

# **Field Trip Manual**

## **2022-2023**

### **Office of the Regional/Associate Superintendents**



## TABLE OF CONTENTS

From The Office of the Regional/Associate Superintendents.....	3
From Nicole M. Mancini, Chief Academic Officer.....	4
Introduction to Manual & Types of Field Trips. ....	7
Type A - Local Field Trips - Within the Tri-County Area.....	8
Type B – Non-Local Field Trips.....	8
Type B – Overnight and Water-Related.....	9
Type C – International Field Trips.....	10
Field Trips Not Sponsored by the SBBC.....	10
School Board Approved Trips & Guidelines.....	11
Chaperone Information.....	13
Transportation Information.....	13
Guidelines for completing the Final Field Trip Authorization Form.....	14
Use of the Initial Field Trip Authorization Form.....	15
Field Trip School Lunch Program (Food & Nutrition Services Office).....	16
Appendix information section.....	17
Appendix – A: Acknowledgement of non-school sponsored trip – Chaperone.....	18
Appendix – B: Acknowledgement of non-school sponsored trip – Parent.....	19
Appendix – C: Chaperone Guidelines & Responsibilities Form.....	20
Appendix – D: Chaperone Schedule Guidelines Form.....	21
Appendix – E: Emergency Contact & Health Information Form.....	22
Appendix – F: Exclusionary (Blackout) Periods Form.....	23
Appendix – G: Law Enforcement Security Verification Form.....	24
Appendix – H: Release of Liability from Trip Location.....	25
Appendix – I: Release & Hold-Harmless Agreement To & From Trip Location.....	26
Appendix – J: Single Parent Permission Form (Elementary and Middle).....	27
Appendix – K: Single Parent Permission Form (High, Magnet and Centers).....	28
Appendix – L: Annual Parent Permission Form (High, Magnet and Centers).....	29
Appendix – M: Rubric Form.....	30
Appendix – N: Policy 6303 (Field Trip Policy).....	31
Sample Charter Bus Seating Chart.....	37
Sample Hotel Room Chart.....	38
Annual Field Trip Updates.....	39



**OFFICE OF THE REGIONAL/  
ASSOCIATE SUPERINTENDENTS**

**N/T:** 754-321-3800

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**C:** 754-321-3000

**S:** 754-321-3200

August 2022

**TO:** All Principals

**FROM:** Valerie Wanza, Jermaine Fleming, Darius Adamson, Alan Strauss,  
Office of the Regional/Associate Superintendents

**SUBJECT:** **FIELD TRIPS**

The following is a Field Trip Manual designed to provide guidance and direction for field trip planners. This manual will be used for the training of field trip liaisons and school administrators. Please share the information in the Field Trip Manual with the appropriate faculty and staff.

I want to emphasize key imperatives regarding field trip compliance approvals that are commonly ignored. **First**, field trip packets must be submitted within the proper timeframe except for situations that are traditionally recognized as unavoidable (Athletic events with immediate turnaround time beyond the principal's control). It is improper to submit a field trip for approval after the trip is either in progress or has already occurred. **Field trips will NOT receive compliance approval after departure.** **Second**, principals must ensure that the proper number of employee chaperones are provided, (See **page 20** for Chaperone Guideline/Chart). If this becomes problematic, schools that are attending the same function/program are encouraged to establish chaperone partnerships to comply with policy requirements. **Finally**, when a field trip is requested during the exclusionary (blackout) period, principals must provide written justification specifying that the trip will not jeopardize student participation in mandated State/District assessments.

The policy and its guidelines have been created a) to make field trip planning and preparation practical, b) to avoid compromising the safety and security of our students and staff, and c) to avoid unnecessary liability to the School District. Principals and staff are expected to comply with the policy requirements and with the guidelines stipulated in the manual. Please be vigilant in designating appropriate staff to attend the required annual training/meeting each school year. The training is important for clarification of the policy, and to notify you of critical updates to the manual. If you have questions or concerns regarding the training or BCPS Central, please contact the Office of the appropriate Regional/Associate Superintendent.

Thank you for your consideration and cooperation.

VW JF DA AS/AA:as

**NICOLE M. MANCINI, Ed.D., CHIEF ACADEMIC OFFICER**  
**OFFICE OF ACADEMICS**

Signature on File

July 27, 2022

TO: All Principals

FROM: Nicole M. Mancini, Ed.D.   
Chief Academic Officer



VIA: Teaching & Learning Superintendents

**SUBJECT: FIELD TRIPS/EXTRACURRICULAR ACTIVITIES AND STUDENTS WITH DISABILITIES**

**ACTION:** Field trips, to include virtual field trips and extracurricular activities, are an important part of the educational experience for all students, especially students with disabilities. They provide opportunities for our students to experience first-hand, meaningful interaction with the community that surrounds them and provide an opportunity to experience a variety of learning environments. These experiences further provide an opportunity for our students to develop and enhance their socialization and citizenship skills.

Federal and state laws require schools to presume students with disabilities will participate in field trips along with students without disabilities. The School Board of Broward County Policy 6303, Rule 1.i., states the following: "School administrators shall comply with Federal and State Laws that guarantee the right of each student with a disability be afforded an equal opportunity to participate in all school-sponsored social and/or extra-curricular activities when the student is otherwise qualified to participate. School principals shall make reasonable accommodations for students with disabilities (ESE students) to participate in field trips, school-sponsored social and/or extra-curricular activities."

**RATIONALE:** All school administrators must ensure that parent(s) and/or guardian(s) are provided with written communication regarding extracurricular activities to ensure access to participation with students without disabilities to the maximum extent appropriate to meet the needs of each child. Written communication may be provided in a format selected by the school-based administrator (i.e., newsletters, flyers, calendars, or sample form attached). A record of how parent(s) were informed of extracurricular activities must be maintained at each school location.



SUBJECT: **Field Trip and Students with Disabilities**

PAGE: **2**

If there are concerns that a student's participation may be unsafe or a risk, the school should provide necessary accommodations and related services to support the student's participation. If the school still believes the student's participation to be unsafe, the decision to exclude the student must be made on an individual basis in collaboration with the parent. The school district has the burden of substantiating that the student should not participate.

If you have questions regarding this information, **please contact Dr. Nathalie Neree, Director, Curriculum, Exceptional Student Education, at 754-321-3431.**

JF/DA/AS/VSW/NMM/NN: lb

Attachments

c: Senior Leadership Team

**Notice of Upcoming Extracurricular Activities**

School: \_\_\_\_\_

<b>Event Name</b>	<b>Date</b>	<b>Event Information</b> <small>(Location, Time, Cost, Etc.)</small>	<b>Contact Information</b>

This information can be found on the school's website at:

**(Insert school's website)**

\_\_\_\_\_

-----

Please sign and return to classroom teacher acknowledging receipt of this information.

Contact \_\_\_\_\_ at \_\_\_\_\_ if you have any questions.

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

Student Signature: \_\_\_\_\_

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

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

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**OFFICE OF THE REGIONAL/ ASSOCIATE SUPERINTENDENTS**

**Field Trip Manual**

This Field Trip “**MANUAL**” has been designed to assist you with completing the field trip packet in a timely manner. You should familiarize yourself with School Board Policy 6303 (copy on page 31).

**Final field trip packets must be submitted to the Office of the appropriate Regional Superintendent for District Compliance Approval no later than (21) twenty-one school days prior to the scheduled date of the proposed trip.** These packets will be processed within a reasonable timeframe. The following information provides important policy requirements, SBBC guidelines and standard practices that you are expected to know and observe.

**INTRODUCTION**

The School Board of Broward County (SBBC) believes that school sponsored field trips are an integral part of the learning process in many areas of education. The school board recognizes that the delivery of educational programs utilizing the field trip as a medium for learning requires coordination, risk management and financial resources.

