



Water Related Field Trip Questions and Answers

The following questions and answers have been compiled from the most commonly asked questions regarding water-related field trips in the Broward County Schools. This document should assist you in planning or developing a water-related trip at your school.

Question: What is a water-related field trip?

Answer: Any field trip whose intention is to work in, come in contact with, or conduct activities in water – or utilize a vessel of any type to navigate in or explore water. Examples of this include (but not limited too) snorkeling, diving, swimming, slogging, canoeing, kayaking or walking in water.

Question: How much water makes a trip water-related?

Answer: For our purposes, water is any natural or manmade body of water: lakes, streams, canals, oceans, rivers, reservoir, swimming pools, etc. The depth of the water is considered when determining the appropriate safety needs. However, all water of any depth is considered water-related. Each water-related field trip is examined by the Office of Risk Management and Core Curriculum to determine the risks, benefits, and requirements for approval.

Question: Is walking along the water considered water-related?

Answer: No. If the intent is to never come in contact with the water, then it is not water-related. For example, a beach-cleanup is not water-related. The intent is to not enter the water. However, if the intent of the beach-cleanup involves entering the water to collect trash, it is water-related. **NOTE:** in cases where children are in proximity of water, additional caution and supervision is strongly recommended.

Question: If the teachers enter the water, is this a water-related field trip?

Answer: No. A teacher may enter the water to collect samples or bring things out of the water for students to examine or observe on land. If there is no intent for the students to enter the water, the activity is not water-related.

Question: Are there special approval requirements for a water-related field trip?

Answer: Yes. According to policy 6303 Field Trip Rules, “The principal of a school shall be contacted before the teacher or sponsor begins to discuss any water-related 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. A cover letter indicating the principal’s approval of the project and having his/her signature shall accompany this [detailed plan]. Once the trip has all of the necessary approvals, the teacher or sponsor shall proceed.”



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Question: What are the requirements for a water-related field trip?

Answer: Any location or organization conducting a water-related field trip must meet certain safety requirements and certain insurance requirements. These locations or organization must have:

1. Certificate of Insurance (General Liability) naming the School Board as an Additional Insured for not less than \$1,000,000
2. Life Guard Certificate (at least one certified instructor per trip)
3. Red Cross/CPR certificate for all instructors
4. If a vessel is to be used, Commercial License and Boating Certificate from the Coast Guard

Question: How do I know if my location or organization has the necessary curriculum, safety and insurance requirements?

Answer: The Office of Risk Management in cooperation with the Office of Curriculum reviews and approves locations and organizations. A list of approved locations and organizations is updated and published frequently. Schools have access to this approved list. For a copy of the current list contact the Science Department Head or Administrator of your school. Additional information may be obtained from Risk Management. Please examine the most updated list prior to conducting a water-related field trip.

Question: What if my location or organization is not on the list?

Answer: Collect the necessary information from the location or organization. A curriculum form (Appendix B) is completed and submitted with the necessary insurance and safety requirements (Appendix C). The procedure is outlined in Appendix C. Area offices, risk management and core curriculum all review and approve water-related field trips. If the requirements are met, the location or organization is approved and the list for approved locations and organizations is updated. Schools may not utilize organizations or locations that do not supply the necessary documentation for safety and curriculum.

Question: Is this only an issue for science-based field trips?

Answer: No. These are the rules for any curriculum area. For example, a social studies trip along the New River in a boat to learn about the history of Ft. Lauderdale must meet these requirements as well.

Question: Are there special chaperone requirements for a water-related field trip?

Answer: Yes. According to policy 6303:

“a. On all such trips, K-12 students shall be accompanied by chaperones in accordance with the following formula:

10 students or fewer – 2 chaperones

11 to 20 students – 3 chaperones



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One (1) additional chaperone for every additional twenty-five (25) students or major portion there of.

b. When this group is coeducational there shall be at least one chaperone of each sex.”

In all cases, chaperones are required to have the appropriate level of clearance.

