the 24-25 school year.

In-Valley Travel \$8.00 per meal

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

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

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

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

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

N. Lodging

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

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

O. Transportation

a. Privately Owned Vehicle

Parents or guardians who intend to pick up their child after the child initially traveled to the

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

b. School Buses/Suburban

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

c. Charter Buses/Leased Vehicles

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

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

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

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

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

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

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

I. Request for Field Trip Sack Lunches

A. Advance Notice Required (no exceptions)

- 1. Field Trip Coordinator will obtain Request Form from Cafeteria Manager or website www.mercedeschildnutrition.net.
- 2. Field Trip Coordinator will then submit Request Form completed in its entirety to Cafeteria Manager at least **10 instructional days** in advance prior to the scheduled field trip.

- a. This allows ample ordering time for food supplies.
- b. This is to guarantee availability of menu items requested.
- 3. Requests received after the two-week deadline **will not** be approved due to availability of menu items.
 - a. To ensure food safety as well as compliance with USDA meal pattern regulations specific menu request/modifications **may not** be considered.
- 4. Any request for *deviations* from the Field Trip menu <u>may be accommodated</u>, however, meals will be considered as a "catering" and campus <u>will be charged</u> accordingly.

II. Teacher/Field Trip Coordinator Responsibility

A. Day before Field Trip

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

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

III. Manager's Responsibility

A. Day before Field Trip

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

IV. Compliance Procedures

A. Day of Field Trip

1. Designated forms provided by CNS cafeteria manager are to be used to ease the process of providing reimbursable sack meals and maintaining the necessary records.

2. Use the forms to communicate directions to those responsible for transporting and serving the meal and document meals served.

B. Reminders

- 1. Meals are to be <u>eaten within four hours of leaving the cafeteria area</u>.
- 2. Teacher is responsible for discarding any trash/uneaten food selected by student.
- 3. Field Coordinator is to return the student roster and ID numbers to the cafeteria manager with an accurate number of students that took a reimbursable meal.
- 4. New Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption.
- 5. Any undocumented meals or meals served that are not reimbursable will be billed to the campus at the adult/visitor rate.
- 6. Counts are verified by cafeteria staff and entered into POS system that day.
- 7. Class rosters are to be turned in to CNS Office.
- 8. All students must take ½ cup of fruit or vegetable.
- 9. Milk must be offered to students but they do not have to take it.

C. USDA Meal Patterns **School Breakfast Program:**

Pre-Kindergarte	Pre-Kindergarten (Pre-K) Daily			School Age Daily and Weekly						
Meal Pattern Components	Age 1-2	Age 3-5	Meal Pattern Components	Grades K-5	Grades 6-8	Grades 9–12	Grades K-12			
Milk, Unflavored Age 1-2, whole milk Age 3-5, 1 percent low fat or fat free	(½) cup	(3/4) cup	Milk, Unflavored or flavored fat free or 1 percent low fat ¹	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups			
Fruits (and Vegetables)2	(1/4) cup	(1/2) cup	Fruit (and Vegetables)3	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups			
Grains, ⁴ Whole Grain- Rich or Enriched			Grains, 80% Whole	7.0-10.0	8.0-10.0	9.0-10.0	9.0-10.0			
Bread Product (i.e.,	(0.5) oz ec	1	Grain-Rich per week	(1.0) oz eq	(1.0) oz eq	(1.0) oz eq	(1.0) oz eq			
biscuit, roll, muffin)	(0.0) 02 04		Nutrient Specifications: Daily Amount Based on Average 5-Day Week							
Cooked: Cereal, Cereal Grain, (0.5) oz e Pasta	(0.5) oz eq		Min-Max Calories (kcal)	350-500	400-550	450-600	450-500			
			Saturated Fat % of total calories	< 10	< 10	< 10	< 10			
Ready-To-Eat Breakfast Cereal, Dry or Cold: ⁵			Sodium Target (mg)	T1 ≤ 540 mg	T1 ≤ 600 mg	T1 ≤ 640 mg	T1 ≤ 540 mg			
Flakes or Rounds Puffed Cereal	(0.5) oz ec (0.7) oz ec		Trans Fat	Product nutrition label/manufacturer specification must indicate 0 grams of <u>trans</u> fat per serving.						

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

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

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

 Through June 30, 2024, CBs may substitute any vegetable from any subgroup in place of a fruit.

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

 Revelfast creats must be whole grain-rich united and contain no more than 6 grains of swear per day counce (21.2 grains swerges and other swear law counce) (21.2 grains swerges) (22.2 grains swerges) (23.2 grains
- Breakfast cereals must be whole grain-rich, enriched, or fortified and contain no more than 6 grams of sugar per dry ounce (21.2 grams sucrose and other sugars per 100 grams of dry cereal).

National School Lunch Program:

			Food Component Per W				
Pre-Kindergarten (F					Daily and Week		
Meal Pattern Components	Age 1-2	Age 3-5	Meal Pattern Components	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Milk, Unflavored Age 1-2, whole milk Age 3-5, 1 percent low fat or fat free	(½) cup	(34) cup	Milk, Unflavored or flavored fat free or ¹ 1 percent low fat	5 (1) cups	5 (1) cups	5 (1) cups	5 (1) cups
Fruits ²	(½) cup	(¼) cup	Fruits	2½ (½) cups	2½ (½) cups	2½ (½) cups	5 (1) cups
		(½) cup	Vegetables	3¾ (¾) cups	3¾ (¾) cups	3¾ (¾) cups	5 (1) cups
			Dark Green	1/2 cup	½ cup	1/2 cup	1/2 cup
	(1/s) cup		Red/Orange	3/4 cup	3/4 cup	3/4 cup	1¼ cups
Vegetables	(48) cup		Beans/Peas (Legumes)	1/2 cup	1/2 cup	1/2 cup	1/2 cup
			Starchy	1/2 cup	1/2 cup	1/2 cup	1/2 cup
			Other	1/2 cup	1/2 cup	1/2 cup	3/4 cup
			Additional Vegetable	1 cup	1 спр	1 cup	1½ cups
Grains,³ Whole Grain-Rich or Enriched			Grains, 80% Whole Grain-Rich per week	8.0-9.0 (1.0) oz eq	8.0-10.0 (1.0) oz eq	8.0-9.0 (1.0) oz eq	10.0-12.0 (2.0) oz eq
Bread product such as biscuit, roll, or muffin	(0.5) oz eq						
Cooked breakfast cereal, cereal grain, and/or pasta	(0.5) oz eq			2005-2011-0-015X-12011	8650000000000000	Massessale	Later of the second
Meat/Meat Alternates ⁵			Meat/Meat Alternates	8-10 (1) oz eq	9-10 (1) oz eq	9-10 (1) oz eq	10-12(2) oz eq
Lean meat, poultry, or fish	(1.0) oz eq	(1.5) oz eq	Other Nutrient Specification	ns: Daily Amount l	Based on the Avera	ge for a 5-Day We	ek
Tofu, soy product, or alternate protein products	(1.0) oz eq	(1.5) oz eq	Min-Max Calories (kcal)	550-650	600-700	600-650	750-850
Cheese	(1.0) oz eq	(1.5) oz eq	Saturated Fat	< 10	< 10	< 10	< 10
Large egg	(1.0) oz eq	(1.5) oz eq	% of total calories	500 E11757-111	-0.500	10.55	C-See Strail
Cooked dry beans or peas	(0.5) oz eq	(0.75) oz eq	Sodium Target (mg)	≤ 1110 mg	≤ 1225 mg	≤ 1110 mg	≤1280 mg
Peanut butter, soy nut butter, or other nut or seed butter	(1.1) oz eq	(1.7) oz eq	Trans Fat	Product nutrition label/manufacturer specification must indicate 0 grams of <u>trans</u> fat per serving.			
Yogurt, plain, or flavored unsweetened or sweetened	(4.0) oz eq	(6.0) oz eq					
Peanuts, soy nuts, tree nuts, or seeds	(0.5) oz eq	(0.75) oz eq					

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

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

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

 Yogurt must contain no more than 23 grams of total sugars per 6 ounces. Any combination of peanuts, soy nuts, tree nuts, or seeds may be ervelted to meet 50% of the minimum amount to be served.
- credited to meet 50% of the minimum amount to be served.

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

V. REQUEST FOR BREAKFAST & LUNCH

A. Any request for BOTH breakfast & lunch meals for field trips will be denied.

1. If field trip is scheduled to leave <u>before</u> 6:30 am CNS will only accommodate for Breakfast Meal.

B. Exception to the Rule

- 1. If field trip is scheduled to leave at 6:30 am or after CNS will accommodate since meals will be consumed within the 4 hour window (as per time & temperature regulation).
 - a. In this situation it is advised that children are fed no later than 8:00 am, Breakfast; and fed their lunch no later than 10:30am.

C. Serving Sack Lunches after 2:00 pm.

1. CNS *will not* provide sack lunches or meal service to children after 2:00 pm as per USDA regulations.

D. Alternative/Option

- 1. CNS may offer a combination of Breakfast & Lunch items for the field trip.
- 2. It may include 1 Peanut Butter Sandwich, Graham Crackers, Milk, Juice, and fresh fruit.
 - a. Please notify Cafeteria Manager immediately if this is the option that best suits your field trip.

VI. FOOD PRODUCTION

RECORDS A. Mosaic BOH

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

B. Ordering for Field Trip

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

IV. BOARD MEMBER TRAVEL

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

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

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

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

Appendix A

COMPENSATION AND BENEFITS EXPENSE REIMBURSEMENT

DEE (LOCAL)

Prior Approval Required

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

Documentation Required

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

DATE ISSUED: 1/30/2017

UPDATE 107 DEE(LOCAL)-A ADOPTED:

COMPENSATION AND BENEFITS EXPENSE REIMBURSEMENT

DEE (LEGAL)

Note:

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

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

Travel Services

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

Classroom Supply Reimbursement

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

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

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

Education Code 21.414

DATE ISSUED: 5/27/2015

UPDATE 102 DEE(LEGAL)-P Mercedes ISD 108907

STUDENT ACTIVITIES TRAVEL

FMG (LOCAL)

Transportation for Student Travel

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

In-State Overnight Trips

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

Out-of-State Trips

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

DATE ISSUED: 12/2/2014

UPDATE 101 FMG(LOCAL)-A ADOPTED:

1 of 1

BOARD MEMBERS COMPENSATION AND EXPENSES

BBG (LOCAL)

Expense Reimbursement

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses

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

- 1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxifares, lodging, meals, and other incidental expenses.
- Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

Documentation Required

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

Method of Travel

Absent extenuating circumstances, as determined by the Superintendent, Board members shall travel by the least expensive method of travel available.

DATE ISSUED: 4/5/2016 LDU 2016.02 BBG(LOCAL)-X ADOPTED:

BOARD MEMBERS COMPENSATION AND EXPENSES

BBG (LEGAL)

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

Members' Expenses

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

Nonmembers' Expenses

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

Travel Services

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

Note:

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

DATE ISSUED: 5/14/2017

UPDATE 108 BBG(LEGAL)-P

Exhibit Forms

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

Exhibit A: Field Trip Request

Exhibit B: Field Trip checklist (*optional*)

Exhibit C: Travel Request Form

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

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

Exhibit F: Student Roster for Field Trips

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

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

Exhibit I: Athletics Overnight Travel Procedures (*English and Spanish*)

Exhibit J: School Sponsored Trip Chaperone List

Exhibit K: Guidelines for Field Trip Chaperones

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

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

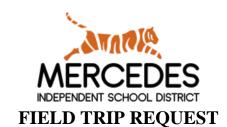
Exhibit N: CNS Field Trip Request Form

Exhibit O: Out of Valley Expense Statement Monthly Mileage Report

Exhibit P: Monthly Mileage Report

Exhibit Q: Texas Hotel Occupancy Tax Exemption Certificate

Exhibit R: Intra-District Mileage Chart



For School Nurse/Athletics Trainer use only:
Nurse needed: Yes \square No \square
Nurse/Athletic Trainer Signature
Nurse/Athletic Trainer Signature

