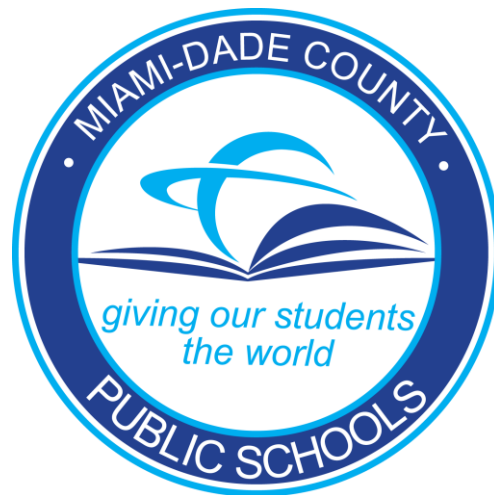


MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Athletics, Activities and Accreditation

Field Trip Guidelines



August 2018

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

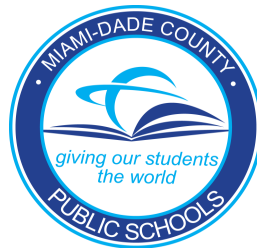
Ms. Perla Tabares Hantman, Chair
Dr. Martin Karp, Vice Chair
Dr. Dorothy Bendross-Mindingall
Ms. Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Steve Gallon III
Ms. Lubby Navarro
Dr. Marta Pérez
Ms. Mari Tere Rojas

Student Advisor

Mr. Josh Rios

Superintendent of Schools

Mr. Alberto M. Carvalho



Mrs. Valtena G. Brown, Deputy Superintendent/Chief Operating Officer
School Operations

Mr. Steffond L. Cone, Assistant Superintendent
School Operations

Mr. George A. Núñez, Administrative Director
School Operations

MIAMI-DADE COUNTY PUBLIC SCHOOLS

School Operations Division of Athletics, Activities and Accreditation

9040 S.W. 79th Avenue
Miami, Florida 33156
Office: 305-275-3715
Fax: 305-275-3721

Mr. Steffond L. Cone
Assistant Superintendent
305-995-7415

Mr. George A. Núñez
Administrative Director
305-275-3715

Ms. Susan Giro
Instructional Support Specialist
305-275-3714

Table of Contents

I.	<u>General Information</u>	
	Overview	1
	School Board Policy 2340 - Field and Other District-Sponsored Trips	3
	School Board Policy 8640 – Transportation for Field and Other District-Sponsored Trips	6
	Legal Opinion Regarding Field Trips (summer field trips)	7
II.	<u>Chaperone/Volunteer Guidelines</u>	
	Volunteer Levels	9
	Procedure to Become a Volunteer	9
	Chaperone/Volunteer Overview	9
III.	<u>Approval Process</u>	
	Approving Field Trips	11
	Approval Chain Chart	12
IV.	<u>Procedures and Responsibilities</u>	
	All Personnel	13
	Sponsor	14
	Principal	16
	Region Superintendent	17
	Division of Athletics, Activities and Accreditation	18
V.	<u>Transportation</u>	
	Private Vehicle Use	19
	Florida Statute 1006.22	19
	Rental Vehicle Use	20
VI.	<u>Financial Guidelines</u>	
	Financial Guidelines	21
	Manual of Internal Fund Accounting for Elementary and Secondary School (Section IV, Chapter 1 – Field Trip)	23
VII.	<u>Forms</u>	
	Field Trip Request Packet (FM-2431)	35
	Travel Expense Report by Faculty When Accompanying Students (FM-0994)	44
	Request for Approval to Use Private Vehicle for Transporting Students (FM-6298)	46
	Request for Travel Expense Advance/Reimbursement (FM-1104)	47
	Water Related Field Trip Packet (FM-6614)	50

General Information

This page was left blank intentionally.

