

**Guidelines  
For  
Approving Field Trips**

**Reviewed & Endorsed**

**By**

**The School Board of Broward County, Florida  
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## Guidelines For Approving Field Trips

These guidelines were developed to meet the objectives/goals for student field trips as expressed in *School Board Policy 6303* and may be found as part of the Broward County Schools *Standard Practice Bulletin*, which states as follows:

*“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 the purpose of this policy, a field trip shall be defined as a District approved trip away from a school board site.”*

These guidelines address the following categories of field trips:

### I. Educational Enhancement Field Trips

Educational enhancement field trips are defined as: *“The opportunity for students to link their classroom learning, knowledge and understanding of a subject with outside experiences. These realistic, outside experiences (field trips) must have clearly stated objectives that directly correlate to work performed in the classroom and the Florida Sunshine State Standards.”*

Examples of educational enhancement field trips include, but are not limited to the following:

- |                               |  |
|-------------------------------|--|
| 1. Classroom Curriculum Focus | 4. Supplemental Arts Program                             |
| 2. SEAS                       | 5. Small Learning Communities/<br>School Within A School |
| 3. Magnet Programs            |  |

Because these field trips are designed to enhance the educational curriculum, they shall not be considered a “privilege” to attend or participate. Therefore, students shall not be required to earn points or be required to meet other teacher established objectives to attend or participate. However, a teacher may deny a student the right to attend or participate on a scheduled field trip based upon his/her record of disciplinary behavior. The student’s record of behavior must be such that it presents a danger to themselves or others on the trip. Parents shall have the right to appeal any disciplinary exclusion directly to the school principal.

Schools must make provisions to assist any student who is unable to attend or participate on an educational enhancement field trip due to his/her inability to pay required cost/fee.

### Approvals

Educational enhancement field trips meeting the above definition may be approved at any time during the school year, except during the established exclusionary period, as follows:

- A. Local/School Principal - The principal shall review all proposed educational enhancement field trips based upon the above definition. It shall be the principal's discretion to approve or deny any local (within the tri-county area that does not involve students staying overnight or water-related) educational enhancement field trips. Trips requiring Area Superintendent's approval must be submitted thirty (30) days prior to the date of the proposed trip.
- B. Area Superintendent - The Area Superintendent or designee shall be responsible for approving educational enhancement field trips that are overnight, outside the tri-county area (Broward, Dade or Palm Beach County) , or those that are water-related. The Area Superintendent will review and return the requested field trip request as soon as possible.

## II. Student Conferences/Conventions

This category of field trips includes but is not limited to activities sponsored by or supported by the Department of Student Activities and Athletics (See Appendix B). Within this category, students are given the opportunity to participate in leadership and/or character-building conferences, seminars or conventions.

### Approval

Student Conferences/Conventions type field trips shall be approved at any time during the school year, except during the established exclusionary period. Area Superintendent's review and/or approval is required if the proposed trip is overnight, outside the tri-county area or is water-related.

## III. Competitions

Competition-related field trips are defined as those opportunities for students to match their skills and talent against other students by entering regional, state or national academic or extracurricular events that are sponsored by recognized agencies, including those sponsored by or supported by the Department of Student Activities and Athletics.

### Approval

Competition related field trips shall be approved at any time during the school year, except during the established exclusionary period. Area Superintendent's review and/or approval is required if the proposed trip is overnight, outside the tri-county area or is water-related.

**NOTE: The four (4) Area Superintendents shall review all State scheduled competitions occurring during the exclusionary period. Participation shall be based upon this review.**

IV. **End-of Year Reward Field Trips**

This category includes trips designed to give students an end-of-the year reward for their accomplishment in areas such as academic achievement, behavior or other criteria established by the classroom teacher(s).

**Approval**

This category of field trips should be initiated only after the completion of the FCAT Testing or if before the FCAT Testing on a Saturday or Teacher Planning Day. Area Superintendent's review and approval is required if any of these trips are overnight, outside the tri-county area those that are water-related.