Field Trips are appropriate when conducted for the following reasons:

1. It is a component of classroom work directly related to the curriculum.
2. It provides educational and athletic enhancement through SBBC recognized competitions.
3. It has a substantial relation to the purpose and activities of a school club or organization.
4. It has an educational objective and is a reward for desired behavior or accomplishment.

The School Board of Broward County (SBBC) acknowledges the importance of field trips as an educational experience. However, the value of any trip must be assessed in the context of the amount of instructional time lost, the risk to student safety, the potential contribution to student learning, and the cost to the student and school. These issues must be considered so that field trips:

1. Do not pose a credible threat to student safety.
2. Accommodate the special needs of students with disabilities and medical needs.
3. Directly relate to the School District’s strategic plan.
4. Achieve specific educational objectives and outcomes.
5. Provide for adequate supervision of students.
6. Are organized and conducted to prevent discredit to students, staff, and the School Board.

Field Trips have been classified into three categories:

- Type A - Local Trips
- Type B - Non-Local Trips
- Type C - International Trips

The required timelines, forms and approval information have been established and provided for each type of field trip.

## **TYPE A - LOCAL FIELD TRIPS**

Field trips that occur within the geographical location of Miami-Dade, Broward and Palm Beach County are considered local trips when they are not overnight or water-related. Final approval for all local field trips rests with the school principal. Local trips can include a variety of locations and modes of travel such as walking to a nearby destination, using the district school bus, or using an approved charter bus. Examples include trips to the following:

1. Museums, theatres, aquariums, and public performing arts facilities
2. Public and private educational institutions
3. Government owned buildings and parks, or theme parks excluding water-related activities
4. Restaurants and county fairs
5. Other schools and district coordinated educational program locations
6. Areas immediately adjacent to the school or within a reasonable and safe walking distance
7. Community or Career Technical based off-campus instructional (CBI/OJT) programs

For local field trips a minimum of two adult chaperones are recommended. One of them must be the employee or the principal's designee in charge of the class, program, or team. Per policy, when the student group is co-educational, there shall be at least one (1) chaperone of each gender. If additional chaperones are needed, school staff or parents that are eligible may be permitted to assist. Having more than one employee-chaperone when less than fifty students are participating is recommended but not required for local trips. ***However, there must always be two employees' chaperone for every fifty students.***

A SBBC employee must always be available to chaperone student activities during a field trip. A SBBC employee must accompany any student(s) in an emergency.

To maintain the number of school staff that may be required to chaperone students on a local field trip, schools may establish partnerships with other schools to share employee-chaperone responsibilities when appropriate.

**School Bus Request Forms are now online!** If you would like to use a SBBC school bus for a local field trip, the School Bus Request Form will appear as an additional form on the database. You will no longer need to send in a paper form to transportation for these requests. If you do not have access to this module, you must request access from your school principal.

The status of SBBC bus requests can be monitored in BCPS Central – School Bus Request Only. These requests are not submitted to your local transportation office until the principal has signed the field trip.

## **TYPE B - NON-LOCAL FIELD TRIPS**

**Field Trips that occur outside the Tri-County area, overnight trips, and water related trips are all considered non-local trips.** The principal must obtain a compliance approval from the superintendent or designee for all Non-Local Field Trips. These field trips shall not be discussed or confirmed with students, parents, or the community before approval from the principal.

When a field trip requires early intervention (advanced fiscal planning, extensive preparation, and timely reservations), the principal may request and be granted an Initial Compliance Approval from



the Superintendent's Designee to proceed. However, a Final Compliance Approval will be required not less than (21) school days prior to the scheduled date of the trip.

All Non-Local Field Trips must have a minimum of two employee-chaperones in attendance. One must be the employee in charge of the class, program, or team. The other must be the officially assigned principal's designee. If the employee in charge of the class is also the principal's official designee, then there must be another employee-chaperone in attendance. Per policy, when the student group is co-educational, there shall be at least one (1) chaperone of each gender. If additional chaperones are needed, staff or parents that are eligible may be permitted to assist in accordance with the chaperone schedule in Policy 6303. *There must be two employee chaperones for every fifty students.*

A SBBC employee must always be present to chaperone student activities during the field trip. A SBBC employee must also accompany any student(s) in an emergency.

When schools are unable to provide the required number of employee chaperones, they may partner with other Broward County Public schools to share employee chaperone when appropriate.

### **Overnight Field Trips:**

**When health and environmental emergencies are declared, it is essential that we all comply with the directives of the SBBC. This includes adjusting to the prescribed number and distancing of students and staff members per hotel room, and per seat on busses. Hotel room and bus seating charts must be maintained at the school.**

A field trip that requires overnight lodging or other activities that constitute overnight characteristics not limited to bed, bath, or meals, and regardless of geographic location. The overnight field trip experience requires careful planning and vigilant supervision.

Proper consideration must be given to students with special needs including, but not limited to, students with health and/or medical disability and a lack of language proficiency concerns. Students who participate should have adequate insurance. A minimum of two school board employees must participate in the field trip (one to accompany a student in an emergency and the other to maintain supervision of the remaining student(s) if applicable).

It is essential and expected that the chaperone schedule in Policy 6303 be followed meticulously and that all modes of transportation comply with the school district's standards and protocols.

### **Water –Related Field Trips:**

Any field trip that is **directly intended** to have students work in, have contact with, or conduct activities in water – or a trip that utilizes a vessel of any type to navigate in or explore water. Examples include, but are not limited to snorkeling, diving, swimming, slogging, canoeing, kayaking, or walking in water. **All such trips must be on the approved district water related vendor list.** This list can be found on the Risk Management Department's website.

The Risk Management Department prohibits swimming on field trips to facilities that are not on the district-approved water-related vendor list.

**For Questions Regarding Approved Water-Related Vendors**

**Please Contact:**

**Theresa Coleman at Risk Management (754) 321-1907**

## **TYPE C - INTERNATIONAL FIELD TRIPS**

Any field trip or portion thereof that involves travel beyond the borders of the mainland or continental United States of America is considered an International Field Trip. International Field Trip requests shall be submitted to the appropriate Superintendent's designee no later than six (6) months prior to the date of departure. A complete calendar year is strongly recommended for planning and preparations, and to allow school and families adequate time for fund-raising opportunities and travel reservations to defray the cost of such trips. In accordance with School Board Policy 6303 International Field Trips shall be approved by the Superintendent of Schools.

The principal shall provide a letter of justification for all International Trips. A key objective of an International Trip is to provide students the opportunity to engage in a once-in-a-lifetime learning experience that is unavailable here in the United States of America. Therefore, a principal's justification for approving the proposed international trip must consider this objective.

The justification letter will be addressed to the Superintendent and submitted to the Office of the appropriate regional/associate superintendent. The Risk Management Department and the School Board's General Counsel's Office will then review the proposed field trip. The Superintendent will make the final decision after considering staff's recommendations and the principal's justification letter.

The teacher/sponsor of any proposed International Field Trip shall be prohibited from confirming the proposed trip with students, parents and community or collecting funds for such trip, prior to receiving an Initial Compliance Approval from the Superintendent of Schools or Designee.

If the trip is approved, it will become the responsibility of the school principal to review with school staff and students the varied implications of an International Trip. Serious consideration should include but not be limited to student health insurance (which may not be recognized by the host country), electronic communications (which may not work internationally or may work at a much greater expense), disciplinary issues and the applicability of the host country's laws (in cases where a student commits a crime and/or the cost or means to return a disruptive student to the USA).

**Field trips that require approval from the Superintendent or designee shall not be discussed or confirmed with students and parents, nor is any money to be collected before an Initial Compliance Approval is granted.**

## **FIELD TRIPS NOT SPONSORED BY THE SBBC**

Not all field trips involving students and/or school staff are sponsored or recognized by The School Board of Broward County. The following are **not** considered District Sponsored/recognized field trips. Therefore, they are not subject to the mandatory procedures outlined in this Manual.