Overview

- In accordance with School Board Policy 2340 (see page 3) field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
- A school-sponsored field trip is recognized as one that 1) meets the criteria specified in School Board Policy 2340; 2) is properly authorized by the school principal, other Miami-Dade County Public Schools (M-DCPS) administrator, and/or the School Board, as applicable; and 3) generally transpires during the course of the regular school year.
- Trips should be planned so that students are not absent from school. In the event this is not possible, absences shall be limited to the least number of school days possible.
- Only the sponsor, chaperones, support staff (i.e., interpreters for deaf and hard of hearing, paraprofessional assistant, and nurse) and students on the field trip roster may participate in a field trip. No other persons may travel with the group or participate in the field trip.
- Additional personnel such as a Paraprofessional Assistant, Nurse, Interpreter for the Deaf and Hard of Hearing are not to be counted as chaperones; however, they are responsible for supervising the student to whom they are assigned and must be listed on the chaperone list.
- Provisions must be made for the proper supervision of students by school employees. Volunteers are permitted to assist in such supervision as long as they have been cleared by the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip. (See Chaperone/Volunteer information for details, page 9.)
- All chaperones must be at least 21 years of age, even if the person is an employee of M-DCPS, and cleared as school volunteers at the level appropriate for the trip. (See Chaperone/Volunteer information for details.)
- The adult/student ratio shall be a minimum of 1:15 or less. 1:5 Water Related Field Trip and 1:6 Out-of-Country Field Trip.
- If a student group has members of each sex then chaperones of each sex must accompany the group.
- Guidelines established by travel agencies for issuing scholarships to students and gratuitous tickets to chaperones for approved field trips must be strictly adhered to by the sponsor, principal, and Region staff.

- School-sponsored trips involving students traveling by air must be with an FAA-certified air carrier.
- All trips that involve transporting students by water must be approved by the Department of Safety and the Office of Risk Management. (See FM-6614 for information).
- Students must have valid health insurance when traveling out of the country.
- Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. A school administrator should be notified of any changes.
- The sponsor should personally check each hotel room with the hotel representative to assess for additional charges, etc., at the time of check-out for overnight trips.
- The use of hotel pools and/or Jacuzzis are strictly prohibited.
- Sponsor should make provisions for meals for students on field trips through the school's cafeteria manager.
- Students are not permitted to transport other students on field trips.
- Limousines and ride sharing services (i.e. uber, lyft, etc.) are not to be used as a mode of transportation.
- For out-of-country field trips, all designated chaperones must be instructional employees of the school.
- The chaperone (staff member in charge) should have a copy of each student's Emergency Medical Authorization Form in his or her possession.
- For an overview of activities commonly requested by schools as to their appropriateness, refer to the On Campus Activity Guide.

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

A field trip is any planned journey by one or more students away from District premises which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms, without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Approval must be obtained according to the District's administrative procedures.

The Superintendent shall prepare administrative procedures for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. proper planning of each trip, and that a field trip is integrated with the curriculum, evaluated, and followed by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities judged by demonstrated learning outcomes;
- E. proper supervision of students by school employees;

Parents are permitted to assist in such supervision, if appropriately approved as volunteers (Policy [2430.01](#)). The adult/student ratio shall be 1:15 or less.

- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. the chaperone (staff member in charge) should have a copy of each student's Emergency Medical Authorization Form in his or her possession.
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

An instructional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. When alteration of the itinerary is necessary, the instructional staff member in charge shall notify the Principal/Designee immediately.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety. Local and intrastate trips involving students traveling by bus must comply with Florida law and Board policies.

In the planning of field trips, absences from school should be restricted to the least number of school days possible. The educational purpose and length of the field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field trips must comply with procedures outlined in Policy [5200](#).

Students shall not be denied the privilege of participating in a field trip because of financial need. A roster is to be submitted along with the field trip application request that includes the names, addresses, and telephone numbers of all students who are eligible to participate in the field trip regardless of the student's decision to participate in the trip. Clubs and/or organizations shall provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fund-raising activities. Those students participating in the fund-raising efforts may receive commensurate credit toward the trip.

Permission for students to participate in any of the following events within the State may be granted by the principal:

- A. Scheduled Florida High School Athletic Association events;
- B. Scheduled vocational student organization events;
- C. Scheduled interscholastic athletic events.

Requests for student groups other than those indicated above or pre-approved by the Board to leave the county for events, shall be directed by the principal to the Region Superintendent for approval or disapproval prior to the formulation of plans for the trip.

An ad hoc task force consisting of a representative from the Miami-Dade Council of Parent-Teacher Association/Parent-Teacher-Student Association, the Family and Community Involvement Advisory Committee, the United Teachers of Dade, Region and District administration, students and principals, will be appointed annually, by the Superintendent, or his/her designee, to develop a list of recommended out-of-county and out-of-state trips for submission to the Board for action prior to the 1st of September. Approval of this list by the Board would permit students to participate, providing the trip is recommended by the principal. All other out-of-state and out-of-country trips will require specific Board approval and shall be directed to the Superintendent and include the recommendation of the Assistant Superintendent, Division of Athletics, Activities and Accreditation.

Field trip requests to be approved by the Board may be submitted to the Assistant Superintendent of the Division of Athletics, Activities and Accreditation at any time, but no later than forty-five (45) school days before the Board meeting prior to the anticipated trip. In cases of emergency the Board may, upon request, permit exceptions to this requirement.