V. **Invitational Events**

On occasion, musical groups such as band and/or chorus and athletic teams are invited to participate in scheduled events in state and/or out-of-state. These scheduled events provide an opportunity for students to showcase their talents and skills. Examples may include the following:

A. The high school band has been invited to participate in the Walt Disney Candlelight Procession in Orlando, Florida.

Or

B. The high school basketball team has been invited to participate in a Holiday Basketball Tournament in Honolulu, Hawaii.

**Note:** A high school, which is invited to participate in a multi-team athletic event, or single athletic contest, which is to be conducted outside the state of Florida, is required to adhere to Florida High School Athletic rules.

**Approval**

Approval to participate in invitational events shall be granted any time during the school year, with the exception of the exclusionary period.

Area Superintendent's review and approval is required if any of these trips are overnight, outside the tri-county area those that are water-related.

VI. **Out-of-Country (USA)**

The objective of an out-of-country field trip should be to provide students the opportunity to engage in a once-in-a-lifetime experience in traveling to another country. Therefore, approval of out-of-country field trips should take this objective under consideration.

In accordance with School Board Policy 6303 the Superintendent of Schools must approve all out-of-country field trips. Prior to submitting an out-of-country field trip for approval, the proposed field trip must be reviewed by the appropriate Area Superintendent, the Risk Management Department and the School Board Legal Department.

The teacher/sponsor of any proposed out-of-country field trip shall be prohibited from discussing the proposed trip with students, parents or community and collecting funds for such trip, prior to receiving an approval endorsed by the Superintendent of Schools.

Out-of-country field trip requests shall be submitted to the appropriate Area Superintendent one (1) calendar year prior to the anticipated date of departure.

**NOTE: An Out-of-Country Field Trip may include any one of the categories of field trips listed above.**

VII. **Field Trip Exclusionary Period**

There shall be an established “*Field Trip Exclusionary Period*” at which time student field trips shall not be initiated. The exclusionary period shall include the first week of the school year; one (1) week prior to and during the February/March administration of the FCAT Test; and during the last week in the school year. This exclusionary period does not preclude a field trip being initiated on a scheduled teacher planning day or on the weekend. There shall be no exceptions to this exclusionary period unless authorized by the Area Superintendents.

Note: Schools on Year Round Calendars shall follow these same guidelines utilizing their approved calendars.

VIII. **End-of-School Year Field Trips**

Field trips shall not be initiated during the last five (5) days of student attendance during any school year. There shall be no exceptions to this rule unless authorized by the Area Superintendents.

IX. **Booster Clubs**

Athletic and Music Booster Clubs may raise funds to support student field trips that have been approved by the principal, and where applicable, by the Area Superintendent. Athletic and Music Booster Clubs shall be prohibited from organizing any student field trip without school district approval.

# Broward County Public Schools

## 2005 – 2006 Guidelines For Approving Field Trip

Type Of Trip	Approval
<u>Out-of-Country (USA)</u> (Page 3)	Approved, only after careful review by the Area Superintendent, Risk Management and the School Board Legal Department.
<u>Competitions</u> (Page 2)	Shall be approved any time during the school year, except during the established exclusionary period (*).
(1) Athletics (2) Music	
<u>Invitational Events</u> (Page 3)	Shall be approved any time during the school year, except during the established exclusionary period (*).
(1) Athletics (2) Music	
<u>Educational Enhancement</u> (Page 1)	Shall be approved any time during the school year, except during the established exclusionary period (*).
Examples include, but are not limited to the following: (1) Classroom Curriculum Focus (2) Magnet Programs (3) SEAS Field Trips (4) Supplemental Arts Program (5) Small Learning Communities/ School Within-A-School	
<u>Student Conferences &amp; Conventions</u> (Page 2)	Shall be approved any time during the school year, except during the established exclusionary period (*).
<u>End-of-Year Reward/Fun</u> (Page 4)	Approved only if trip is on a Teacher Planning Day or over the weekend or after FCAT Testing
<b>Note: An in-depth explanation of each category of field trip may be found in the document “Recommended Guidelines For Approving Field Trips”, on the page indicated.</b>	

**(\*) Field Trip Exclusionary Period – This period shall include the first week of the school year; one (1) week prior to and during the February/March administration of the FCAT Test; and during the last week of the school year. This does not include scheduled teacher planning days or weekends.**