Person(s) Making Request			Purpos	Purpose of Trip: (Explain below or attach a copy of lesson plan.)					
Campus:									
Destination:									
Departure Date:			Depart	ure Time:			Required Backup Check List Travel Request Form		
Return Date:			Return	Time:			Agenda/Itinerary		
No. of Students Participating:	M- F-	Total:	No. of	Sponsors:	M- F-	Total:	Fees (registration hotel, meals, etc.) Flyer of Event Student/Sponsor List		
Plea	ise verify t	that there is at lea	st one chaperon of the			os in valley and or out of voles in valley and out of voles in valley and out of voles in valley and of voles in valley and out of voles in valley and out of valley and out of valley and out of valley and valley			
Approved by Campu	is Principa	al	Date	Campus Pri	•	Safe Schools Administrator Directors Progra - Athletics			
Approved by Safe Schoo	ls Adminis	strator	Date	Sponsor Ra Chaperons • Sign & Date Student Lis Roster(s)	tio &	- Band -Student Serv -Teaching & Learning	rices		
Directors of Pro (Teaching & Learning, Athletics, Band		rvices)	Date	School nurse/athle trainer to re *If paying with <u>Funds</u> , please to Federal Pre	view list Federal forward	OUT OF I REQUIRES BOAR OUT OF BOARD CO OUT OF Safe Schools A	D APPROVAL & VALLEY VER PAGE VALLEY		

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

Date

Approved by Superintendent

Director <u>before</u> sending to Safe

Schools Dept.

submits for Board Approval

Superintendent of Schools

signs after board approval



FIELD IKII CHECKLISI

Campus:		
Trip Destination		
Date(s) of trip: From:	To:	
Organizing Staff Member		

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

Date Completed:	Gender
	Arrangements (2 weeks before the trip)
	Provide field trip information to parents including:
	Letter home to parents
	Detailed itinerary of activities
	 Permission forms (informed consent, emergency treatment, medical conditions)
	 List of things students can and cannot bring, appropriate dress
	Provide orientation for chaperones, have chaperones sign the Guidelines for field trip chaperone
	form, and ensure adequate supervision will be available
	Confirm transportation
	Confirm housing (if needed)
	Confirm student meals and notify CNS about any student allergies or special diets (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies (First aid kit, sunscreen, water, etc.)
	Confirm arrangements for special medications (Review with school nurse)
	Final Checks (Day of Trip)
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available:
	• Every student must have a returned Parental Authorization for Student to Participate in School-Sponsored Trip form. This form must be taken by the responsible staff member on the trip.
	Review behavior and safety standards with students and chaperones before
	departure, including:
	Reinforce school rules and expectations
	 The system of accounting for students and the use of the buddy system
	 Review emergency procedures (for injury, accident, or inappropriate activity)
	Explain what to do if a student gets separated or lost from group
	Check emergency supplies and essential items for the trip
	If special equipment or clothing is needed for each student, ensure that it is provided
	The delegated staff member must get medication(s) for students from the school nurse and ensur

	medications are secured (unless the trip is on a weekend, the medications will be given to you			
	by the school nurse the last day they work). Additionally, the school nurse will provide you with			
	a First Aid Kit and if available the campus EpiPen and NARCAN.			
	Make sure that staff/chaperones on the field trip have a 24 hour phone number for			
	administrators, and the school office/administrator has (cell) phone number of staff on			
	the trip			
	Monitor the weather updates for the locations where the field trip will take place. If it is			
	determined that bad weather is possible, the trip coordinator must ensure the following:			
	Notify the campus principal and office of safe schools			
	Continuously monitor weather conditions			
	• Keep open and clear communication with all participants, parents, staff, and chaperones			
	about any changes in the itinerary or plans due to bad weather.			
	• Have a well-defined contingency plan in place. This plan should outline alternative			
	activities or indoor venues that can be utilized if outdoor activities become unsafe.			
	• If the weather significantly disrupts the trip or leads to changes in the return time,			
	promptly contact the parents or guardians of the participants to keep them informed.			
After Trip Evaluation				
	After the field trip, evaluate field trip procedures and the activities involved to ensure			
	field trips in the future are safe			
	Provide all field trip records to the campus administrator and/or department director and they			
	must keep per the retention schedule (years) including, but not limited			
	to:			
	Notices and announcements;			
	• Sign-up sheets, rosters, registration forms;			
	 Parent/legal guardian permissions (approval for use of private vehicles, waiver of 			
	liability, emergency information, etc.);			
	• Chaperone/driver lists and information;			
	 Transportation arrangements (including bus trip requests/authorizations, ticket logs, 			
	private vehicle checklists, etc.).			
	Turn in student medications, documentation, and first aid kit to the school nurse			
	Turn in student medications, documentation, and first aid kit to the school fluise			

MERCEDES INDEPENDENT SCHOOL DISTRICT TRAVEL REQUEST FORM

] PROFES	SIONALS	☐ PARA	PROFES	SSIONAI] STUDE	NT	
Name:						ampus/Dep	ot				
		If reques	t is for student gr	oup travel or meal exp	ense, a list of stud	lent names a	nd a breakd	own of expe	enses must be	e provided.	
For field t		nators/spo check all that	nsors/coach:	CPR Certified	d Stop t	he Bleed T	rained	First A	id Trained	Fieldtrip Train	ing
Departure from MISI		e/Time:		@		Return to MISD		/Time:		@	
Purpose	of trip:										
Location	of Session:										
Program Area: Hours:		urs:	Substitute Needed:	Yes No	Subst Accoun						
Name of S	Session: Connection:										
Estimate	d Costs:										
			Registrati					Fare (a	ir, bus, rail):		
Lodai	ing /IDS Dor		Rental Vehicle Ch		Private vehicle x .67 per mile: Other expenses (list details & attach expenses):						
Lough			ty & State Traveli	ing 10):		Other expen	STUDENT		expenses):		
		EMPLOYEES				Max	imum Allow				
Maximum Allowances Staff Meals In-State Out-of-Valley Out-of-State: IRS Per Diem For The City & State Traveling To		io	Student Meals In-Valley \$8.00 Maximum Allowances Student Meals Out-of-Valley Breakfast: \$8.00 Lunch: \$9.00 Dinner: \$10.00								
Breakfast	\$	Х		=	Breakfast		X	\$.00	=		
Lunch	\$	Х		=	Lunch		Х	\$.00	=		
Dinner	\$	Х		= Total	Dinner		Х	\$.00	= Total		
Breakfast v	will be reimb	oursed if lea	ving prior to 8:0				Es	timated tota			
			g before 12:00 p								
Dinner wil	l be reimbur	sed if leavir	ng before 5 p.m.								
	A	dministrato	ors must verify t	he field trip coordina	tor/sponsor/coad	hes has rece	eived traini	ng before a	pproving the	e trip.	
		Principal /	Supervisor		Da	te	Ap	proved	Not A	pproved	
		Safe Scho	ools Administra	tor	Da	ite	Ap	proved	Not A	pproved	
		Directors o	of Programs		Da	ate	- Ap	proved _	Not A	Approved	
		Superinten	dent of School	<u>s</u>	1	Date	- Ap	proved	Not A	Approved	
Vehicle ex	xpense acc	ount code:									
Travel Ex	penses to b	e paid fror	m the following	fund: (s)							
If paid wit	th Federal F	unds, mus	st have approva	al of Federal Progra	ms Director:						