F.S. 1001.43

8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips. These vehicles shall be owned or approved by the District and driven by approved drivers.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must comply with Florida law and School Board policies.

All field trips shall be supervised by members of the staff. Any time students are in the vehicle, at least one (1) staff member or chaperone is also expected to ride in the vehicle to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride in the approved vehicle to and from each activity. A special request must be made to the principal by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, non-district students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

F.S. 1006.21

MEMORANDUM

October 6, 2003

TO: Mercedes Toural, Chief Education Officer and
Deputy Superintendent of Schools

FROM: Board Attorney's Office

RE: **LEGAL OPINION REGARDING FIELD TRIPS**

By memorandum dated September 3, 2003 (copy attached), you have asked a series of questions seeking clarification about whether or not schools may conduct field trips when students are out of school during the summer and not attending summer school. Our research indicates that the rules and procedures governing field trips in the summer are the same as those for field trips during the school year. Also attached is a copy of School Board Rule 6Gx13- 6A-1.22 and M-DCPS Field Trip Procedures 2002-2003 prepared by School Operations that may provide additional guidance in answering most of your questions.

Your questions are presented and answered as follows:

- 1a. May a school site administrator approve a field trip during the summer months when school is not in session? (This excludes J.R.O.T.C. programs, since it is a requirement by the military service that program participants attend summer training camp.)**

We interpret the term "school site administrator" to be limited to the school principal. Accordingly, school principals may approve certain field trips. Other types of trips require additional approvals from the ACCESS Center Director, the Superintendent and/or the School Board depending on what type of trip it is and where the students will be going. The procedures for all types of trips, whether school is in session or not, i.e., in-county, out-of-county, in-state, out-of-state, and out-of-country, are outlined in School Board Rule 6Gx13-6A-1.22 and the Field Trip Procedures.

- 1b. If the answer to 1a. is no, then does this also preclude coaches/sponsors of teams or clubs from taking students on their own and possibly using internal accounts from their school to attend summer camp/tournament activities?**

We have not found, nor has any authority been brought to our attention, that authorizes coaches and sponsors of teams or clubs to take students on their own to attend summer camp and tournament activities utilizing school district funding. If they do so, without going through the proper procedures as mandated by School Board Rule 6Gx13-6A-1.22 and the Field Trip Procedures, they risk personal liability for acting outside the scope of their authority as school district employees.

2. **When summer school is in session, may a student who is enrolled in the school, but not attending summer school, participate in a school sponsored field trip?**

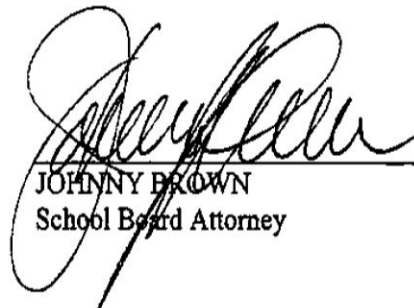
This is an administrative decision. We find no legal impediment to allowing a student who is enrolled in the school but not attending summer school to participate in a school sponsored field trip during the summer school session.

3. **May a student who graduated in June from a Miami-Dade County Public School high school participate in a summer field trip in order to compete at a culminating national level competition? Currently, the district permits summer trips for culminating national level competitions. Graduating twelfth grader(s) who participated with the competing group during the school year (e.g. vocational, drama and debate competitions) were also allowed to participate.**

The answer is in the affirmative.

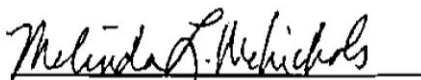
4. **During the summer may a school site administrator permit student(s) enrolled in their school, but not enrolled in summer school, to attend a student exchange program in another state or country?**

See answer to Question #2.



JOHNNY BROWN
School Board Attorney

PREPARED BY:



Melinda L. McNichols
Assistant Board Attorney

cc: Mr. Merrett R. Stierheim
Mr. Ronald Felton
Ms. Willa S. Young
Mr. F. Craig Sturgeon ✓

03-021MLM

LEGAL OPINIONS - 2003\03-021MLM.wpd

Chaperone/ Volunteer Guidelines

This page was left blank intentionally.

Chaperone/Volunteer Guidelines

School-site employees of the school sponsoring the field trip as well as volunteers who have been cleared by the M-DCPS School Volunteer Program (application completed online, background check processed, and approval received) are permitted to serve as chaperones for field trips, if the person is 21 years of age or older.

Employees at M-DCPS work locations other than the one sponsoring the field trip must complete the School Volunteer Program clearance process prior to chaperoning any field trip that is not sponsored by their work location.

All volunteers will undergo a background check.

