



# HISD OUT OF STATE TRAVEL PROCEDURES



Date of Request: 2/11/2026

*Include supporting documentation (use reverse side if necessary). Submit all materials to the Principal a minimum of 45 days prior to the field trip.*

Name of Class/Group: HJH Structured Learning

Destination(s): Sci-Port Discovery Center, Shreveport LA.

**Brief Description of the Educational Learning Experience:**

A field trip to Sci-Port Discovery Center will enhance our classrooms understanding of science through hands-on exploration. Students will engage with exhibits focused on physical science, space, technology, and engineering concepts that align with grade-level standards. This experience will provide opportunities for sensory-friendly, experiential learning that supports diverse learning needs, encourages critical thinking, and promotes social skills through collaborative activities. The trip will reinforce classroom instruction in a real-world setting while fostering curiosity and engagement in STEM learning.

Date of Trip: 4/22/26

What is the total number of days students will be absent from school? 1

Number of students involved: 9 Number of chaperones: 4

Number of HISD staff who will be absent from school: 4

Who will pay for substitute? Substitute not needed Funding source: SPED Dept.

Attach a sample permission form to be signed by parent/guardian.

- ◆ Please attach a list of the names of all students and chaperones attending this trip.
- ◆ Please attach an itinerary and breakdown of the estimated costs.

Requesting Teacher's Signature

Principal's Signature

Superintendent's Signature of Approval

Board President's Signature

### **Out of State Community-Based Instruction Trip Form**

This year we will be taking a trip Sci-Port Discovery Center in Shreveport, Louisiana. We will be leaving at 8:30 am and returning to school no later than 2:00 pm on April 22, 2025.

Students will explore interactive exhibits focused on physical science, space, technology, and engineering concepts through sensory-friendly, hands-on learning experiences. These activities will promote critical thinking, collaboration, and social skill development while reinforcing classroom instruction in a meaningful, real-world setting.

#### **Student Information**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### **Parent/Guardian Consent:**

I, the undersigned, hereby give my consent for my child, named above, to cross state lines with Hallsville ISD in order to participate in the Community-Based Instruction Field Trip to the Shreveport Aquarium. I understand that the school staff will take all necessary precautions to ensure my child's safety during the trip.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Emergency Contact Authorization:**

In case of an emergency, I hereby authorize the school staff to seek medical attention for my child and to contact the emergency contact listed below.

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

#### **Code of Conduct Agreement:**

I understand that my child is expected to adhere to the school's code of conduct during the field trip. I have reviewed the code of conduct with my child, and they understand the expectations.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SCI-PORT DISCOVERY CENTER FIELD TRIP ATTENDANCE FORM

**School:** HJH

**Class:** Structured Learning

**Date of Trip:** 4/22/26

**Teacher in Charge:** K. Woods

**Destination:** Sci-Port Discovery Center

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### STUDENTS ATTENDING

1. Tristyn Morgan
2. Kasen Guidry
3. Zoey Arnold
4. Audrey Kirby
5. Weston Hammonds
6. Kyla Duncan
7. Arely Avila
8. Baily Westberry
9. Ian Reynolds

### STAFF ATTENDING

1. Kelly Woods
2. Kasidee Cox
3. Jennifer Harrell
4. Cody Shilling

# INVOICE



**Payable to:**  
**Red River STEM Inc.**  
 820 Clyde Fant Pkwy  
 Shreveport, LA 71101 US  
[finance@sciport.org](mailto:finance@sciport.org)  
[Reservations@sciport.org](mailto:Reservations@sciport.org)

**Bill to:**  
**Hallsville Jr High**  
 1 Bobcat Lane  
 Hallsville, TX, 75650

**Today's Date:** 1/30/2026  
**Terms:** Due day of Visit  
**Due Date:** 2/25/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
General Admission	Students	9	\$ 10.00	\$ 90.00
General Admission	Teachers* (>1:10 ratio)	0	\$ 10.00	\$ -
General Admission	Free Teachers* (>1:10 ratio)	4	\$ -	\$ -
IMAX movie Add-on	Students	9	\$ 7.00	\$ 63.00
IMAX movie Add-on	Teachers* (>1:10 ratio)	0	\$ 7.00	\$ -
IMAX movie Add-on	Free Teachers* (>1:10 ratio)	4	\$ -	\$ -
SnoPort / GamePort Add-on	Students	9	\$ 3.00	\$ 27.00
SnoPort / GamePort Add-on	Teachers* (>1:10 ratio)	0	\$ 3.00	\$ -
SnoPort / GamePort Add-on	Free Teachers* (>1:10 ratio)	4	\$ -	\$ -
Adventure Add-on	Students	0	\$ 3.00	\$ -
				\$ -
<b>Total:</b>				<b>\$ 180.00</b>
<i>Tax ID # on file.</i> Tax Due:				\$ -
<b>Balance Due:</b>				<b>\$ 180.00</b>

Current tax rate: 9.60%

Current School/Group Pricing Grid: <https://drive.google.com/file/d/1JFR0pOokmTXrghCpvk7vqbSI0Ur2rSj4/view?usp=sharing>

\* Remember that 1 for every 10 students, 1 teacher/school staff person gets in free for both General Admission and IMAX documentary movies. *Example: 158 students, 15 teachers/school staff would be free (our POS system rounds DOWN).* Any teachers/school staff over the 1:10 ratio pay the student rate for General Admission and IMAX documentary movies.

**The invoiced count for Students, Teachers/School Staff, and Chaperones (if applicable) MUST be finalized by a designated school representative a minimum of 7 days before your field trip date.**

### Forms of payment include:

**Cash -**

- PLEASE have your money counted and ready before coming to the Visitor Services desk for check in. Especially if you have any loose change - have it counted and ready. You may not be the only group checking in and it creates a backup in processing all groups and chaperones arriving that day.

**Major credit cards -** We take Visa, MasterCard, American Express, and Discover.

**Checks -**

- Please make it out to "Red River STEM".
- The invoiced count for Students, Teachers/School Staff, and Chaperones (if applicable) MUST be finalized by the designated school representative a minimum of 7 days before your field trip date. Once the 7 day deadline has passed, no changes to your invoiced numbers or balance due will be permitted.
- We cannot issue refunds on checks that are over the cost of your field trip. Please ensure checks are written for the exact amount. If a check exceeds the required amount, the overage will be considered a donation to Sci-Port.