1. Privately Organized Events: Field trips that do not have school approval or sponsorship are not recognized or sanctioned by SBBC even when such trips have an educational component. Organizers of privately organized trips may not use district time, materials, funds, or equipment to promote, or raise and collect funds for any such trip.

2. Private School Club Events: School Club trips (for meetings and/or competitions) to other private or public schools without the express approval and sponsorship of the principal are not recognized or sanctioned by SBBC even when such trips have an educational component.

3. Private Booster Club Events: Trips organized exclusively by Booster Clubs without the approval and sponsorship of the school principal are not recognized or sanctioned by SBBC even when such trips have an educational component.

**NOTE:**

School-organized “Fan Buses” in which students are transported to athletic competitions to support the team will be considered a school sponsored field trip and the proper field trip protocols must be followed. However, “Fan Buses” that are not organized or sponsored by the school are to be considered a privately organized event described earlier in this section.

**SCHOOL BOARD SPONSORED TRIPS AND GUIDELINES**

A recognized SBBC Field Trip is any school or district sponsored curricular or extracurricular trip away from the school campus including a partial-day, whole-day, overnight or international trip.

**I. Educational Enhancement 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 |
| 3. Magnet Programs            | 6. School within a School     |

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.

**II. Student Activities Conferences/Conventions**

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

**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 Student Activities and Athletics Department.

#### **IV. End of Year Reward 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).

#### **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:

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

Or

2. 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 FHSAA rules and SBBC policy.

#### **VI. Booster Club Organized Trips**

Athletic, Music and other booster clubs shall be prohibited from organizing any student field trip in the name of a school or SBBC without school district approval. A request for approval may be made and approved by the principal and/or by the Superintendent's Designee where applicable. Booster clubs may raise funds to support student field trips that have been granted the proper approval.

#### **VII. Field Trip Exclusionary Periods**

There shall be an established "*Field Trip Exclusionary Period*" during which time student field trips shall be prohibited unless authorized by the Superintendent's Designee. The exclusionary period is designed to preserve the integrity of state or local standardized assessments, state, and district school accountability mandates and to ensure the safety and security of students and staff. These exclusionary periods (see Appendix F) do not include teacher-planning days or weekends. The Exclusionary periods shall include the following:

1. The first week of the school year (denotes the first five (5) days of student attendance).
2. The last week of the school year (denotes the last five (5) days of student attendance).
3. One (1) week prior to and during the administration of the State or District mandated assessments.

**Note:** Schools that observe an alternate or Year-Round Calendar shall follow the exclusionary periods utilizing their approved calendars.

## FIELD TRIP CHAPERONES

Student safety and security is a major system priority on all field trips. The trip coordinator (or principal's designee) must ensure that all chaperones receive the proper training and is both knowledgeable and capable of adequately supervising the students. Whenever possible, an effort should be made to select chaperones with a variety of special skills/training (nurse, security specialist, school resource officer, individuals that are bilingual and/or that have an ESE background etc.). The chaperone to student ratio stipulated on the Chaperone Form in Appendix D, is **recommended** for Type A (Local trips), but is **required** for Type B and C (Non-Local and International Trips). However, **in all cases, there shall be a minimum of two Employee Chaperones for every fifty students on any field trip. (Please see pg. 21 for the Chaperone Chart.)** To ease the burden on schools with limited available employees, principals are encouraged to establish partnerships with other SBBC schools to share employee chaperone responsibilities when appropriate.

In the selection of chaperones, diversity and gender appropriateness are essential. All Chaperones must have the required security clearance in accordance with School Board Policy 6303. The Field Trip Coordinator must also ensure that chaperones read, agree, and sign the Chaperone Guidelines and Responsibilities Field Trips Form (Appendix C).

## FIELD TRIP TRANSPORTATION

School Board Policy mandates that the preferred means of transportation for field trips be as follows:

1. The use of school buses (for local trips) and charter buses (for non-local trips)
2. **When health and environmental emergencies are declared, the SBBC mandates/guidelines must be followed. This may require school and transportation staff to implement all prescribed "alternative" bus seating and hotel room charts, and to maintain a supply of all PPE equipment in compliance with safety and security directives.**
3. **Bus seating and hotel room charts MUST be maintained at the school.**
4. When using a school bus, please use the following standard guidelines to determine the capacity of the bus for each grade level:
  - Non-wheelchair 65 passenger bus has 22 seats:
    - **Elementary:** (3 per seat/22 seats) 65 passengers per bus
    - **Middle:** (2 – 3 per seat) 50 – 55 passengers per bus
    - **High:** (1 – 2 per seat) 38 – 44 passengers per bus
      - *Please remember to include chaperones (1 per seat)*
  - Standard Wheelchair Bus:
    - Max 3 wheelchairs and 14 seats (use above guidelines for walk on passenger seating)
5. The use of rental vehicles (for cross county trips or when school buses are not feasible)
6. The use of privately owned vehicles (when the above means of transportation are not feasible)
  - Regular passenger cars are acceptable except for PT Cruisers and convertibles
  - NO motorcycles, pick-up trucks, or vehicles designed to transport more than 10 persons (i.e., full-size vans, shuttle buses, etc.)
  - SUV/Minivans are acceptable if they do NOT have a roll-over warning label (The roll-over warning label is normally displayed on or between the sun visors)
  - **For school bus transportation assistance please call: 754-321-4400**

The use of school buses shall be confined to the Tri-County-Area except for district buses when necessary for a wheelchair dependent student. Private or Charter buses must meet Florida Statutory and District Policy requirements including insurance, inspection, and post 1978 model buses as approved by Risk Management. Air or water travel via common carriers must be inspected and approved by either the Coast Guard or other responsible government agency for the type of travel being considered. In all cases, District insurance requirements and standards must be met before being listed as an approved vendor by Risk Management.

When privately owned vehicles are used, the principal must be provided documentation that it will be operated by a licensed driver and meet the insurance requirements as defined by Florida Statutes 324.021 and as subsequently amended.

The status of a SBBC bus requests can be monitored by using BCPS Central. Please note that transportation requests for local trips must not be submitted to your local transportation office without your principal's signature, or without a final compliance approval on a non-local trip.

### **For Questions Concerning Approved Transportation Vendors**

Go to: [www.browardschools.com](http://www.browardschools.com)

Under "Directory", click on "Departments"

Click on "Procurement and Warehousing Services"

Click on "District Contracts and Bids"

Click on "Contract Listings"

Search Box:

Name: Starts with "Transportation", then click on "Submit" to view the following reports:

1. "Transportation Services Motor Coach (Vendor Insurance Status)"
2. "Transportation Services School Bus (Vendor Insurance Status)"

### **COMPLETING THE "FINAL" FIELD TRIP AUTHORIZATION FORM**

Every Field Trip is initiated by logging into BCPS Central and completing the Field Trip Authorization Form. This form may require various timelines and approvals depending on the type of field trip proposed. The following is a systematic approach for accurately completing the Field Trip Authorization Form.