PARENTAL AUTHORIZATION FOR STUDENT TO PARTICIPATE IN SCHOOL-SPONSORED TRIP

PARENTAL AUTHORIZATION	FOR STUDENT TO	PARTICIPA	IE IN SCHOO	L-SPONSORED TRIP
Thi	s Section to be Complet	ed by School St	aff	
Student Name:		ID#:		Grade:
School:				•
Field Trip (Include Purpose and Planned	Activities, if needed):			
Date(s) of Trip:	Time(s) of Trip:		Expense (if any	·):
Mode of Transportation (check all that ap Private Vehicle Walking S Vehicles driven by: APS Bus I	chool Bus Charter I		ransportation [ner Adult	Commercial Air
Related risks (check all that apply) Swimming Pool Amusement or	Theme Park Beach,	, River, Stream, o	r Ocean W	alking to Destination
Parents/Guardians – Please F	Read the Following this Sect		Appropriate	Boxes, and Sign
I, as the parent or legal guardian, give permiparticipation in this school-sponsored trip is my child to some risk. I have read and unde trip and to be transported as noted above. I a therefore, neither Mercedes ISD or its emploany non-school property. I also understand described above. I expressly agree to hold have representatives, as well as trip supervisors are with, or during the above named student's participation and the student's party emergency medical procedures or treatment.	voluntary and not a require rstand the purpose of the translation of t	by to participate in ad part of the school ip and authorize mation in the trip will ave any responsible provided, that Merwercedes ISD, its in all losses, damages include but not limit	n this school-spons I curriculum. I und y child to participa Il involve activitie lity for the conditi cedes ISD does no adividual members or injuries arising	sored trip. I understand that derstand that it exposes te in above referenced s off school property; on or use of at insure the transportation s, agents, employees and out of, in connection
☐ I agree to the above	☐ I opt out of this field tr	ip		
	Notice of Financial I	Responsibility		
Please note that the School Board reserves the trip operator's cancellation policies, as we connection with the trip will determine the a reimbursements will not be provided by the acknowledge that they have read this notice hospital or physician fees, or any other expensions.	rell as those of the hotels, be mount of any refund to whi Mercedes ISD if the trip is and accept responsibility for	us companies, tick ch you are entitled cancelled or delayor any and all cance	et operators and ot , if any. Refunds of ed. By signing belo ellation fees, costs,	thers providing services in or any other ow, parents and guardians losses, medical expenses,
	I agree to th	e above		
The school has my permission, when I canno automobile, school vehicle, or emergency ve treatment which a physician deems necessar my knowledge.	chicle). I further provide the	child to the emerge hospital and its m	edical staff my aut	thorization to provide
	I agree to th	e above		
Parent/Guardian (Or Eligible Student Ov	ver Age 18) Signature:		Dat	te:
While participating on this school-sponsored follow directions at all times. I am subject to Student Signature:		bility for maintaini		edes ISD Handbook.
Bradeni Bignature.			Dai	

EMERGENCY CONTACT INFORMATION

	normation During the Time Period (or tile TTIP
Mother or Guardian Name:		
Home Phone:	Work Phone:	Cell Phone:
Father or Guardian Name:	1	
Home Phone:	Work Phone:	Cell Phone:
Alternate Contact Name:	1	Relationship:
Home Phone:	Work Phone:	Cell Phone:
	Medical Care Information	
Family Physician:	Medical Care Information	
Health Insurance Company:		
Group Policy Number:		
ID Number:		
Phone Number:		
Is student allergic to any medications?	If so, please list:	
Any other allergies (food, bee stings, et	c.)? If so, please list:	
	· ·	
Medication during trip (see note below)	:	
Describe any special needs of the above	e student related to this trip:	
Does your child know how to swim? (Required)	