Information on clearance levels may be found at:

<http://www.getinvolvedineducation.com/volunteers/safety.htm?safety/security.htm>, and

the application for security check for chaperones may be found at:

<http://www.getinvolvedineducation.com/volunteers/application.htm>

Please see the attached document entitled “Swimming” for additional requirements/guidelines.

Question: Is there additional paperwork necessary to approve these types of field trips?

Answer: No. If the location or organization is already on the approved list, then the standard field-trip packet from your school is submitted. The packet should include the itinerary to document the curricular connection and document the required number of chaperones. Remember that chaperones must have the appropriate level of clearance as per the Jessica Lundsford Act. A water-related field trip checklist is included (Appendix D). The field trip packet is approved by the Principal of the school and by the Area Office. Since additional approval is required, extra time is necessary when submitting the packet. Water-related field trip packets should be submitted (at least) 3 weeks prior to the trip date. Each school sets these deadlines.

Question: Is there a special field trip form to be signed by parents?

Answer: Yes, please see attached (Appendix E).

Question: Who do I contact for more information?

Answer: Theresa Coleman (theresa.coleman@browardschools.com)



Water Related Field Trip Questions and Answers

Appendix A

APPROVED WATER-RELATED FIELD TRIPS

- A. Billie Swamp Buggy Safari (Seminole Tribe)
- B. Broward County Parks & Recreation / Ann Kolb Nature Center / West Lake
- C. Build a Field Trip (Florida Safari Adventure, Inc.)
 - 1. A Day at Dickinson Summary: *1 Day – Jupiter, Jupiter Island, Juno Beach, Blowing Rocks, Marine life Center*
 - 2. Snorkeling Safari Summary: *1 Day – Key Largo, John Pennekamp State Park, Coral Reef Park Company or Reef Roamer.*
 - 3. Surfside Safari Summary: *1 Day – Hugh Taylor Birch State Park, Ft. Lauderdale*
 - 4. Looking Back in Time Summary: *1 Day – Riverbend Park, Jupiter*
 - 5. Key Largo Kayaking Adventure Summary: *1 Day – Key Largo, John Pennekamp State Park, Florida Bay Outfitters*
 - 6. Everglades Exploration Summary: *1 Day – Everglades National Park, Shark Valley, Miccosukee Indian Village*
 - 7. Eyes on Islands Summary: *1 Day – Anne Kolb Nature Center and West Lake Park, Hollywood*
 - 8. Wetland Wonders Summary: *1 Day – Arthur R. Marshall Loxahatchee Wildlife Refuge and Grassy Waters Preserve*
 - 9. Swamp Stomp Summary: *1 Day – Fakahatchee Strand Preserve, Miccosukee Indian Village*
 - 10. Bone Valley Images Summary: *2 Day – Lake Whales, Arcadia, Sebring, Archbold Biological Research Station, Canoe Outpost*
 - 11. Gulfside Glimpses Summary: *2 Day – Ft. Myers, Sanibel Island, Six Mile Cypress, Bailey Mathew Shell Museum, Ding Darling Wildlife Refuge, Tarpon Bay*
 - 12. Glances on the Gulfside Summary: *2 Day and 3 Day – Ft. Myers, Pine Island-Cayo Costa State Park*
 - 13. Springs Safari Summary: *2 Day – Apopka, Wekiwa Springs, Kelly Park*
 - 14. Eyes on Islands Summary: *2 Day – Lake Worth, Palm Beach County, Peanut Island*
 - 15. Traveling Through Time Summary: *2 Day – St. Augustine*
 - 16. Footprints in Time Safari Summary: *2 Day – Hugh Taylor Birch State Park*
 - 17. Florida Springs Manatee Safari Summary: *3 Day – Crystal River, Homassasa Springs, American Pro Dive Center*
 - 18. Florida Keys Adventure Summary: *2 Day and 3 Day – Key Largo, John Pennekamp State Park, Coral Reef Park Company or Reef Roamer, Everglades National Park, Shark Valley, Miccosukee Indian Village, Florida Bay Outfitters*
 - 19. Key West and Dolphins Safari Summary: *2 Day – Key West, Marathon, Key Largo, Dolphin Plus and Dolphin Cove*