- The online BCPS Central Field Trip Authorization Form must be utilized. Field trip packets that require a compliance approval must be submitted 21 days in advance via BCPS Central to the Office of the appropriate Regional Superintendent. Six (6) months in advance for international trip. ***A trip will not receive a compliance approval once it has departed.***
- Be sure that all applicable fields are completed. **All water related field trips require listing the name of the approved vendor to secure a Compliance Approval.**
- Complete the departure and return date and time. Remember to **avoid the blackout/exclusionary dates** unless the principal provides written documentation of a justifiable exception. Identify the kind of field trip event/destination and complete all applicable fields.
- Provide a **meaningful educational objective** that briefly summarizes what students will learn and be able to do because of the trip. For example, "Students will observe animals in their natural habitat and will be able to identify some of their physical and functional characteristics". A non-example would be phrasing such as "reward trip" or "fun day" etc.
- On the itinerary section, you are required to provide the **field trip itinerary** information. For local/one-day trips, check local/one-day trip and complete all fields in the itinerary section on the authorization form. For all non-local/overnight/water related field trips, check the applicable sections, and complete the Detail Itinerary Form. **The detailed itinerary must**

**include the name, address, and telephone number of the hotel and must include rest stops every two (2) to three (3) hours of travel by bus, rented or private vehicles.**

- Under the heading “Field Trip Attendees”, the number of students and chaperones must be indicated according to gender. Complete the certificate of chaperones form that will populate on the field trip home page. Check to verify that chaperones have the required security clearance level in accordance with state law and district policy (Jessica Lunsford Act). All Swim Central field trips must have the additional Swim Central Chaperone Schedule submitted with the field trip packet.
- Complete all applicable fields under the heading “Mode of Transportation and Method of Travel” on the Authorization Form. The principal provides the final approval for **all Type A – Local field trips.**
- Initial Field Trip Authorization Forms, if applicable, Final Field Trip Authorization Forms for non-local trips or international trips must be submitted via BCPS Central to the Office of the appropriate Regional/Associate Superintendent for completion of the compliance approval process.

### **USE OF THE “INITIAL” FIELD TRIP AUTHORIZATION FORM**

The Superintendent’s Designee must approve a Non-Local or International Field Trip, before it is discussed with the school community and before any funds are collected or any travel reservations are made (Transportation and/or Hotels).

**The Initial Field Trip Authorization Form is not a requirement but an accommodation. This form may be submitted for a preliminary approval to permit discussion of the perspective trip with students, parents, and the community prior to submission of the Final Field Trip Authorization Form.**

Please consider the following examples when the Initial Form may be utilized:

1. The principal has approved a non-local trip months in advance. However, fundraising event is needed to defray the cost of the trip for students, and/or to notify parents of the financial obligation in a timely manner. Consequently, the information required to complete the Final Field Trip Authorization Form is currently unavailable and cannot be determined until the trip is discussed with the students and parents.
2. The principal has approved a non-local trip months in advance. Discounted or special rates for early hotels and/or transportation reservations are currently available. The information required on the Final Field Trip Authorization Form is currently unavailable and cannot be determined until the trip is discussed with the students and parents.

### **FIELD TRIP SCHOOL LUNCH PROGRAM**

The Food and Nutrition Services Department must be notified in advance of any field trip. The Field Trip Notice Form should be returned to the Food and Nutrition Services Manager at least 3 weeks in advance. If meals are requested, an exact count is required the day of the field trip. **Students must be notified that meals are available through the National School Lunch Program for any scheduled Field Trip.** An adequate number of coolers must be provided by the school administration if meals are to be transported. The field trip coordinator will utilize a copy of the marked Student Roster for meal distribution at the site. The coordinator will mark off each student on the roster upon distribution of the meals and sign and return to the Food and Nutrition Services Manager upon return. **For more information and answers to specific questions, please contact the Food and Nutrition Services Manager serving your school or the Food and Nutrition Services District Office.**

**The School Board of Broward County, Florida prohibits any policy or procedure that results in discrimination based on age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation.**



# APPENDIX SECTION

**Arranging a Field Trip may require the use of all or some of the forms provided in this section.** The following pages contain the forms, which corresponds to the appendixes listed in the sequence below. You may also utilize the table of contents to quickly identify or reference a form.

Appendix A	–	Acknowledgement of Non-School Sponsored Trip (Chaperone)	P17
Appendix B	–	Acknowledgement of Non-School Sponsored Trip (Parent)	P18
Appendix C	–	Chaperone Guidelines & Responsibilities Form	P19
Appendix D	–	Chaperone Schedule Guideline Form	P20
Appendix E	–	Emergency Contact & Health Information Form	P21
Appendix F	–	Exclusionary or Blackout Periods Form	P22
Appendix G	–	Law Enforcement Verification Form	P24
Appendix H	–	Release of Liability (Parent Transporting from Trip Destination)	P25
Appendix I	–	Release of Liability (Parent Transporting to & from Trip)	P26
Appendix J	–	Single Parent Permission Form (Elementary and Middle)	P27
Appendix K	–	Single Parent Permission Form (High, Magnet and Centers)	P28
Appendix L	–	Annual Parent Permission Form (High, Magnet and Centers)	P29
Appendix M	–	Rubric Form	P30
Appendix N	–	Policy 6303 (SBBC Field Trip Policy)	P31

**ACKNOWLEDGEMENT OF NON-SCHOOL SPONSORED TRIP**  
**CHAPERONE**

By signing this ACKNOWLEDGEMENT OF NON-SPONSORED TRIP form, the undersigned chaperone acknowledges that the field trip to be conducted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and described as follows:

\_\_\_\_\_ (“Trip”)

**IS NOT SPONSORED, PRESENTED, CONDUCTED OR APPROVED BY THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (“SBBC”).** By signing this form, the undersigned acknowledges that SBBC has no responsibility or liability for any claim for negligence including, without limitation, any claims for property damages, personal injuries, medical claims, liability claims, or deaths that may occur in connection with the Trip. The undersigned further acknowledges that all financial arrangements and obligations for the Trip are matters solely between the participants and the trip’s actual sponsor. The undersigned acknowledges that any permission requested and received by the sponsor from the SBBC for the participants’ use of school uniforms, banners, or signs in conjunction with the trip is only an accommodation and **DOES NOT ATTACH OR CONFER UPON THE SBBC ANY EXPOSURE OR RESPONSABILITY OF LIABILITY.**

Chaperone’s Printed Name: \_\_\_\_\_

Chaperone’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
State of Florida  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

(NOTARY SEAL)

My Commission Expires:

\_\_\_\_\_  
Notary Public- State of Florida

\_\_\_\_\_  
Notary’s Printed Name

**ACKNOWLEDGEMENT OF NON-SCHOOL SPONSORED TRIP**  
**STUDENT/PARENT**

By signing this ACKNOWLEDGEMENT OF NON-SPONSORED TRIP form, the student, parent/guardian acknowledges that the field trip to be conducted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and described as follows:

\_\_\_\_\_ (“Trip”)

**IS NOT SPONSORED, PRESENTED, CONDUCTED OR APPROVED BY THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (“SBBC”)**. By signing this form, the undersigned acknowledges that SBBC has no responsibility or liability for any claim for negligence including, without limitation, any claims for property damages, personal injuries, medical claims, liability claims, or deaths that may occur in connection with the Trip. The undersigned further acknowledges that all financial arrangements and obligations for the Trip are matters solely between the participants and the trip’s actual sponsor. The undersigned acknowledges that any permission requested and received by the sponsor from SBBC for the participants’ use of school uniforms, banners or signs in conjunction with the trip is only an accommodation and **DOES NOT ATTACH OR CONFER UPON THE SBBC ANY EXPOSURE OR RESPONSABILITY OF LIABILITY.**

Student’s Printed Name: \_\_\_\_\_

Student’s Signature (if 18 or older): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian’s Printed Name: \_\_\_\_\_

Parent/Guardian’s Signature  
(If student is a minor): \_\_\_\_\_ Date: \_\_\_\_\_

-----  
State of Florida  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

(NOTARY SEAL)

My Commission Expires:

\_\_\_\_\_  
Notary Public- State of Florida

\_\_\_\_\_  
Notary’s Printed Name

## CHAPERONE GUIDELINES & RESPONSIBILITY FORM

The following guidelines have been developed for chaperones to ensure a safe and successful trip.