VOLUNTEER LEVELS

- **Pending:** registered, but are not yet cleared (these individuals are not eligible to serve as a chaperone).
- **Level I:** cleared volunteer who is limited to positions that are not “high security” (no fingerprinting required). Level I volunteers can chaperone a field trip that is **NOT** an overnight trip involving hotel or similar accommodations
- **Level II:** cleared volunteer who can volunteer in any capacity, including “high security” positions **and** overnight trips involving hotel or similar accommodations (fingerprinting required)

PROCEDURE TO BECOME A VOLUNTEER

Procedures delineated by the M-DCPS School Volunteer Program must be followed. For more information regarding volunteers, refer to School Volunteer Program Information link at <https://www.engagemiamidade.net/community-school-volunteers>.

CHAPERONE/VOLUNTEER OVERVIEW

- Chaperones/volunteers may not bring preschoolers or children who are not registered at the school for which they are volunteering on the trip.
- Chaperones/volunteers may not be left alone to supervise students. The visual and auditory presence of an M-DCPS employee must be maintained at all times.
- Chaperones/volunteers must be appropriately dressed at all times.
- Chaperones/volunteers must wear an identifying badge whenever serving as a volunteer.
- Chaperones/volunteers must sign in and out every time they serve the school.
- Chaperones/volunteers are responsible for student safety above all else.

- Chaperones/volunteers must immediately report to someone in authority any safety concerns or emergency issues relating to students.
- Chaperones/volunteers must follow the School Board Policy 3210 – Standards of Ethical Conduct, School Board Policy 3210.01 - Code of Ethics and School Board Policy 3213 – Student Supervision and Welfare.
- Chaperones/volunteers must not discipline or inappropriately touch students.
- Chaperones/volunteers may not give students gifts, rewards, or food items of any kind without the teacher's/ parent's permission.
- Chaperones/volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.
- Chaperones/volunteers must check attendance and know the whereabouts of students at all times.
- Chaperones/volunteers must be 21 years of age or older, even if the person is an employee of M-DCPS.
- Chaperones/volunteers on out-of-town or overnight trips assume 24 hour-a-day responsibility. Chaperones/volunteers are always "on duty."
- Chaperones/volunteers are prohibited from sharing a room with students.
- Chaperones/volunteers are to remain with the group at all times.
- Chaperones/volunteers are prohibited from consuming alcoholic beverages or using mood modifiers at any time.
- Chaperones should refrain from smoking or using e-cigarettes in the presence of students.

It is required that sponsors and chaperones remain with the group during the entire trip.

Approval Process

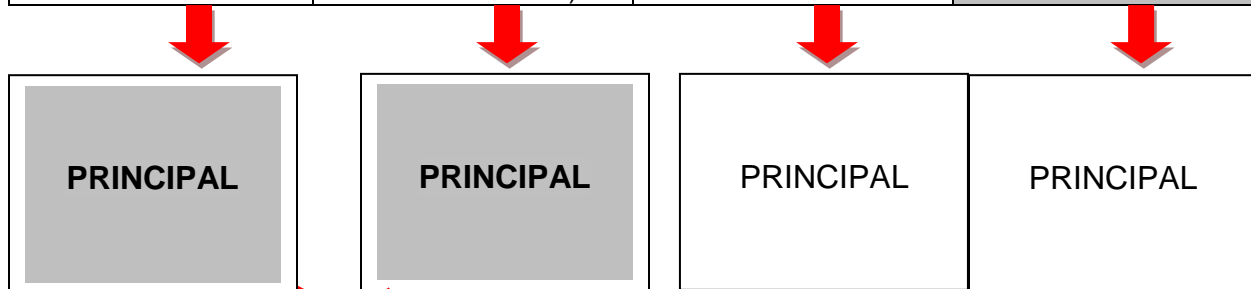
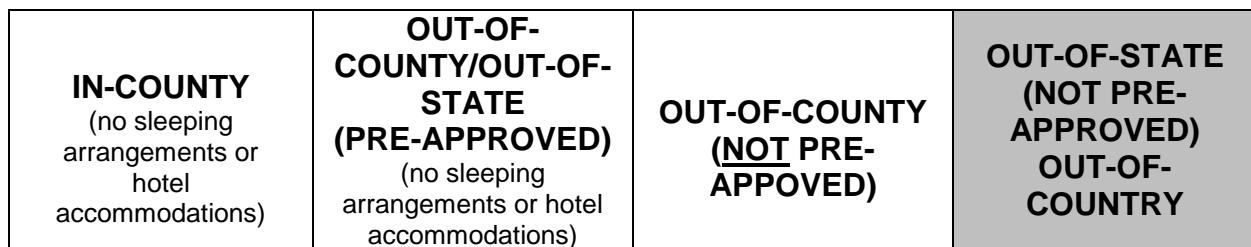
This page was left blank intentionally.