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20. Florida Fossils and Springs Summary: 3 Day - *Lake Whales, Arcadia, Sebring, Archbold Biological Research Station, Canoe Outpost, Apopka, Wekiwa Springs, Kelly Park*
 21. Wetlands and Woodlands Summary: 2 Day – *Ah-Tah-Thi-Ki Seminole Indian Museum, Fakahatchee Strand Preserve State Park, Collier Seminole State Park or Koreshan State Park, Bonita Springs*
 22. Florida Keys and Everglades Adventure Summary: 3 Day – *Holiday Park, Ft. Lauderdale, Key Largo, John Pennekamp State Park, Coral Reef Park Company or Reef Roamer, Everglades National Park, Shark Valley, Miccosukee Indian Village, Florida Bay Outfitters, Dolphin Plus and Dolphin Cove*
 23. Florida Keys and Dolphin Adventure Summary: 3 Day – *Key Largo, John Pennekamp State Park, Coral Reef Park Company or Reef Roamer, Everglades National Park, Shark Valley, Miccosukee Indian Village, Florida Bay Outfitters, Dolphin Plus and Dolphin Cove*
 24. Southern Sites of Savannah: 3 Day – *Historical studies of Savannah, Georgia*
 25. An American Experience: 5 Day – *Historical studies of Savannah, Georgia and Charleston, South Carolina*
 26. Florida Experience Summary: 5 Day - *Crystal River, Homassasa Springs, American Pro Dive Center, Lake Whales, Arcadia, Sebring, Archbold Biological Research Station, Canoe Outpost*
 27. Bahamas B.E.A.C.H. and Dolphin Adventure: 5-7 Days – *Marine ecology studies, New Providence, The Bahamas*
 28. Costa Rica Summary: 8 Days – *Geological, Marine, and Ecological Studies, La Fortuna, Monte Verde, Manuel Antonio*
- D. Flamingo Fishing (Deep Sea Fishing)
 - E. Marine Resources Development Foundation (MarineLab)
 - F. Sawgrass Recreational Park
 - G. Science Eye: Everglades Experience at Everglades Holiday Park
Coastal Exploration at John U. Lloyd Beach State Park
 - H. Key Largo Princess (glass bottom boat)
 - I. Marjory Stoneman Douglas Biscayne Nature Center (Crandon Park)
 - J. Everglades National Park
 - K. Miramar Aquatic Complex – Approved for **Whispering Pines Center** to test boats
 - L. City of Margate – Calypso Cove
 - M. JROTC Program - Boy Scouts of America (Learning for Life aka Explorers) – Various High Schools
 - N. Spirit Cruises, LLC – **Updated Certificate of Insurance and Vessel Inspection must be received by Risk Management prior to each event**
 - O. Biscayne BioBlitz – Biscayne National Park



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- P. Joseph Carter Park – Aquatic Complex (Water Playground)
- Q. Broward College – Tigertail Lake Water Safety
- R. Diver’s Paradise/Paradise Divers – South Broward High Marine Program with University of Miami
- S. Nova Shark Tagging Program
- T. Deerfield Island Park
- U. Sea Experience, Inc.
- V. Broward County Parks: Everglades Holiday Park, Central Broward Regional Park, Quiet Waters Park, TY Park, CB Smith Park
- W. Bluefoot Pirate Adventures
- X. Youth Environmental Alliance
- Y. Coconut Cove

Updated August 17, 2022



Water Related Field Trip Questions and Answers

Appendix B

*Curriculum Approval Information for a **NEW** Trip
(not currently on the approved list)*

Company/Organization:

Name of Field Trip:

Grade Level:

Destination:

Specific Descriptions of Water Activities (Only those activities included in this description may be conducted):

Safety Procedures (examples: preliminary swimming test, canoeing instructions, life vests for all students, buddy system, etc.):