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



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

This Section to be Completed by School Staff Student Name: ID#:	
School: Field Trip (Include Purpose and Planned Activities, if needed): Date(s) of Trip: Time(s) of Trip: Expense (in Mode of Transportation (check all that apply):	f any): n
Field Trip (Include Purpose and Planned Activities, if needed): Date(s) of Trip: Time(s) of Trip: Expense (in Mode of Transportation (check all that apply):	n Commercial Air
Date(s) of Trip: Time(s) of Trip: Expense (in Mode of Transportation (check all that apply):	n Commercial Air
Mode of Transportation (check all that apply):	n Commercial Air
Mode of Transportation (check all that apply):	n Commercial Air
Vehicles driven by: APS Bus Driver Staff Parents Other Adult	Walking to Doctination
Related risks (check all that apply) Swimming Pool Amusement or Theme Park Beach, River, Stream, or Ocean	walking to Destination
Padres/Tutores: Lea lo Siguiente, Marque las Casillas Correspondiente	es y Firme esta Sección
Autorización del Padre/Tutor y Reconocimiento del iesgo	
de la escuela. Entiendo que expone a mi hijo(a) a algún riesgo. He leído y comprendo el propósito del viaj participar en el viaje mencionado anteriormente y a ser transportado como se indicó anteriormente. Tambie el viaje implicará actividades fuera de la propiedad escolar; por lo tanto, ni Mercedes ISD ni sus empleado responsabilidad alguna por la condición o el uso de cualquier propiedad no escolar. También entiendo que escolares, Mercedes ISD no asegura el transporte descrito anteriormente. Acepto expresamente eximir de mercedes ISD, sus miembros individuales, agentes, empleados y representantes, así como a los supervisor y cada una de las pérdidas, daños o heridas que surjan de, en relación con o durante el la participación del anteriormente en este viaje, que incluye, entre otros, los costos incurridos para la prestación de cualquier p médico de emergencia, si corresponde.	én entiendo que la participación en s y voluntarios tendrán si no se proporcionan autobuses responsabilidad y reembolsar a es de viaje y chaperones, por todas estudiante mencionado
☐ Estoy de acuerdo con lo anterior ☐ Opto por no participar en esta excursión.	
Aviso de Responsabilidad Financiera Tenga en cuenta que la Junta Escolar se reserva el derecho de cancelar cualquier viaje por seguridad u otra cancelación, las políticas de cancelación del operador del viaje, así como las de los hoteles, compañías de a otros que brinden servicios en relación con el viaje determinarán la cantidad de cualquier reembolso al que Mercedes ISD no proporcionará reembolsos ni ningún otro tipo de reembolso si el viaje se cancela o retras padres y tutores reconocen que han leído este aviso y aceptan la responsabilidad de todos y cada uno de lo pérdidas, gastos médicos, honorarios médicos o de hospital, o cualquier otro gasto incurrido por o en nomle estudiantes relacionados con este viaje. Estoy de acuerdo con lo anterior	as razones. En caso de tal autobuses, operadores de boletos y e tenga derecho, si corresponde. a. Al firmar a continuación, los s cargos por cancelación, costos, ore del padre, tutor, o sus
Estoy de acuerdo con lo anterior	
Autorización Médica La escuela tiene mi permiso, cuando no puedo ser contactado, para llevar a mi hijo a la sala de emergencia automóvil privado, vehículo escolar o vehículo de emergencia). Además, proporciono al hospital y a su pe para proporcionar tratamiento que un médico considere necesario para el bienestar de mi hijo. La siguiente de mi conocimiento.	es del hospital más cercano (en un rsonal medico mi autorización e información es exacta al mejor
Estoy de acuerdo con lo anterior	
Firma del padre/tutor (o estudiante elegible mayor de 18 años):	Fecha:
Acuerdo estudiantil	
Mientras participe en este viaje patrocinado por la escuela, aceptaré la responsabilidad de mantener una comportamiento. Seguiré las instrucciones en todo momento. Estoy sujeto a los Derechos y Responsabilidad describe en el Manual de Mercedes ISD.Student	
Firma:	Fecha:

INFORMACIÓN DE CONTACTO EN CASO DE EMERGENCIA

Información de contacto durante el período de tiempo del viaje

Nombre de madre o tutor:	*	· ·
Teléfono de casa:	Teléfono de trabajo:	Teléfono celular:
Nombre de padre o tutor:		1
Teléfono de casa:	Teléfono de trabajo:	Teléfono celular:
Nombre de contacto alternativo:		Relación:
Teléfono de casa:	Teléfono de trabajo:	Teléfono celular:
	Información de atención médica	a
Médico de familia:		
Compañía de seguro de salud:		
Número de póliza de grupo:		
Número de identificación:		
Número de teléfono:		
¿Es el estudiante alérgico a algún medio	eamento? Si es así, enumere:	
¿Alguna otra alergia (alimentos, picadu	ras de abejas, etc.)? Si es así, enumere:	
Medicamentos durante el viaje (ver nota	a a continuación):	
Describa cualquier necesidad especial d	el estudiante mencionado anteriormente re	elacionada con este viaje:
T 1" 1 20 2 11		
¿Tu hijo sabe nadar? (Requerido)		

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



MERCEDES INDEPENDENT SCHOOL DISTRICT Request for Alternate Means of Travel for School Trip

My child,	(name), has permission to go to and/or return from						
	(location/activity) by	(e.g. car, bus).					
Drivers Name							
Dates of activity							
The reason for this alternate meth	od of travel is						
	TRAVEL RELEASE						
listed above. Although school transprarticipate in and travel to and/or from mode is with my student's parent or other means of travel which I have a driving unless they are siblings. While they are attending, Mercedes ISD will understand and my student fully und listed could create risk to the health Mercedes ISD will have no ability and may be at risk when travelling unaccevaluated my student's ability to traspound decisions and being responsible Mercedes ISD does not recommend student leave the group anyway. Accinjury or accident or loss to person of in transportation not provided by the child to participate in the activities of receipt of which is acknowledged, I receipt of which is acknowledged, I receipt of and from the events atto by the District, including, but not ling against the District or claims against waiver will be binding on my heirs,	to participate in the activities and travel to portation is provided to and from the activities om the activities via an alternative mode of legal guardian, by use of his or her personance and approved. Students are not a Mercedes ISD recommends that studer all attempt to accommodate parents' requiderstands that transportation to and from or safety of my student. I understand that do no responsibility to protect my student companied by Mercedes ISD-affiliated per vel outside of the group and determined be for the safety of their person and their that a student leave the company of the cordingly, I, the undersigned, assume full or property that may occur to my student to District. In consideration of Mercedes In the above referenced group and other grelease and waive all claims, including, be erty, or any other claim, that I or my studes, agents, and representatives resulting tended by the group listed above while the mited to, claims of negligence, whether stated to the claims of negligence and assigns.	of transportation. This alternative on al legal driver's license, or through permitted to ride with other students atts stay with the group whose functions uests in specific circumstances. I fully at the events attended by the group at if my student leaves the group, at if my student leaves the group, at if my student leaves the group, at if my student is capable of making that my student is capable of making that my student is capable of making ar belongings. I understand that group and I am opting to have my and complete responsibility for any while traveling to or from the activities and pendent School District allowing my good and valuable consideration, the ut not limited to, those for personal dent may have against the Mercedes, in whole or part, from my student traveling in transportation not providers tole, joint, contributory or otherwise, ts Claims Liability Act. The release and					
	Approved Disapproved						
Printed Name of principal or design	gnee						
Signature of principal or designee	Date	>					
5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							