### GUIDELINES

1. Chaperones must complete a Volunteer Application Form in the front office, present photo ID and have security clearance at least one week prior to the date of the Field Trip.
2. Chaperones are always under the supervision of School Board personnel and must follow their directives.
3. Chaperones need to be at school by \_\_\_\_\_am/pm.
4. Chaperones must be 21 or older.
5. Parents who have children enrolled in a Broward County Public Schools (K-12) may, upon express approval of the principal, chaperone their own child(ren) who participating in a District Field Trip.
6. Chaperones and their groups must be prompt returning to the buses at the end of the trip. Chaperones will return to buses or departure waiting area by \_\_\_\_\_am/pm.
7. Please dress appropriately for the school trip.
8. Chaperones must use appropriate language.
9. Alcoholic beverages/illegal drugs are not to be possessed or consumed by Chaperones or students.
10. Chaperones shall not purchase items for the students even if they ask.
11. The use of tobacco products is not permitted by students or chaperones during the field trip.
12. Chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.
13. Chaperones shall not provide any prescription or over the counter medications to students.
14. Chaperones shall be seated throughout the vehicle (if applicable) to help maintain supervision.

### RESPONSIBILITIES

1. Chaperones are responsible for ALL the children in their assigned group except otherwise stated.
2. Chaperones must always provide active supervision of their assigned group of students.
3. Chaperones are not to touch students except for their own child or as required by policy or law.
4. Treat all children for whom you are responsible fairly and equitably.
5. Review and enforce the Code of Student Conduct.
6. Report any accidents, disciplinary issues, or problems to the Field Trip Coordinator immediately.
7. A Chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
8. Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform their assigned duties.

Field Trip Destination: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

Chaperone Name (Print) \_\_\_\_\_

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

Emergency Contact Name & Phone No. \_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Teacher Name (Print) \_\_\_\_\_

I have read the Chaperone guidelines and responsibilities and agree to adhere to them. I also know and understand the rules in the Code of Student Conduct that must be enforced on this field trip.

Signed by Chaperone: \_\_\_\_\_

## CHAPERONE SCHEDULE GUIDELINE FORM

The School Board of Broward County (SBBC) Field Trip Policy 6303 requires at least two SBBC employee chaperones for every fifty students on any District or School sponsored field trip. Schools may partner with each other to share employee chaperones when appropriate.

**For Local Field Trips under 50 students:** A minimum of two chaperons is recommended, one of which must be an SBBC employee. When fifty (50) or more students are participating, at least two SBBC employee chaperons are required for every fifty students

**For Non-Local Field Trips (outside the tri-county area, overnight or water-related):** A minimum of two SBBC employee chaperons is required. Please use the **General Chaperone Chart** below when planning non-local field trips.

### GENERAL CHAPERONE CHART FOR NON-LOCAL FIELD TRIPS

<b>Number of Students Participating</b> (International Trips see-Page 39)	<b>Minimum Number of Chaperones Required</b> (International Trips see-Page 39)	<b>Minimum Number of <u>Employee Chaperones Required</u></b> (International Trips see-Page 39)
1 - 10	2	2
11 - 20	3	2
21 - 45	4	2
46 - 70	5	2 if 50>
71 – 95	6	3 if 75>
96 - 120	7	4 if 100>
121 - 145	8	5 if 125>
146 – 170	9	6 if 150>
171 – 195	10	7 if 175>
196 – 220	11	8 if 200>
221 - 245	12	9 if 225>
246 – 270	13	10 if 250>
271 - 295	14	11 if 275>
296 – 320	15	12 if 300>
321 – 345	16	13 if 325>
346 – 370	17	14 if 350>
371 – 395	18	15 if 375>
396 - 420	19	16 if 400>

## EMERGENCY CONTACT & HEALTH INFORMATION FORM

Contact Name (Print) \_\_\_\_\_ Contact # \_\_\_\_\_

School Nurses will review this list with the Field Trip Coordinator. When medication training and other student medical issues have been resolved, the nurse will initial the checklist that will then be submitted for the principal's approval.

Trip Destination: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

Field Trip Coordinator: \_\_\_\_\_ School Nurse: \_\_\_\_\_

\_\_\_\_ 1) Medication training completed by the employee designated to administer and maintain medications (including inhalers, epi-pens, etc.).

\_\_\_\_ 2) Necessary arrangements/training made for any students needing procedures (i.e., caths, tube feedings, etc.).

\_\_\_\_ 3) Necessary arrangements/training for students with special medical conditions (i.e., diabetes, asthma, seizure disorders, cardiac condition, etc.).

\_\_\_\_ 4) Arrangements have been made for special equipment needed (i.e., all-terrain wheelchair for the beach).

\_\_\_\_ 5) Arrangements have been made for access to EMS.

\_\_\_\_ 6) Lunch/snack arrangements have been made in consideration of students with food allergies.

\_\_\_\_ 7) School Nurse recommendations on additional supplies needed (first aid kit, water, sunscreen, etc.).

\_\_\_\_ 8) Nursing care plans provided to field trip coordinator as needed.

\_\_\_\_ 9) Other medical or safety

**2022-2023 BLACKOUT DATES**

**Field Trip & Principal Vacation Blackout Dates\***

<b>Dates</b>	<b>Rationale</b>
August 16, 2022 – August 26, 2022	First Two Weeks of School
August 16, 2022 – September 28, 2022**	State PM1 Administration
December 5, 2022 – January 27, 2023**	State PM2 Administration
April 3-20, 2023**	State FAST Writing Administration
May 1, 2023 – June 2, 2023**	State PM3 Administration
May 30, 2023 – June 9, 2023	Last Two Weeks of School

\* Regional/Associate Superintendent may grant approval for special events or vacation requests for extenuating circumstances that occur during blackout periods.

\*\*Field trip and vacation requests will be considered for approval based on schools' specific administration dates within these windows.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
VOLUNTEER SERVICES DEPARTMENT**

**Telephone: 754-321-2040**

**Facsimile: 754-321-2049**

**Law Enforcement/Fire Department Agency Security Verification**  
*(For school volunteers cleared through a Level 2 security procedure)*

The School Board of Broward County, Florida requires that school volunteers involved as mentors, overnight or extended-day field trip chaperones, athletic coaches, and/or health clinic attendants obtain a Level 2 security clearance. A Level 2 security clearance requires screening by local, state, and federal agencies. This form will verify that the person listed below has obtained a Level 2 clearance by the employer agency.

**When completed and signed, this form should be presented at the volunteer's assigned school location and attached to the annual Volunteer Registration Form.**

*---Section Below to be Completed by School Volunteer/Employee---*

(Please print)

Name of Volunteer: \_\_\_\_\_  
*Last First M.I.*

Date of Birth: \_\_\_\_\_ FL Driver's License No: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

*---Section Below to be Completed by Employer---*

The above referenced employee has volunteered to serve The School Board of Broward County, Florida in a capacity requiring a Level 2 clearance. Your signature below verifies that the volunteer/employee has obtained "Level 2" security clearance through your organization.

Administrator's Name: \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_

Administrator's Position: \_\_\_\_\_ Date: \_\_\_\_\_



**RELEASE OF LIABILITY  
PARENT TRANSPORTING/SUPERVISING FROM TRIP LOCATION**

I, \_\_\_\_\_ am taking my child(ren):  
Parent/Guardian

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

from the \_\_\_\_\_ field trip location:  
Name of School(s)

\_\_\_\_\_  
Field Trip/Event Location

on this date \_\_\_\_\_ and time \_\_\_\_\_ and effective immediately hereby  
mm/dd/yy hr./min

release, hold harmless, and indemnify the School Board of Broward County from any and all responsibility for my child(ren) as well as for any and all liability for any injuries that may occur to my child(ren) during, or as a result of, my transportation and supervision of my child(ren). I understand that failure to pick up the child(ren) at the location, date and time specified **above**, will result in an automatic rescission of this arrangement and the student(s) will continue the remainder of the trip with the school group.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STOP and READ! Prior to releasing any student to a parent, District personnel must verify the parent's identity and initial in the space below. If identity cannot be verified, the student MUST NOT be released, and the student must depart and/or return along with the other field trip participants.