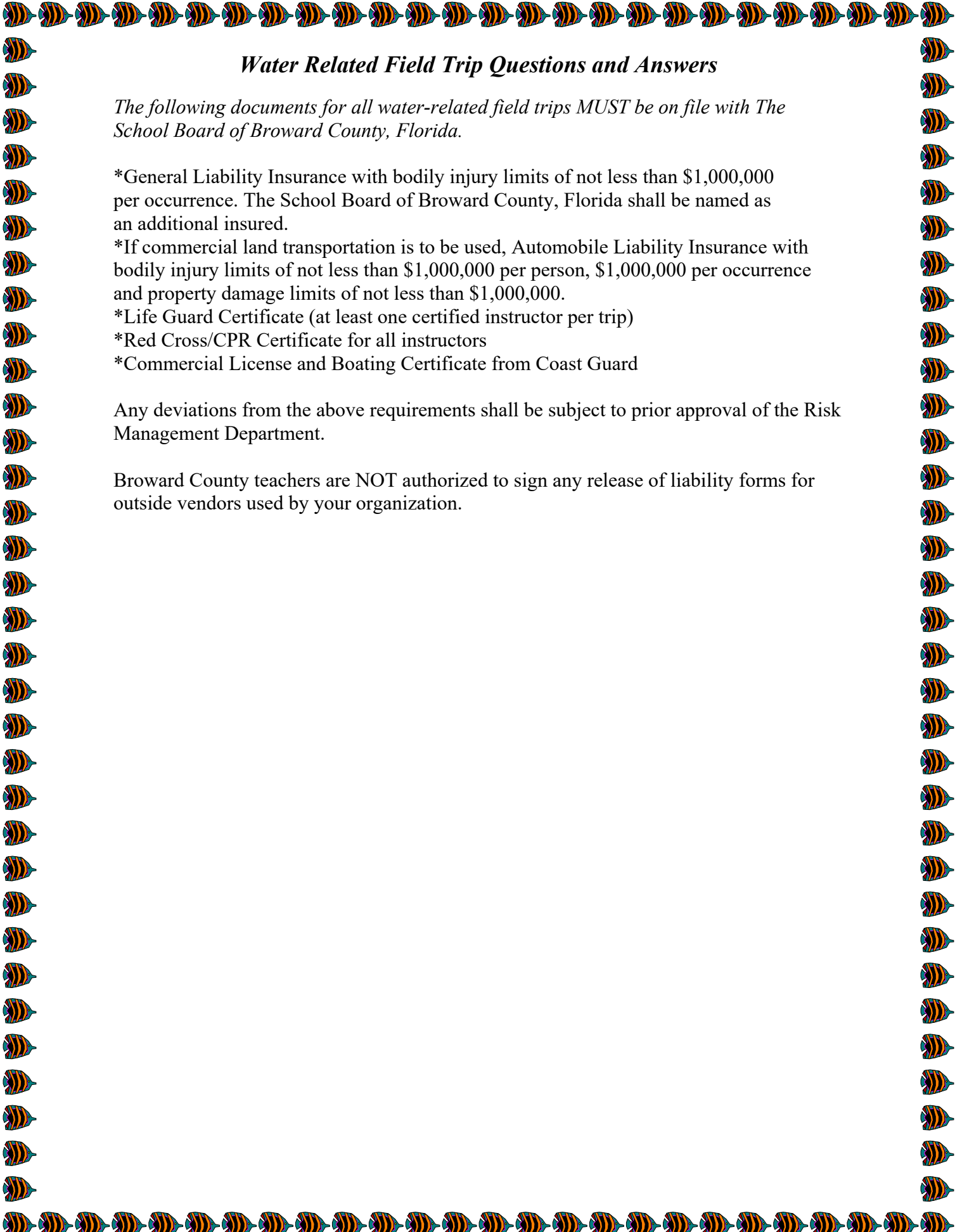
Cost of Program Per Student: \$ _____

Cost of Transportation Per Student (include only if you provide transportation to and from school): \$ _____

WATER-RELATED FIELD TRIP INFORMATION

Educational Objectives:

Sample Itinerary (include time of departure/return and all activities that will take place during the trip): Attach additional sheets as required.