Approving Field Trips

- Requests for in-county field trips should be processed a minimum of two weeks prior to the scheduled date of the trips with final approval or disapproval being granted by the school principal.
- Permission for students to participate in all events listed on the Florida High School Athletic Association calendar, all Middle School Athletic Program events and all regularly scheduled interscholastic athletic events within the state, may be granted by the school principal. When sleeping arrangements or hotel accommodations are required, there must also be Region approval. School sites and Region offices are not held to the minimum of two weeks prior notification for athletic events.
- A committee will be appointed annually by the Superintendent of Schools to develop a list of recommended out-of-county/state trips for submission to the School Board for approval. Approval of this list by the School Board permits students to participate, providing the trip is recommended by the school principal. All other out-of-state trips (not pre-approved) will require specific School Board approval and shall be directed to the Superintendent of Schools, and shall include the recommendation of the Region Superintendent.
- Requests for student groups to leave the county for events not pre-approved by the School Board shall be directed to the Region Superintendent for approval or disapproval prior to the formulation of plans for the trip. (NOTE: FHSAA events are pre-approved by the School Board – see page two of *Field Trip Request Packet* FM-2431 (Rev. 08/17).
- Field Trip Requests that must be approved by the School Board must be submitted to the Division of Athletics, Activities and Accreditation at least 45 school days before the School Board meeting prior to the anticipated trip. In cases of emergency, the School Board may, upon request, permit exceptions to this requirement.

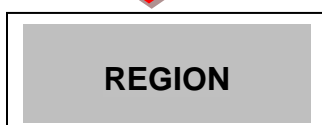
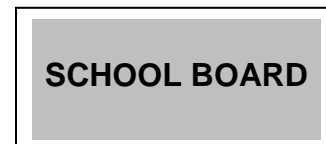
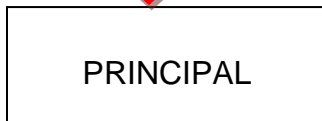
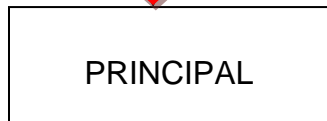
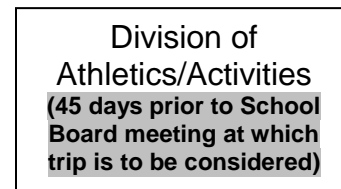
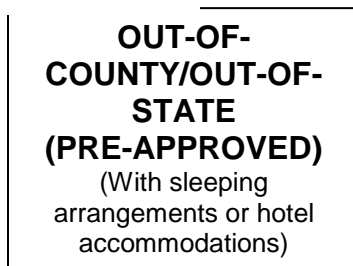
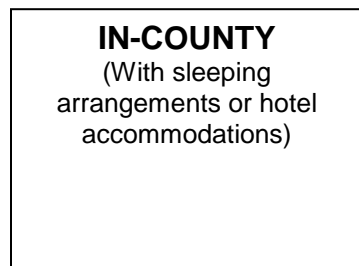
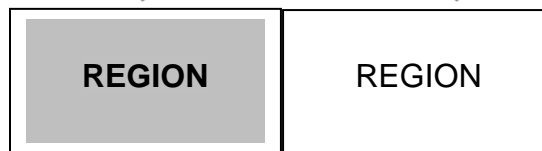
*See Approval Chain Chart on page 12.

APPROVAL CHAIN



- Forms filed at school site.
- Copy to Region of Form 2431, *Field Trip Request Packet*.^{*}
 - If Field Trip is Water Related, complete FM-6614.

^{*}Exception: Car/Van rental requires Region approval.



Procedures & Responsibilities

This page was left blank intentionally.

All M-DCPS Personnel

All personnel involved with submitting or approving field trip requests must follow the rules, regulations, and procedures listed below. The listed procedures will indicate the responsibilities of the sponsor, school principal, Regional Superintendents, and the Division of Athletics/Activities and Accreditation.

1. Carefully review School Board Policy 2340 - Field and Other District-Sponsored Trips, before beginning preparations for a field trip.
2. Check the list of pre-approved field trips (page two of *Field Trip Request Packet* FM-2431).
3. All submitted field trip packets must contain the following:
 - a. Letter of invitation or written justification for the trip
 - b. Complete itinerary
 - c. Field Trip Request Packet (FM-2431)
 - d. Travel Expense Report by Faculty When Accompanying Students (FM-0994)
 - e. Car/van rental form Request for Travel Expense Advance/Reimbursement (FM-1104)
 - f. If applicable, Approval to Use Private Vehicle (FM-6298)
4. All field trip requests which require School Board approval must be submitted to the Division of Athletics, Activities and Accreditation, 9040 S.W. 79th Avenue, Miami, FL, 33156 or Mail Code 9723.