MERCEDES Solicitud de Medios Alternativos de Viaje para Viaje Escolar MERCEDES



• • •	(nombre), tiene	
		(por ejemplo, automóvil, autobús
· · · · · · · · · · · · · · · · · · ·		
Fechas de actividad		
El motivo de este método al	ternativo de viaje es	
	LIBERACIÓN DE VIAJE	
mencionado anteriormente. A estudiante participe y viaje ha alternativo es con el padre o to a través de otros medios de otros estudiantes conduciendo estudiantes permanezcan con los padres en circunstancias e transporte hacia y desde los e seguridad de mi estudiante. El responsabilidad de proteger a viaja sin la compañía de perso de mi estudiante para viajar fo acertadas y ser responsable do recomienda que un estudiante deje el grupo. En consecuencia herida o accidente o pérdida a desde las actividades en trans Independiente de Mercedes quanteriormente y otra consider reclamos, incluidos, entre otro cualquier otro reclamo, que y empleados, agentes y represedesde los eventos a los que as proporcionado por el Distrito o de otra manera, contra el D. Reclamos de Agravios de Texas	cia y/o desde las actividades a través de utor legal de mi estudiante, mediante el viaje que he organizado y aprobado. A le o a menos que sean hermanos. Mientras el grupo a cuyas funciones asisten, Merspecíficas. Entiendo completamente y moventos a los que asiste el grupo mencior ntiendo que si mi estudiante deja el grupa mi estudiante. Además, reconozco que nas afiliadas a Mercedes ISD, pero he eva el a seguridad de su persona y de sus pere deje la compañía del grupo y de todos a, yo, el abajo firmante, asumo total y comporte no proporcionado por el Distrito. In que permite que mi hijo(a) participe en la ración buena y valiosa, cuyo recibo se recos, aquellos por heridas personales, mue como mi estudiante podamos tener contra entantes que resulten, en su totalidad de siste el grupo mencionado anteriormento, incluidos, entre otros, reclamos de negistrito o reclamos contra el Distrito que as. La liberación y la renuncia serán vincia.	ar hacia y desde las actividades, deseo que me un modo de transporte alternativo. Este mo l uso de su licencia de conducir legal persona os estudiantes no se les permite viajar con s Mercedes ISD recomienda que los reedes ISD intentará satisfacer las solicitudes ni estudiante entiende completamente que en ado podría crear un riesgo para la salud o la po, Mercedes ISD no tendrá la capacidad ni la mi estudiante puede estar en riesgo cuando valuado de forma independiente la capacidad si estudiante es capaz de tomar decisiones entenencias. Entiendo que Mercedes ISD no modos estoy optando por que mi estudiante completamente la responsabilidad por cualqui currirle a mi estudiante mientras viaja hacia com actividades del grupo mencionado econoce, Libero y renuncio a todos los uerte por negligencia, pérdida de propiedad ra Mercedes ISD, su Junta Directiva, o en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte, de que mi estudiante viaje hacia so en parte de la capacidad de propiedad de propiedad de propiedad de parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante viaje hacia so en parte de que mi estudiante
administradores y cesionario		
Nombre impreso del padre/1	cutor	
Nombre impreso del padre/1	cutor	

Firma del director o designado ______ Fecha _____



Student Roster for Field Trips

Date of Field Trip Desti	nation	Campus			
Student Name	Grade	Student ID#	Nurse Notes		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
ampus Principal's Signature:		Dat	e:		
irector of Program/Sponsor Signature:					



Student Roster for Field Trips Continued

Student Na	me	Grade	Student ID #	Nurse Notes
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				
46.				
47.				
48.				
49.				
50.				
51.				
52.				
53.				
54.				
55.				
56.				
57.				
58.				
59.				
60.				
mpus Principal's Signatı	ıre:		Date:	
rector of Program/Spons				Date:



Student Roster for Field Trips Continued

Student Na	me	Grade	Student ID #	Nurse Notes
61.		Grade	Student ID II	Truise Trotes
62.				
63.				
64.				
65.				
66.				
67.				
68.				
69.				
70.				
71.				
72.				
73.				
74.				
75.				
76.				
77.				
78.				
79.				
80.				
81.				
82.				
83.				
84.				
85.				
86.				
87.				
88.				
89.				
90.				
ampus Principal's Signati	ıre:		Dat	te:
irector of Program/Spons				



Student Roster for Field Trips Continued

Student Name	Grade	Student ID #	Nurse Notes
91.			
92.			
93.			
94.			
95.			
96.			
97.			
98.			
99.			
100.			
101.			
102.			
103.			
104.			
105.			
106.			
107.			
108.			
109.			
110.			
111.			
112.			
113.			
114.			
115.			
116.			
117.			
118.			
119.			
120.			
ampus Principal's Signature:		Date:	
irector of Program/Sponsor Signature:			ate:



STUDENT ROSTER FOR OVERNIGHT FIELD TRIP

INSTRUCTIONS

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

Activity/Trip:

Date(s) of t	rip: From:	To:						
Campus:								
#	Student Name	Gender	Grade	Room Assignment				
1				3				
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								



STAFF/CHAPERONES ROSTER FOR OVERNIGHT FIELD TRIP

INSTRUCTIONS

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

Activity/Trip:					
Pate(s) of trip: From: To:					
mpus:					
Name	Gender	Campus	Room Assignment		



ATHLETIC OVERNIGHT TRAVEL PROCEDURES

- 1. Overnight travel trips are sanctioned events sponsored by Mercedes ISD. This means that all school policies (Student-Parent Handbook, Athletic Department Handbook, and Faculty Handbook) are to be enforced on said trips, and participants (athletes, coaches & parents) will be held to the rules and regulations outlined in each.
- 2. Athletes will all stay in a team room assigned by the Head Coach.
- 3. The coaching staff has the responsibility of room assignments & supervision of all team rooms. Athletes may not switch rooms for any reason without approval from the Head Coach.
- 4. The Head Coach will communicate a set curfew each night. The coaching staff will enforce this time with hallway & room checks as necessary. Athletes that violate curfew rules will face disciplinary action consistent with their actions.
- 5. There will be no boys in girls' rooms or girls in boys' rooms for any reason except in the presence of the student/athletes coach or administrator.
- 6. No congregation of large groups of players inside a single hotel room unless there is a team meeting held by a member of a coaching staff, or special circumstances approved by the Head Coach.
- 7. Athletes may not leave the premises of the hotel unless they are accompanied by a coach or administrator.
- 8. The coaching staff should communicate these travel policies, team rules & the Mercedes ISD Drug/Alcohol policy with all student-athletes and parents prior to departure for the trip.
- 9. Any behavior that takes place on a trip that violates school policy must be communicated to school administration (Athletic Director) immediately following the events. The Athletic Director will communicate this information to the Principal for proper disciplinary action.
- 10. Student/Athletes shall not be in the possession of any weapon as described in the Student Code of Conduct.
- 11. Student/Athletes shall not damage or vandalize property. Any damage will be paid for by the student(s) involved.