\_\_\_\_\_ Parent/Guardian identity has been confirmed by photo ID or by personal knowledge.

COMPLETE AND RETURN THIS FORM TO: \_\_\_\_\_  
**Principal's Field Trip Coordinator/Designee**

COMPLETE AND RETURN THIS FORM TO: \_\_\_\_\_  
**Principal's Field Trip Coordinator/Designee**

School Decision: \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_ Rescinded

**RELEASE AND HOLD-HARMLESS AGREEMENT**

**PARENT-ARRANGED TRANSPORTATION/SUPERVISION TO/FROM FIELD TRIP**

I, \_\_\_\_\_, parent or guardian (herein “I,” “me,” or “my”) of the following minor child \_\_\_\_\_, (herein “Child”), on my own behalf and on behalf of my Child, do hereby agree with The School Board of Broward County, Florida (herein “School”) to all the terms and conditions below regarding Transportation and/or Supervision (as used herein “Excludes Transportation and/or Supervision provided by the School”) of my Child to/from the School Sponsored Field Trip (herein “Field Trip”) to be held on \_\_\_\_\_ at \_\_\_\_\_:

1. \_\_\_\_\_(Initial) I have arranged for Transportation of my Child to/from the destination where the Field Trip will be held. This document serves as my written notice that I am knowingly and affirmatively declining the option to participate in school-provided transportation to/from the Field Trip, if any.

2. \_\_\_\_\_(Initial) The means of Transportation I will use to transport my Child to/from the Field Trip has been selected by me alone without consideration, consultation, authorization, approval, or recommendation by the “School”. I have determined the means of Transportation to be both appropriate and safe for my Child. Evidence of required licensure and insurance for lawful Transportation of my Child has been provided to my satisfaction, without any participation, recommendation, review or referrals by or from the “School”.

3. \_\_\_\_\_(Initial) During any period in which my Child is being Transported by me to/from this Field Trip, or is Supervised by me on this field trip, my Child is not part of the Field Trip and is not in the care, custody, or control of the school, but rather is within my care, custody, and control. The Field Trip begins for my Child only after the following two conditions are satisfied by me: (1) my Child is physically Transported to the Field Trip destination by the means I have arranged; and (2) the Principal’s Field Trip Coordinator/Designee knowingly and with affirmative acknowledgement assumed care, physical custody, and control of my Child at the Field Trip destination.

4. \_\_\_\_\_(Initial) I understand that dropping my Child off at the Field Trip destination does not constitute an adequate transfer of care, custody, and control of my Child to School personnel. It is my responsibility to ensure that the Principal’s Field Trip Coordinator/Designee has knowingly and with affirmative acknowledgement assumed care, physical custody, and control of my Child at the Field Trip destination.

5. \_\_\_\_\_(Initial) I ASSUME FULL RESPONSIBILITY FOR ANY AND ALL RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE related to or arising from Transportation of my Child to/from the Field Trip.

6. \_\_\_\_\_(Initial) To the fullest extent permitted by applicable law, I hereby forever RELEASE, WAIVE, DISCHARGE, AGREE TO INDEMNIFY, HOLD HARMLESS AND COVENANT NOT TO SUE THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND ASSIGNS, FROM ALL LIABILITY TO ME, MY CHILD, OUR PERSONAL REPRESENTATIVES, ASSIGNS, HEIRS, AND NEXT OF KIN, FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIMS OR DEMANDS THEREOF, ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF MY CHILD, RELATED TO OR ARISING FROM TRANSPORTATION OF MY CHILD TO/FROM THE FIELD TRIP.

7. \_\_\_\_\_(Initial) If any portion of this Agreement is held invalid, the balance of the Agreement shall continue in full legal force and effect. Any action brought to enforce this Agreement shall be brought exclusively in an appropriate court in and for Broward County, Florida, and Florida law shall govern any such action. The school, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in § 768.28, Florida Statutes. No provision of this Agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

\_\_\_\_\_  
**PARENT/GUARDIAN’S SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**

School Name

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Single Field Trip Parent/Legal Guardian Authorization Form**

**Elementary - Middle**

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

I authorize my student to utilize the type of transportation identified below for this field trip:

School Bus \_\_\_\_\_ Charter Bus \_\_\_\_\_ Rental Vehicle \_\_\_\_\_ Private Vehicle \_\_\_\_\_ Walk \_\_\_\_\_

Ride with Staff \_\_\_\_\_

- Maximum capacity is one (1) person per seat belt.
- No motorcycles/scooters/mopeds permitted as transportation.

- Field Trip Destination: \_\_\_\_\_
- Departure Date/Time: \_\_\_\_\_
- Return Date/Time: \_\_\_\_\_

**EMERGENCY CONTACT**

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

In the event I cannot be reached, please contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**HEALTH/ACCIDENT INSURANCE**

My student is covered by twenty-four (24) hour student accident insurance or family insurance:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ /or I have attached a photocopy of my family insurance identification card.

\_\_\_\_\_ I do not have insurance; however, I will pay any and all medical bills for emergency care of my student.

FORM#4324  
REV 8/16  
OSQ 9853/RISK MGMT 9711

\_\_\_\_\_  
Signature of Parent or Guardian/Date

School Name

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Single Field Trip Parent/Legal Guardian Authorization Form**

**High School – Magnet Program – Center**

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

1. I authorize my student to utilize the following type of transportation:

School Bus \_\_\_\_\_ Charter Bus \_\_\_\_\_ Rental Vehicle \_\_\_\_\_ Private Vehicle \_\_\_\_\_ Walk \_\_\_\_\_

-No motorcycles/scooters/mopeds permitted as transportation.

-Maximum capacity is one (1) person per seat belt.

2. I authorize my student to: Ride with Staff \_\_\_\_\_ Ride with Another Student \_\_\_\_\_

3. I authorize my student to: Drive Own Car \_\_\_\_\_ Drive Family Car \_\_\_\_\_

Drive car and carry passengers including fellow students \_\_\_\_\_

-No motorcycles/scooters/mopeds permitted as transportation.

-Maximum capacity is one (1) person per seat belt.

- Field Trip Destination: \_\_\_\_\_
- Departure Date/Time: \_\_\_\_\_
- Return Date/Time: \_\_\_\_\_

**EMERGENCY CONTACT**

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

In the event I cannot be reached, please contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**HEALTH/ACCIDENT INSURANCE**

My student is covered by twenty-four (24) hour student accident insurance or family insurance:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ /or I have attached a photocopy of my family insurance identification card.

\_\_\_\_\_ I do not have insurance; however, I will pay any and all medical bills for emergency care of my student.

FORM#4359

REV 8/16

OSQ 9853/RISK MGMT 9711

\_\_\_\_\_  
Signature of Parent or Guardian/Date

\_\_\_\_\_  
School Name  
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Annual Field Trip Parent/Legal Guardian Authorization Form**

**High School – Magnet Program – Center**

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

1. I authorize my student to utilize the following type(s) of transportation:

School Bus \_\_\_\_\_ Charter Bus \_\_\_\_\_ Rental Vehicle \_\_\_\_\_ Private Vehicle \_\_\_\_\_ Walk \_\_\_\_\_

- No motorcycles/scooters/mopeds permitted as transportation.
- Maximum capacity is one (1) person per seat belt.

2. I authorize my student to:

Ride with Staff \_\_\_\_\_ Ride with Another Student \_\_\_\_\_

3. I authorize my student to:

Drive Own Car \_\_\_\_\_ Drive Family Car \_\_\_\_\_

Drive car and carry passengers including fellow students \_\_\_\_\_

- No motorcycles/scooters/mopeds permitted as transportation.
- Maximum capacity is one (1) person per seat belt.