The following responsibilities and procedures for field trips are categorized as sponsor, school principal, Region Superintendents and Division of Athletics, Activities and Accreditation.

Sponsor's Responsibilities

1. Request permission from the school principal to conduct a field trip before initiating the planning stages.
2. Review all rules and regulations:
 - A. School Board Policy 2340
 - B. Required documentation – *Field Trip Request Packet* (FM-2431), letter of invitation, complete itinerary
 - C. List of approved out-of-county/state field trips
3. For water-related field trips: (with the exception of GMAC, Middle School Athletics Program (MSAP) and FHSAA events):
 - A. Complete Water Related Field Trip Packet FM-6614. Refer to Water Safety Manual for requirements at <http://ehandbooks.dadeschools.net/policies/102.pdf>.
 - B. Verify with the Office of Risk and Benefits Management that a current certificate of insurance is on file for the organization/site (305-995-7133).
 - C. Contact the Department of Safety, Environment & Hazards Management to verify that the activity meets the requirements for water safety (305-995- 4949).

NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such as swimming and water polo are not required to be processed through a Water Related Field Trip Packet.

 - D. Verification that participating students have passed the American Red Cross Level III Swimming Standard.

NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such as swimming and water polo are not required to submit this verification. Contact The Office of Physical Education with questions at (305) 995-1963.

 - E. Lead chaperone must complete and pass the Community Water Safety Training and attach certificate to the Water Related Field Trip Packet, FM-6614.
4. Refer to the Financial Guidelines section and consult with the school treasurer to ensure proper procedures are followed.
5. Ensure that adequate funding is procured to fund the trip.

6. Secure completed and signed parent permission form (which includes transportation information) from each student who will participate in the field trip. Emphasis should be placed on complete medical information.
7. Ensure all chaperones/volunteers are cleared at either Level I or II, as appropriate for the trip.
8. Complete the *Field Trip Request Packet* (FM-2431) attaching the following information, and submit to the school principal or designee for approval:
 - a. Letter of invitation or written justification for the trip
 - b. Complete itinerary (including coordination of transportation and hotel information, if applicable)
 - c. Travel Expense Report by Faculty When Accompanying Students (FM-0994)
 - d. Car/van rental form Request for Travel Expense Advance/Reimbursement (FM-1104)
 - e. If applicable, Approval to Use Private Vehicle (FM-6298)
 - f. An alternate male and female chaperone must be included
9. Upon approval of trip:
 - A. Ensure that the chaperones have available and accessible to them during the trip:
 1. A copy of the field trip roster page from the *Field Trip Request Packet* (FM-2431)
 2. A copy of all parent permission forms with emergency contact information
 3. Evacuation/Fire Protection information
 4. Any other information that will assist them with their responsibilities for students during the trip.
 - B. Forward one copy of the *Field Trip Request Packet* (FM-2431) to the school cafeteria manager and the school attendance clerk.
10. All trips requiring School Board approval must be submitted to the Division of Athletics, Activities and Accreditation at least 45 days before the School Board meeting at which the trip is to be considered. Signatures of Principal and Region must be on appropriate forms. **Money cannot be collected for the trip until School Board approval has been obtained.**

It is imperative that sponsors and chaperones remain with the group at all times during the trip.

Principal's Responsibilities

1. Grant permission or reject field trip requests before the sponsor enters the planning stages and notify the sponsor of the status of the trip.
2. Validate all items on the *Field Trip Request Packet* (FM-2431), the itinerary, and the letter of invitation. Ensure complete use of form and accuracy of information.
3. Review field trip dates to ensure a minimal number of school days are missed. Student exchange programs and pre-approved Out-of-County/Out-of-State trips (FM-2431) are excluded.
4. Submit all original documents for Out-of-County/Out-of-State (not pre-approved) field trips to Region Superintendent for approval.
5. Submit all original documents for field trips requiring School Board approval to the Region Superintendent at least 60 days before the School Board meeting prior to the anticipated field trip.
6. Follow up with the Region regarding approval of the trip.
7. Notify sponsor of the approval or denial of the requested trip.
8. Notify the Region of all trips, including those that are pre-approved.
9. For out of country trips complete the United States Government Travel Registration form on line for all students participating.
10. Notify the Region of all changes to the approved field trip request.
11. Should the sponsor of the trip and/or a chaperone(s) not be able to attend the planned field trip, the principal shall make proper provisions for an alternate sponsor/chaperone to attend or assign an administrator to attend in the place of, to ensure proper supervision by M-DCPS instructional staff member. For Out-of-Country trips, verify that the alternate sponsor/chaperone has a current passport. Only school site instructional personnel may chaperone out-of-country field trips.