Parent Signature	tudent-Athlete Signature	
	arent Signature	\$

Procedimientos de Viaje Atlético Durante la Noche

- Los viajes de un día para otro son eventos sancionados y patrocinados por Mercedes ISD. Esto significa que todas las políticas escolares (Manual para padres y estudiantes, Manual del departamento de atletismo y Manual del profesorado) se deben hacer cumplir en dichos viajes, y los participantes (atletas, entrenadores y padres) estarán sujetos a las reglas y regulaciones descritas en cada manual.
- Todos los atletas permanecerán en una sala de equipo asignada por el Director atlético.
- El personal de entrenamiento tiene la responsabilidad de la asignación de habitaciones y la supervisión de todas las habitaciones de los equipos. Los atletas no pueden cambiar de habitación por ningún motivo sin la aprobación del Director atlético.
- 4. El Director atlético se comunicará y establecerá un toque de queda cada noche. El personal de entrenamiento hará cumplir este tiempo con controles de pasillo y sala según sea necesario. Los atletas que violen el toque de queda se enfrentarán a medidas disciplinarias acordes con sus acciones.
- No habrá niños en las habitaciones de niñas ni niñas en las habitaciones de niños por ningún motivo, excepto en presencia del entrenador deportivo o administrador.
- 6. No se permite la congregación de grandes grupos de jugadores/estudiantes dentro de una sola habitación de hotel a menos que haya una reunión del equipo organizada por un miembro del personal de entrenamiento, o circunstancias especiales aprobadas por el Director atlético.
- 7. Los atletas no podrán salir de las instalaciones del hotel a menos que estén acompañados por un entrenador o administrador.
- 8. El personal de entrenamiento debe comunicar estas políticas de viaje, las reglas del equipo y la Política de Drogas/Alcohol de Mercedes ISD a todos los estudiantes atletas y padres antes de la salida del viaje.
- 9. Cualquier comportamiento que ocurra en un viaje que viole la política de la escuela debe comunicarse a la administración de la escuela (director atlético) inmediatamente después de los eventos. El director atlético comunicará esta información al director para la acción disciplinaria apropiada.
- 10. Los estudiantes/atletas no deberán estar en posesión de ningún arma como se describe en el Código de Conducta Estudiantil.
- 11. Los estudiantes/atletas no dañarán ni vandalizarán la propiedad. Cualquier daño será pagado por los estudiantes involucrados.

Firma de estudiante- atleta	
Firma de padre	
Fecha	



SCHOOL SPONSORED TRIP CHAPERONE LIST

INSTRUCTIONS

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

Name of School:

Destination	ı:				
Date(s) of t	rip: From:	To:			
#	Name	Title/Volunteer	CPR Certified	Stop the bleed Certified	First Aic Training
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
	Nurse:	nurse is not attending, please writ	Title: te N/A.		
The field	d trip coordinator/sponsor's and pr ver	incipal's signatures below indicarified and cleared to attend the tr		teer information	has been
Field trip c	oordinator/sponsor's Signatui	re:		Date:	
	Signature:				



GUIDELINES FOR FIELD TRIP CHAPERONES

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

- 1. All school rules apply on district-sponsored events. Chaperones are expected to comply with district policies, follow the directions given by the district's trip coordinator, work cooperatively with other staff and volunteers. and model appropriate behaviors for students.
- 2. In order to comply with district policy during district-sponsored events, chaperones:
 - a. may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - b. may not use tobacco in the presence of, or within the sight of, students
 - c. may not possess any weapon(s)

Ι

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

In the event that you have a personal emergency, we should contact:				
Printed Name	Relationship	Phone number		
I acknowledge that I have received the oguidelines. I agree to comply with the guidelines.	copy of the "Guidelines for Field Trip Clelines as a school chaperone/volunteer.	haperones," and have read these		
Printed Name	Da	te		



FIELD TRIP MEDICATION HANDOFF RECORD

Date:	Destination:	Grad	e:	Departure Time: _	Return tir	ne:
will be responsi side effects, and	child(ren) who will require medically ble for administering the medically emergency procedures.					
Name	Print Name	Signat	ure	Date	Time	
Student		Medication	Route	Dosage	Time to be given	Time given & Initials Time:
						Initials:
						Time:
						Initials:
						Time:
						Initials:
						Time:
						Initials:
						Time:
						Initials:

Student	Medication	Route	Dosage	Time to be given	Time given & Initials
					Time:
					Initials:
					Time:
					Initials:
					Time:
					Initials:
					Time:
					Initials:
					Time:
					Initials:
					Time:
					Initials:
					Time:
					Initials:
	Field	Trip Staff/Teacher			
	n a secure area at all times during the field to propriate documentation. At the conclusion				
Name:Print Name					
Print Name	Signature	Ini	tials	Date	Time



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

Name of individual(s) making request:	
On behalf of (organization):	
Phone Number:	
Destination:	
Departure Date:	
Purpose of trip:	
(*If class trip, please attach a copy of the lesson plan) M-	M-
No. of student participating: F- Total:	
Type of Transportation:	
Are participants and vehicles covered by insurance?	
Estimated cost of trip:	
Funding Source(s):	
Please attach a copy of this form to your request for transpusived by the administration and/or if it is not a school rel for further information.	
As per District Policy, Chape	erone-Student ratio: 1-10
75 per Bistrice i oney, emapo	None statement 110
1. Signature of individual making request Date	3. Approved: Stu Services/Safe Schools Director Date
2. Approved: Campus Principal Date	4. Approved: Superintendent Date (After Board Approval)
Approvedby the Mercedes ISD Boar	d of Trustees on: Date
Not Approved by the Mercedes ISD E	Board of Trustees on: .
	 Date



FIELD TRIP REQUEST FORM

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

Campus:		Coordinate	or/Teacher: ₋	
Requested Meals:	Date of Pi	Date of Pick Up:		
Time of Pick Up:		Location F	Pick Up:	
Special Diet Accommodations: List names and their restrictions				
Breakfast Menu or Lunc	ch Menu (C	hoose one Me	enu only)	
BREAKFAST MENU Whole Grain Muffin -With- Whole Grain Graham Strawberry Cracker Assorted Juices Fresh Fruit Assorted Milk Flavors			Peanut Bu I Crisp R Ass	UNCH MENU Itter and Jelly Sandwich Baby Carrots O Veggie Dippers anch Dressing Orted Fresh Fruit Orted Milk Flavors
	Pear Whole Gr	FAST MENU Notes that Butter and Sandwich -With-ain Graham Sandker Scracker Scracker Scracker Scracker Scracker Scracker Scracker Scracker Scracker	Strawberry	