**EMERGENCY CONTACT**

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

In the event I cannot be reached, please contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**HEALTH/ACCIDENT INSURANCE**

My student is covered by twenty-four (24) hour student accident insurance or family insurance:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ /or I have attached a photocopy of my family insurance identification card.

\_\_\_\_\_ I do not have insurance; however, I will pay any and all medical bills for emergency care of my student.

FORM#4326

REV 8/16

OSQ 9853/RISK MGMT 9711

\_\_\_\_\_  
Signature of Parent or Guardian/Date

## Field Trip Forms Rubric

<b>TYPE OF FIELD TRIP</b>	<b>Field Trip Checklist Form</b>	<b>Field Trip Auth. Form</b>	<b>Certificate Of Chaperone Form</b>	<b>Field Trip Contingency Form</b>	<b>Field Trip Itinerary Form</b>	<b>Adult Driver Auth. Form</b>	<b>Student Driver Auth. Form</b>	<b>Swim Central Chaperone Form</b>	<b>Rollover Warning Form</b>
<b>Local</b>  (Requires School Principal Approval)	√	√	√ (Send form to OR/AS)	√	Brief Synopsis Only (To be included on Field Trip Auth. Form)	√  Only When Adults Drive/Transport	√  Only When Students Drive/Transport	N/A	√ Applies When Adults Drive Personal Vehicles
<b>Out of County/ Overnight/ Water Related</b>  (Requires OR/AS Approval)	√	√	√	√	Detailed Itinerary  √	√  Only When Adults Drive/Transport	√  Only When Students Drive/Transport	For Swim Central Only	√ Applies When Adults Drive Personal Vehicles
<b>International</b>  (Requires OR/AS Approval)	√	√	√	√	Detailed Itinerary  √	√  Only When Adults Drive	Student Drivers Not Permitted	N/A	√ Applies When Adults Drive Rental Vehicles

THE SCHOOL BOARD BELIEVES THAT FIELD TRIPS 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.

DEFINITIONS

1. **Initial Compliance Approval:** A preliminary compliance approval above the school principal's level indicated by the initials of the appropriate District administrator(s) (designee). An initial compliance approval permits schools, centers, or departments to proceed with the necessary field trip notification and planning that traditionally requires extensive preparations. An Initial compliance approval does not constitute final District compliance approval.
2. **Final District Compliance Approval:** A signature compliance approval from the appropriate school principal and the Superintendent's designee (for International Trips -and the Superintendent of Schools) when all the field trip requirements are completed.
3. **International Field Trip:** A trip that includes international travel or travel outside the mainland USA. Consideration for such trips is reserved for once in a lifetime experience that are unavailable here in the USA. International trips require the express written approval of the principal, the Superintendent's designee, and the Superintendent of Schools.
4. **Local Field Trip:** A trip that is geographically located within the tri-county area (Miami-Dade, Broward, and Palm Beach) that does not involve overnight stay and is not water related. Local field trips do not require an approval beyond the school principal's level.
5. **One-Day Field Trip Outside the Tri-County Area:** A trip that is geographically located outside the tri-county area (Miami-Dade, Broward, and Palm Beach) that does not involve overnight stay and may or may not be water related. One-day field trips outside the tri-county area require compliance approval from Superintendent's designee.
6. **Parent:** Refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S. 1000.21(5)).
7. **Overnight Field Trip:** A trip that requires overnight lodging or other activities that constitute overnight characteristics not limited to bed, bath, and meals regardless of geographic location. Overnight field trips require compliance approval from superintendent's designee.
8. **Principal's Field Trip Designee:** A SBBC employee designated by the school principal to act in an official administrative capacity for the duration of the field trip. Such a designee must be clearly identified on the chaperone list.
9. **SBBC Sponsored Trip:** A trip that is sponsored exclusively by the SBBC through its schools, centers, or other department(s) with the required District compliance approval. Any trip that does not conform to the foregoing would be considered a non-District sponsored trip.
10. **Security Clearance:** Compliance with Federal and State Laws that mandate security screening of individuals (chaperones) that are permitted access on school grounds when students are present, are allowed direct one-on-one contact with students, or are allowed access to or control of school funds. For example, The Jessica Lunsford Act (F.S. 1012.465) that requires Level 1 and/or Level 2 screening by checking the names of chaperones against the sexual predator and local criminal database, and/or be fingerprinted, respectively. A Level 2 clearance is required for all overnight field trips.



11. **Superintendent of Schools Designee:** An individual in an administrative capacity limited to the title of Chief, Director or Assistant Director on the district level, or Principal on the school level with the proper authorization to approve, permit, or sanction a field trip.
12. **Water Related Field Trip:** A trip that requires a water source (natural or man-made) to accomplish its intended and specific purpose by engaging students and/or staff in water related activities regardless of geographical location. Water related field trips are limited to programs on the SBBC pre- approved vendor list and require compliance approval by the Superintendent's designee.

## RULES

### 1. GENERAL

- a. All proposed field trips must first be reviewed and approved by the school principal(s) (designee).
- b. Field Trips that are Overnight, Outside of the Tri-County area, Water Related or International must receive compliance approval beyond the principal's level by the Superintendent's designee.
- c. All students participating in a field trip must provide the school principal with the district approved parent authorization form signed by their parents in advance. The signed authorization form must be on file at the school before a student can participate.
- d. Any field trip information that is intended for parents and students must be printed on school/district stationery.
- e. The use of any official SBBC or individual school stationery to promote a non- district-approved field trip is prohibited.
- f. The parents of all K-12 students planning to attend any overnight field trips shall be advised in advance that their student should be properly insured. Further, "At school" Student Accident Insurance will not cover overnight field trips under any circumstances. Parents should be advised that "24 hour" or "around-the-clock" insurance coverage is highly recommended (available through the currently authorized student accident insurer or through their own insurance agent).
- g. The following information must be documented for all field trips: a list of all participating students and chaperones, dates of departure and return, appropriate itinerary, and mode of travel. On all overnight trips, this documentation must be submitted to the Director of Risk Management at least one (1) week prior to departure.
- h. Students who violate the Code of Student Conduct, act in a disruptive manner or fail to conform to school rules and regulations may be denied the privilege of participating in field trips, social and/or extracurricular activities. The principal shall make the final decision on whether the student may participate after receiving documentation and input from the affected staff.
- i. School administrators shall comply with Federal and State Law that guarantee the right of each student with a disability be afforded an equal opportunity to participate in all school sponsored social and/or extra-curricular activities when the student is otherwise qualified to participate. School principals shall make reasonable accommodations for students with disabilities (ESE students) to participate in field trips, school sponsored social and/or extra-curricular activities.
- j. The Superintendent's designee may grant an initial field trip compliance approval when requested by the school principal.

2. LOCAL FIELD TRIPS (WITHIN THE TRI-COUNTY AREA OF MIAMI-DADE, BROWARD AND PALM BEACH THAT ARE NOT OVERNIGHT OR WATER RELATED)

- a. Field trips that are necessary to fulfill the obligations of interscholastic athletic and other interscholastic activity program(s) shall be permitted, if they 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 a list of all participating students and chaperones, dates of departure and return, appropriate itinerary, and mode of travel. 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. Two adults are recommended as a minimum for chaperoning a local field trip (within the tri-county area of Miami-Dade, Broward, and Palm Beach). One of them must be the employee in charge of the class, program, or team. Schools must arrange for at least two School Board Employee Chaperones for every 50 students. If additional chaperones are needed, parents that are eligible may be permitted to assist in such supervision. Schools may share chaperones on field trips.

3. ONE DAY FIELD TRIPS OUTSIDE THE TRI-COUNTY AREA (MAY OR MAY NOT BE WATER RELATED)

The same Rules listed in Section 2b will apply, except that chaperone shall be in accordance with Section 7a. In addition, the principal shall provide notification and information regarding the out of tri-county field trip to the Superintendent's designee for compliance approval prior to the event and before it is discussed with students, parents, and the community. If needed, an Initial Compliance Approval may be requested but a Final Compliance Approval shall be required from the Superintendent's designee.