Region Superintendent's Responsibilities

For In-County (no sleeping arrangements or hotel accommodations)

In-county field trips that do not involve sleeping arrangements or hotel accommodations do not require Region approval. Copies are filed at the school site.

Documentation is submitted to the Region for informational purposes only. A copy should be kept on file at the Region.

For In-County (with sleeping arrangements or hotel accommodations)

In-county field trips that do involve sleeping arrangements or hotel accommodations require Region approval of the *Field Trip Request Packet* (FM-2431).

For Out-of-County/Out-of-State on the School Board approved list (no sleeping arrangements or hotel accommodations)

1. No Region approval required. These field trips are approved by School Board Policy 2340 – Field and Other District-Sponsored Trips, and the list can be found on the *Field Trip Request Packet* (FM-2431).
2. Documentation is submitted to the Region for informational purposes only. A copy should be kept on file at the Region.

For Out-of-County/Out-of-State on the School Board approved list (with sleeping arrangements or hotel accommodations)

1. Region approval of the *Field Trip Request Packet* (FM-2431) is required. These field trips are approved by School Board Policy 2340.
2. Once the *Field Trip Request Packet* (FM-2431) is approved, a copy should be kept on file at the Region.

For Out-of-County/Out-of-State NOT on the School Board approved list and all Out-of- Country

1. Review the *Field Trip Request Packet* including all attached documents.
2. Sign the *Field Trip Request Packet* (FM-2431) and return the original request and attached documents to the school. Make one copy of the request with all attached documents to be filed at the Region.

Division of Athletics, Activities and Accreditation's Responsibilities

For Out-of-State not on the School Board approved list and all Out-of-Country

1. Review the field trip request including all attached documents.
2. Prepare School Board agenda item requesting approval for the field trip.
3. Notify the school principal of the School Board's decision.
4. For out-of-country trips, remind the school site to complete the United States Government Travel Registration form on line for all students participating.

Transportation

This page was left blank intentionally.

Transportation

For transportation for field and other District-sponsored trips, please refer to School Board Policy 8640.

Please note that limousines are not to be used as a mode of transportation.

Private Vehicle Use

The use of private vehicles for transportation of students is discouraged. When use of privately owned cars is absolutely necessary, there must be: (1) signed parental consent on the parental permission form; (2) approval by the school principal in writing on the prescribed form specifying: date of use; points of departure and return; name of vehicle owner; owner's insurance coverage; and the amount of any compensation to be paid by the school. **Additionally, students are not to transport other students.**

Only school-site employees and cleared (Level I or II) volunteers may transport students on field trips when the following procedures are followed:

1. *Request for Approval to Use Private Vehicle for Transporting Students* (FM-6298).
2. A copy of the employee/volunteer's driver's license and insurance information is submitted with FM-6298 for verification.
3. The vehicle meets the Federal Guidelines for transporting students (1006.22, F.S.). (See below.)
4. The school principal has approved the use of the private vehicle, indicated by his/her signature on FM-6298.
5. Only the vehicle and driver approved by the school principal on FM-6298 may be utilized.

According to Florida State Statute 1006.22, "When approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. [1006.24](#) regarding liability for tort claims are applicable. District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment. Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment."

Florida law has been amended to permit the transportation of students in multipurpose vehicles (MPVs) such as vans and minivans, subject to certain requirements and exceptions.

Specifically, Section 1006.22, “When the transportation of students is provided as authorized in this subsection, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by a school district or charter school, the vehicle must be a passenger car or multipurpose passenger vehicle or truck designed to transport fewer than **10** students. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student’s physical condition prohibits such use.”

In addition to private passenger vehicles, minivans, and approved yellow school buses, some sport utility vehicles are authorized for use in a school function or event under the following conditions:

1. The function or event is a single event that is not part of scheduled services or a sequence of events to the same location.
2. Transportation is not available, or use of a school bus is not practical.
3. Each student’s parent or guardian is notified in writing and written consent is given before a student is transported in any privately owned vehicle.
4. The sport utility vehicle (SUV) has a wheelbase greater than 110 inches. Consult Risk Management at 305-995-7133 for further information.