Field Trip Coordinator/Teacher Signature: ______ Date: _____

Manager Signature: _____ Date: _____

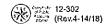
MERCEDES INDEPENDENT SCHOOL DISTRICT OUT OF VALLEY TRAVEL EXPENSE STATEMENT

Name:				
Departure Date:			Departure Time: _ from MISD	
Return Date:			Return Time: to MISD	
Date	Breakfast	Lunch	Dinner	Total
				\$
				\$
				\$
				\$
From:		Total Miles:		\$ \$
Personal Car: From:		Total Miles:		\$
	ter Readings and/or Map Que			
Air Fare/Car Rental:	(Passenger Coupon/Rental R	eceipts) Hotel		\$
Charge: (Original hot	tel receipt with zero balance)		\$
Miscellaneous charge	es: (Original receipt(s) Taxi,	Parking, Etc.)		\$
			Grand Total:	\$
			Gianu Total.	φ
		Refund Amoun	nt to District (if any)	
By signing this form,	I acknowledge that I have in	curred the travel expenses	indicated above.	
Signature of Traveler	:		Date:	

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

Mercedes Independent School District Monthly Mileage Report

:	Account #:			Campus/Dept.:		
	Place T	raveled	1	Odometer	Readings	Total
Date	Departure	Arrival	Purpose of Travel	Beginning	Ending	Miles
				Total M	lileage	
			Multiply number of miles by appropriate mile	age rate	Mileage Expense \$	
					•	
v that this re	port and amount clair	med are true. corr	ect and complete to the best of my knowledge.	Total	Amount Claimed \$	
,	,		,,,,			
	Signature	of Traveler		Approval of	Supervisor	



Texas Hotel Occupancy Tax Exemption Certificate

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

	lead of second with						
ı	lame of exempt entity MERCEDES INDEPENDENT SCHOOL DISTRICT		Exempt entity status (Religious, charitable, educational, governmental)				
_			EDUCATIONAL				
F	Address of exempt organization (Street and number) PO BOX 419/ 206 WEST 6TH STREET						
C	City, State, ZIP code	•••					
	MERCEDES, TEXAS 78570						
	Guest certification: I declare that I am an occupant of this hotel on above and that all information shown on this document is true and an exemption certificate to a hotel that I know will be used in a majoccupancy tax and other laws. The offense may range from a Class	correct. inner tha	I further understand that it is a criminal offense to issue at does not qualify for the exemptions found in the hotel				
(Guest name (Type or print) H	lotel name	Δ				
	(ypa a pinny	101011101110	•				
***	Guest signature Sign nere		Date				
	United States Federal Agencies or Foreign Diploma This category is exempt from state and local hotel tax. Texas State Government Officials and Employees. (A Card). Details of this exemption category are on back of hotel tax. Note: State agencies and city, county or other exempt from state or local hotel tax, even when traveling Charitable Entities. (Comptroller-issued letter of exemption form. This category is exempt from state hotel tax, but hotel tax, but not local hotel tax. Religious Entities. (Comptroller-issued letter of exemption form. This category is exempt from state hotel tax, but hotel tax, but hotel tax are not local hotel tax. Exempt by Other Federal or State Law. Details of this exempt from state and local hotel tax.	An indivi- of form. I local go g on office tion requit not local ory are office tion requition requition required.	vidual must present a Hotel Tax Exemption Photo ID This limited category is exempt from state and local overnment entities and officials or employees are not icial business. uired.) Details of this exemption category are on back cal hotel tax. on back of form. This category is exempt from state uired.) Details of this exemption category are on back cal hotel tax.				
	Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.						
_	Hotels should keep all records, including completed exemption certificates, for four years.						

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

Mercedes Independent School District Intra-District Mileage Chart

		Mal Office	Rojos ^o /	Torico /	shot to	Street Ct.	NOT /XI	iligh é	chool Mani	DAE? Child	Autrition (Transpo	Mainte Analysis	odd partick	nouse Ind
Central Office	0	1.7	0.9	1.5	0.6	2.5	3.1	1.3	2.4	0.7	2.4	1	1.7	0.7
Hinojosa	1.7	0	1.8	1.7	1.5	0.9	3.4	0.7	0.9	1.6	0.2	1.8	0.2	1.5
Travis	0.9	1.8	0	2	1.5	2.1	3.7	1.4	2.1	1	2.1	0.9	1.7	1
Taylor	1.5	1.7	2	0	0.8	2.6	2.1	1.9	2.5	1.3	2.5	1.5	1.7	1.3
Kennedy	0.6	1.5	1.5	0.8	0	2.3	2.5	1.7	2.2	1.1	2.2	0.6	1.5	1.1
Chacon	2.5	0.9	2.1	2.6	2.3	0	4.3	1.1	0.1	2.3	0.1	2.5	0.8	2.3
Harrell	3.1	3.4	3.7	2.1	2.5	4.3	0	3.6	4.2	3.0	4.2	3.2	3.4	2.9
High School	1.3	0.7	1.4	1.9	1.7	1.1	3.6	0	1.1	0.8	1.4	1.3	1	0.8
MAA/DAEP	2.4	0.9	2.1	2.5	2.2	0.1	4.2	1.1	0	2.2	0.1	2.4	0.9	2.2
Child Nutrition	0.7	1.6	1	1.3	1.1	2.3	3.0	0.8	2.2	0	2.1	0.7	0.9	0.3
Transportation	2.4	0.2	2.1	2.5	2.2	0.1	4.2	1.4	0.1	2.1	0	2.4	0.9	1.3
Maintenance/Food Pantry	1	1.8	0.9	1.5	0.6	2.5	3.2	1.3	2.4	0.7	2.4	0	1.8	0.7
Warehouse	1.7	0.2	1.7	1.7	1.5	0.8	3.4	1	0.9	0.9	0.9	1.8	0	0.9
Technology	0.7	1.5	1	1.3	1.1	2.3	2.9	0.8	2.2	0.3	1.3	0.7	0.9	0