

THE SCHOOL BOARD BELIEVES THAT FIELD TRIPS, BOTH IN AND OUT OF THE COUNTY, CAN BE AN INTEGRAL PART OF THE LEARNING PROCESS IN MANY AREAS OF EDUCATION. FOR PURPOSES OF THIS POLICY, A FIELD TRIP SHALL BE DEFINED AS A DISTRICT-APPROVED TRIP AWAY FROM A SCHOOL BOARD SITE. FIELD TRIPS SHALL NOT EXCEED FIVE (5) CONSECUTIVE SCHOOL DAYS.

AUTHORITY: F.S. 230.22 (1) (2)

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AMENDED POLICY APPROVED: 3/21/95

RULES

1. GENERAL

- a. All proposed field trips must be first reviewed and approved by the affected principal(s) (designee).
- b. Overnight trips must be approved by the affected area superintendent (designee).
- c. All students participating in a district sponsored field trip must provide, in advance, written permission from their parents to the affected principal on a form provided by a principal. The term "parent" shall be interpreted to refer to either or both parents, to a legal guardian, or to any person in parental relationship to any student.
- d. Any information intended for parents and students on a district-approved field trip must be printed on school/district stationery.
- e. The use of any official School Board or individual school stationery to promote a non-district-approved field trip is prohibited.
- f. The parents of all K-12 students planning to go on overnight trips shall be advised that their son and/or daughter should be properly insured. They should be urged to provide "24 hour" or "around-the-clock" insurance (available through the currently authorized student accident insurer or their own agent) to cover their son and/or daughter. It shall be made clear to all parents that "at school" Student Accident Insurance will not cover overnight field trips under any circumstances. Further, an Authorization for Trip Form signed by the parent must be on file at the school for each K-12 student in order for him/her to make the trip.
- g. On all overnight field trips, a list of all participating students and chaperones, dates of departure and return, itinerary and mode of travel must be submitted to the Director of Risk Management at least one (1) week prior to departure.
- h. Students may be denied the privilege of participating in field trips, social and/or extracurricular activities if said student(s) have been disruptive, violate the student code of conduct or fail to conform with school rules and regulations. The final decision on whether or not the student may participate shall be made by the principal with documentation and input from the affected staff.

2. FIELD TRIPS WITHIN THE TRI-COUNTY AREA (BROWARD, DADE, PALM BEACH)

- a. Student trips shall be permitted which are necessary to the fulfillment of obligations to the interscholastic athletic and other interscholastic activity program(s), and which do not seriously interfere with the educational routine of students who must remain in school.
- b. Teachers planning local field trips shall:
  - (1) Schedule each trip with the school principal (designee), specifying the destination, the method of transportation and the period of absence from school. The principal (designee) must approve the trip in writing.
  - (2) Complete all necessary arrangements with the organization, firm, and/or owner of the property to be visited.
  - (3) Make provision for proper supervision. Parents may be permitted to assist in such supervision. Two adults are recommended as a minimum for a field trip, one of whom must be the teacher in charge of the class.

3. **ONE DAY FIELD TRIPS OUTSIDE THE TRI-COUNTY AREA**

Follow the same Rules as listed in Section 2. above. The principal shall send the area superintendent notification and information about all such out-of tri-county field trip prior to the event. The affected area superintendent must approve such trips in advance. The required number of chaperones shall be the same as those listed in Section 5. below.

4. **OVERNIGHT FIELD TRIPS**

The principal of a school shall be contacted before the teacher or sponsor begins to discuss any overnight student field trip. If the principal should feel that such a trip would be a project worthy of pursuing, a detailed plan of the projected trip, its objectives, the number of chaperones required, and cost(s) should be presented to the appropriate area superintendent for approval before it is discussed with students, parents or community. Any trip outside of the United States also must have the approval of the Superintendent. A cover letter indicating the principal's approval of the project and having his/her signature shall accompany this presentation. Once the trip has all of the necessary approvals, the teacher or sponsor shall proceed with the necessary arrangements as outlined for local trips.

5. **CHAPERONES**

- a. When the student group is co-educational, there shall be at least one (1) chaperone of each sex. On all such overnight out-of-county, tri-county trips, K-12 students shall be accompanied by chaperones in accordance with the following formula:

10 student of fewer - 2 chaperones  
11 to 20 students - 3 chaperones  
One (1) additional chaperone for every additional twenty-five (25) students or major portion thereof.