Rental Vehicle Use

- When a vehicle is rented to be used to transport students on any field trip, the *Request for Travel Expense Advance/Reimbursement* (FM-1104) must be submitted for approval by the Principal and the Region.
- All rental vehicles must meet the same safety guidelines as specified in the Private Vehicle Use section (above).
- The rental company must be a M-DCPS approved vendor.
- When renting a vehicle for field trip use, schools should consider renting a vehicle from **Enterprise or National** under the state contract. Schools are allowed to use purchase orders for rentals under this contract. Further information can be found by contacting Ms. Cynthia Metcalfe, Account Service Representative, at 1-850-414-6741, or via email cynthia.metcalfo@dms.myflorida.com or local account manager, Mr. Daniel Grosenbaugh at 1-850-878-1500 or via email Daniel.g.grosenbaugh@ehi.com.

Financial Guidelines

This page was left blank intentionally.

Financial Guidelines

- All money collected from students and/or revenue generated from student club activities will be submitted to the school treasurer to fund school-sponsored field trips accounted for through the school's internal fund.
- Members of school-allied organizations may not independently collect and deposit money from students in their organization's checking account to subsequently pay for a school-sponsored field trip.
- At the principal's discretion, members of school-allied organizations may be allowed to assist school staff in collecting money from students for school-sponsored field trips as long as Internal Fund procedures are adhered to and all collections are submitted to the school treasurer for deposit.
- School-allied organizations are welcomed to make monetary donations to the school, accompanied by a donation letter specifying the intent to fund entirely or partially subsidize the cost of school-sponsored student field trips; however,
 - All field trip arrangements (i.e., transportation, admission, lodging, etc.) and respective payments for school-sponsored student field trips must be made by the school in accordance with all applicable School Board policies and procedures.
 - School-allied organizations may **not** independently make travel arrangements or respective payments to vendors for school-sponsored field trips.
- The amount collected from students for a field trip must only include actual expenses for the trip (i.e., admission fees, transportation, lodging, when applicable), including a provision to cover the expenses of chaperones accompanying the students. The amount may be rounded to the nearest dollar, thus preventing excessive balances to accumulate in Field Trip functions as a result of extra charges imposed on students for field trips.
- The number of chaperones for whom expenses may be paid from student funds collected shall be limited to the teacher/chaperone-to-student ratio established by district guidelines stipulated in School Board Policy 2340 - Field and Other District-Sponsored Trips, and the M-DCPS Field Trip Handbook. (The adult/student ratio shall be a minimum of 1:15 or less)
- At the principal's discretion, high school classes (freshman, sophomore, junior and senior) may be authorized to conduct up to two (2) out-of-county field trips each fiscal year as fundraising activities by collecting an extra set charge per student for

participating in the field trip. The proceeds resulting from the extra amount collected for these field trip “fundraisers” are to be used specifically towards defraying the cost of senior class activities (i.e., prom, Grad Bash, senior class award banquets, etc.) and graduation expenses. The principal must approve the extra amount collected to ascertain that it is reasonable. All Internal Fund policies and procedures regarding fundraising activities apply to these allowed field trip fundraisers.

- Students shall not be denied the privilege of participating in a field trip or school activity because of financial need. Provisions shall be made, when necessary, to finance the field trip through fundraising activities. At the principal’s discretion, available funds in the General Miscellaneous (0801), General Donations (0812) or Special Purpose (0458), functions may also be used for this purpose.
- When an authorized field trip is scheduled to take place on school grounds, in order to minimize risk to students and reduce cost, the in-house field trip must comply with the following:
 - The in-house field trip must meet educational objectives, be directly related to the curriculum or be necessary to the fulfillment of obligations to the athletic and activity programs.
 - It **cannot** be an entertainment form of event for which admission is charged.
 - If as a result of having the field trip in-house, a vendor will be coming to the school and have access to the school grounds when students are present or have direct contact with students, the vendor will have to meet all the District’s background-screening requirements.
 - Consideration should be given to ensure that the vendor would practice adequate care to avoid injury to students/school personnel or damage caused to the grounds or buildings by their equipment or personnel.
 - The principal or designee must authorize the service to be provided by completing the Agreement Form for Contracted Services (FM-2453).
- The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms, without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Approval must be obtained according to the District's administrative procedures.

- Advance payment of the full amount of a field trip, particularly when the vendor has a “No Refunds” policy, should only be made when the students/participants are notified that advance payment is required and that the vendor has a “No Refunds” policy, when applicable. This notation may be made via memorandum form or on the Field Trip Permission Slip to be signed by the participant and/or his/her parents.
- Collections of monies for out-of-country field trips may extend beyond one (1) fiscal year if the field trip has been approved by the School Board.

The following pages are from the M-DCPS Manual of Internal Fund Accounting for Elementary and Secondary Schools, Section IV, Chapter 1 – Field Trips.

All policies and procedures must be followed.

Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) – prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 - no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>

Rev: 08/2017