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The following documents for all water-related field trips MUST be on file with The School Board of Broward County, Florida.

*General Liability Insurance with bodily injury limits of not less than \$1,000,000 per occurrence. The School Board of Broward County, Florida shall be named as an additional insured.

*If commercial land transportation is to be used, Automobile Liability Insurance with bodily injury limits of not less than \$1,000,000 per person, \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000.

*Life Guard Certificate (at least one certified instructor per trip)

*Red Cross/CPR Certificate for all instructors

*Commercial License and Boating Certificate from Coast Guard

Any deviations from the above requirements shall be subject to prior approval of the Risk Management Department.

Broward County teachers are NOT authorized to sign any release of liability forms for outside vendors used by your organization.



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Appendix C

*Procedures for **NEW** Water-Related Field Trip (not currently on the approved list)*

1. The principal or designee is to complete the Water-Related Field Trip Information Form (Appendix B), which can be obtained from the Area Office, and provide the information listed below:
 - a) Certificate of Insurance (General Liability) naming the School Board as an Additional Insured for not less than \$1,000,000:

The School Board of Broward County, Florida
Risk Management Department
600 S.E. Third Avenue, 11th Floor
Fort Lauderdale, FL 33301
 - b) Life Guard Certificate (at least one certified instructor per trip)
 - c) Red Cross/CPR certificate for all instructors
 - d) If a vessel is to be used, Commercial License and Boating Certificate from the Coast Guard
2. After completing procedure #1, all information must be approved by the principal and sent to the Area Office for review and approval
3. Upon approval by the Area Office, the information must be forwarded to the Science Curriculum Department for curriculum approval
4. After curriculum approval, the information is then sent to the Risk Management Department for insurance verification and final approval
5. After completing insurance verification, the Risk Management Department will then update the approved list of water related field trips and distribute to the Area Offices, and the documentation will be inserted into the water-related field trip binder.

*Note: Broward County teachers are not authorized to sign any release of liability forms for outside vendors used by your organization.



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Appendix D

*Water-Related Field Trip Check List
(For locations on the approved list)*

Name of Field Trip:

Grade Level:

Destination:

Specific Descriptions of Water Activities (Only those activities included in this description may be conducted):

Cost of Program Per Student: \$ _____

Educational Objectives:

Sample Itinerary (include time of departure/return and all activities that will take place during the trip): Attach additional sheets as required.

Number of Chaperones:

Based on Policy 6303, "a. On all such trips, K-12 students shall be accompanied by chaperones in accordance with the following formula:

10 students or fewer – 2 chaperones

11 to 20 students – 3 chaperones

One (1) additional chaperone for every additional twenty-five (25) students or major portion there of.

b. When this group is coeducational there shall be at least one chaperone of each sex."

Names of Chaperones:

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Appendix E

*Water-Related Field Trip Authorization Form
(For Parents)*

_____ School Name

School Board of Broward County

Student Name: _____ Telephone: _____

Name of Field Trip: _____ Offered by: _____

Destination: _____

Date of Trip: From: _____ to _____ # of Days: _____

Departure Date	Departure Time	Method of Transportation
_____	_____	_____

Cost of Transportation	Cost of Trip	Total Cost
_____	_____	_____

Brief Description of Trip:

I classify the swimming capabilities of my son/daughter as follows:

_____ Non-swimmer _____ Novice swimmer _____ Skilled swimmer

Emergency Contact: _____

In case of an emergency, I may be reached at: _____
Telephone Number

I understand this trip involves all of the water-related activities outlined in the itinerary. I realize my son/daughter may be traveling by boat possibly participating in wading, snorkeling and/or swimming activities. I fully understand and accept the risks associated with a trip of this nature and assume all responsibility and liability for my son/daughter provided all safety requirements of the school are met.

_____ Signature of Parent/Guardian

_____ Date