- b. When this group is coeducational there shall be at least one chaperone of each sex. On all trips out of the United States, students shall be accompanied by chaperones in accordance with the following formula:

10 student of fewer - 2 chaperones  
11 to 15 students - 3 chaperones  
16 to 20 students - 4 chaperones  
One (1) additional chaperone for every additional ten (10) students or major portion thereof.

- c. In considering chaperones, the principal may wish to provide a special resource officer (SRO), a Special Investigative Unit person, or a security specialist to attend where there appears to be a need for this service.

- d. In all instances, at least one of the chaperones must be a member of the school staff, preferably on the administrative level or be the officially assigned principal's designee. Whenever possible, it is recommended that one of these chaperones be a registered nurse.

6. **FHSAA RULES ON FIELD TRIPS**

- a. For secondary schools, regulations of the Florida High School Activities Association (FHSAA) pertaining to the limit on the number of students allowed to attend specific meetings and the ratio of chaperones shall be adhered to in accordance with the rules established by the FHSAA. Also see Annual Calendar.
- b. Florida High School Activities Association's rules shall apply for all interscholastic sports and similar organizations as come under the jurisdiction of the Florida High School Activities Association's rules.

7. **TRANSPORTATION**

a. School Buses:

- (1) School transportation vehicles may be made available for all trips sponsored in compliance with revisions of this Policy.
- (2) School buses may be used for school activity trips provided approval has been obtained from the principal.
- (3) The principal of the school may apply to, and be granted permission by, the Transportation Department for the use of school buses providing:
  - (a) Use of buses for the school activity field trips shall not interfere with regular bus schedules.
  - (b) Use of school buses shall be confined to the tri-county area. See Board Operating Procedure #2.1 for mileage limit on activity school buses. However, this restriction will be waived when a student(s) who is participating in the field trip is wheel chair dependent and requires special transportation equipment. In such cases, the Director of Transportation shall assign a specially equipped District bus for a trip outside the tri-county area. Whenever possible, as determined by the Director of Transportation, all of the buses on field trips that have this special bus assigned to the trip shall be District school buses.
  - (c) Expenses for use of school buses for such activities or trips shall be paid by the sponsoring organizations with rates to be determined by the Director of Transportation.
  - (d) Sponsoring organizations under the direction of the school principal shall be responsible for the general conduct of students while riding on school buses or other vehicles.
  - (e) Application for use of school buses for the aforementioned purposes must be made to the Director of Transportation but not later than ten (10) days prior to the date of the anticipated trip. Forms for application are available in the Transportation Department.
  - (f) A list of students for each bus shall be provided to the driver immediately prior to each trip.

b. Use of Private School Buses To Transport District Students

Schools may use private school bus companies to transport students to schoolsponsored functions based on the following criteria.

- (1) Transportation is needed during hours School Board vehicles are not available, or for trips that are outside of the tri-county area.
- (2) Private school bus companies must meet all requirements of Florida Statute 234 and Chapter 6A-3 of the State of Florida Board of Education Administrative Rules, as stated in Chapter 316.615 Florida Statutes.
- (3) All buses must be post-1978 model buses.
- (4) Private school bus companies must file an approved certificate of insurance with The School Board of Broward County, Florida, Risk Management Department, naming the School Board as an additional insured in the amount of one million dollars (\$1,000,000).
- (5) Buses must be inspected by the School Board Vehicle Maintenance Department to assure they meet Florida Department of Education's specifications.
- (6) Private school bus companies must produce proof of monthly bus inspections by a Board-approved inspector.

- (7) A list of buses meeting Florida Department of Education specifications will be forwarded to the Risk Management Department.
- (8) The Risk Management Department will forward a list of all private school buses meeting Florida Department of Education and Board policy requirements to the school principals.
- (9) When buses other than those commonly known as school buses are used, vehicles must be registered under municipalities, or the Public Service Commission.

c. Vehicles Other Than School Buses

The use of school buses is the preferred method of transporting students on field trips. The second preference (at least for out-of-town trips) would be P.S.C. or I.C.C. Common Carriers. A third preference, when the above means of transportation are not feasible, would be the use of privately owned passenger cars which may be permitted by the principal provided that the vehicle has been insured for bodily injury and property liability damage limits as defined by Florida Statute 324.021, and as subsequently amended, and is operated by a licensed driver. These conditions are to be certified by the owner of the vehicle.

d. Water Travel

Where water travel is being considered for a field trip the following shall apply: Vessels must be inspected and approved by the Coast Guard or other responsible government agency for the type of water travel being considered.

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