OVERNIGHT FIELD TRIPS (MAY OR MAY NOT BE WATER RELATED)

The school principal shall be contacted before the teacher or sponsor begins planning any overnight field trip. If the principal considers the trip a worthy project, a detailed plan including the trip objectives, the number of chaperones required in 7a, and the cost(s) must be provided to the Superintendent's designee for compliance approval before it is discussed with students, parents, or the community. If needed, an initial compliance approval may be requested, but all overnight trips must have final compliance approval from the Superintendent's designee.

4. WATER RELATED FIELD TRIPS

The principal of a school shall be contacted before the teacher or sponsor begins planning any water-related field trip. The applicable rules shall be followed in accordance with the type of trip (Local Within the Tri-County, Outside the Tri-County or Overnight). All water related field trips, local or otherwise, are limited to those programs, vendors or destinations approved by the SBBC. The Risk Management Department shall maintain a list of all approved water related field trip programs, vendors, and destinations on the district's website. Schools having concerns regarding water-related field trips or those involving water travel are expected to contact the Risk Management Department for direction. Chaperones shall be assigned in accordance with 7a.

- a. Where water travel is being considered for a field trip the Risk Management Department must approve. Vessels must be inspected and approved by the Coast Guard or other responsible government agency for the type of water travel being considered.

- (1) General Liability Insurance with bodily injury limits of not less than \$1,000,000 per

occurrence. The School Board of Broward County shall be named as an additional insured.

- (2) Lifeguard Certificate (at least one certified instructor per trip)
- (3) Red Cross / CPR Certificate for all instructors.
- (4) Commercial License and Boating Certificate from the Coast Guard.

5. INTERNATIONAL FIELD TRIPS

The principal shall be contacted before the teacher or sponsor begins planning any international field trip. If the principal considers the trip a worthy project that provides students with a once-in-a-lifetime experience, then the following must be provided. The teacher or sponsor shall provide a detailed plan including the trip objectives, the number of chaperones required in 7b, and the cost of the trip to the principal. Upon receiving this documentation, the principal shall submit a cover letter indicating his or her written justification and approval of the trip to the Superintendent's designee. The Superintendent's designee will then discuss the trip information with the appropriate District personnel to determine the feasibility of an approval from the Superintendent of Schools. The teacher or sponsor shall proceed with the necessary notification and formalities after an initial approval is received from the Superintendent. Any and all international trips must have a final approval in advance from the Superintendent.

6. CHAPERONES

Chaperones are essential for proper supervision and are intended to address the health, safety and security needs of the students. All individuals serving as a chaperone on any SBBC sponsored field trip must have the appropriate security clearance. Therefore, they are expected to meet the security eligibility requirements in accordance with State Laws, Federal Regulations and District required security clearances.

- a. On any District sponsored overnight, out-of-county, or water-related field trip(s) all K-12 students shall be accompanied by qualified chaperones. When the student group is co-educational, there shall be at least one (1) chaperone of each gender. The minimum number of chaperones shall be in accordance with the following formula:

01 to 10 students - 2 chaperones  
11 to 20 students - 3 chaperones  
For every additional 25 students or portion thereof, another chaperone shall be added, respectively.

- b. On any District sponsored international field trip (outside of the mainland United States), all K-12 students shall be accompanied by qualified chaperones. When the student group is co-educational, there shall be at least one (1) chaperone of each gender. The minimum number of chaperones shall be in accordance with the following formula:

01 to 10 student - 2 chaperones  
11 to 15 students - 3 chaperones  
16 to 20 students - 4 chaperones  
For every additional 10 students or portion thereof, another chaperone shall be added, respectively.

- c. Field trips needing approval beyond the principal, require at least two of the chaperones be SBBC employees. Schools must arrange for at least two School Board Employee Chaperones for every 50 students. One chaperone must be the employee in charge of the class, program, or team. When two or more schools are participating in the same field trip, chaperones from the attending schools may be combined to fulfill the chaperone requirement.

- d. On all overnight trips requiring lodging, single gender sleeping quarters for students must be instituted

- e. Chaperones shall not be assigned the same sleeping quarters with students unless it is solely with their own child, or in the case that the destination/organization calls for large group sleeping accommodations that are an integral aspect of the trip, (e.g., sleep-out at SeaWorld, military style barracks).

7. TRANSPORTATION

The use of school buses (for local trips) and charter buses are the preferred method of transporting students on field trips. The use of rental vans and vehicles is the second preference for transporting students on field trips. A third preference, when the above means of transportation are not feasible, would be the use of privately owned passenger vehicles permitted by the principal.

a. Use of School Buses to Transport District Students:

- (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 Transportation Department may grant the school principal's application 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 wheelchair 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 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 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 Charter Buses to Transport District Students

- (1) Schools may use private charter bus companies to transport students to school sponsored functions based on the following criteria.
- (2) Transportation is needed during hours School Board vehicles are not available, or for trips that are outside of the tri-county area.
- (3) Private charter bus companies must submit a Request for Proposal to the office of Supply Management and Logistics and meet all the requirements in the Request for Proposal.
- (4) Private charter bus companies approved by the office of Supply Management and Logistics 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) The office of Supply Management and Logistics shall maintain a list of all approved private charter buses on the district's website.
  
- c. Use of Rental Vehicles to Transport District Students:
  - (1) Rental vans and vehicles shall have insurance coverage with bodily injury limits of not less than \$100,000 per person, \$300,000 per accident; property damage limits of not less than \$200,000 and comprehensive and collision coverage with no deductible.
  
- d. Use of Private Vehicles to Transport District Students:
  - (1) Privately owned vehicles shall have appropriate insurance liability coverage for bodily injury and property damage as per Florida Statutes and be operated by a licensed driver. These conditions are to be certified by the owner of the vehicle and provided to school staff.

STATUTORY AUTHORITY: 1001.41 F. S; 1001.42; 1001.43.

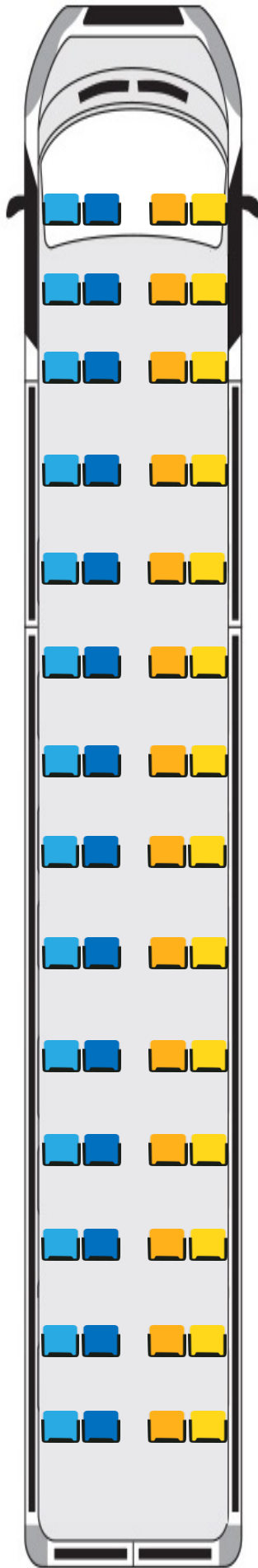
LAWS IMPLEMENTED: 1001.42(8) & (10); 1001.43(3); 1002.3105(4); 1006.22(2).

HISTORY:

ADOPTED: 5/4/72

AMENDED: 9/5/74; 8/7/75; 1/6/77; 3/20/80; 10/7/82; 9/17/87; 10/3/89; 3/5/91; 8/2/94.  
3/21/95; 7/23/ 13.

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