

**Corresponds to
Policy 2340 Field Trips and Other Student Travel**

Procedures

and

Criteria

for

Field Trips

GENERAL INFORMATION

Educational field trips may be developed by each school to provide a variety of experiences and enhance the student's educational opportunities. Although field trips are adjunct to the instructional program, each is a learning activity and bears a direct relationship to the normal school experience.

For optimum student benefit, each field trip must be well planned beforehand and thoroughly evaluated after completion. The teacher or sponsor in charge of the group is responsible for the activity just as if it were conducted at school. All students within the class or school group must be given the opportunity to participate in the field trip.

This manual, **Procedures and Criteria for Field Trips**, has been developed to assist schools in planning and conducting educational field trips and travel to school-oriented activities off campus. The overall objective is to facilitate optimum learning experiences through educational field trips and school-sponsored student travel to approved activities.

APPROVAL OF FIELD TRIPS

Sponsors for educational field trips or student travel to approved school activities should first discuss the proposed trip and/or activity with the principal and obtain approval to proceed with plans for the field trip.

A completed **Sponsor's Application for Permission Form** must be approved by the principal and submitted to the Area Superintendent for review. In the event a trip would require students to be absent from school for more than two days, the field trip must be approved by the Area Superintendent.

NOTE: Field trips are not approved for students to attend motion pictures that have restricted ratings (R, X, etc.)

APPROVAL OF THE SCHOOL BOARD

Educational field trips or student travel to activities/events outside the state of Florida, on school days or non-school days should be submitted for approval of the School Board.

PARENT PERMISSION AND STUDENT RESPONSIBILITY

Permission for a student to participate in an educational field trip, or travel as a member of a school class or group to approved off-campus activities, must be obtained from the student's parent or guardian.

Three (3) forms are approved as parent permission forms and should be used accordingly. Copies of all forms may be obtained from Printing Services.

1. Parent Permission and Responsibility Statement for Off-Campus Activity

To be used by all classes or groups (except bands, choral groups, cheerleaders, and athletic teams), for each individual trip or activity.

2. Medical Release Form for Out-of-County or Overnight Travel

To be used by members of bands and choral groups. Each student must complete one form which remains in effect the entire school year unless canceled in writing by the parent or guardian.

3. Parent and Player Agreement

To be used by members of athletic teams and cheerleading squads. Each student must complete one form which remains in effect the entire school year unless canceled in writing by the parent or guardian.

TRANSPORTATION

The mode of transportation for educational field trips and other student travel to school-related activities will be by commercial carrier, school buses, or approved private vehicles. Specific guidelines related to the use of school buses and private vehicles are included below.

Use of School Buses

1. The school must complete and submit a Requisition for Special School Bus Transportation, signed by the principal.
2. The seating capacity on most school buses used for educational field trips is 65, however, consideration should be given to the size of students and length of the trip when determining the number of buses needed.
3. School bus loops are the official student loading and unloading area at school. Alternate loading and unloading areas must be designated on bus requisitions.
4. Travel will begin and end at the school. Students will not be picked up or let off at other locations.
5. Travel is permitted to the places and areas designated on the bus requisition only.
6. Only those students who are official members of the class or group, their sponsors and chaperones are permitted to travel on the school bus.
7. Student responsibilities and conduct on school buses on field trips are the same as traveling to and from school. Sponsors and chaperones are responsible for maintaining proper student conduct.

NOTE: Standards of conduct for riding a school bus are also included in the Elementary and Secondary Student/Parent Handbooks .

8. Costs, such as tolls, admission fees, etc. are to be paid by the sponsor. Also on overnight trips, the driver's meals and lodging expenses are to be paid by the sponsor.
9. Inform the Transportation Department immediately when a scheduled trip is canceled. Schools are charged a 2-hour minimum when a bus is sent to school and the trip has been canceled.
10. The sponsor will sign the driver's Trip Report (TR-4) at the conclusion of travel verifying the completion of the trip.

Use of Private Vehicles

Private vehicles may be used for educational field trips or as transportation for school-sponsored groups with the approval of the principal. However, prior to using a private vehicle to transport students, should it become necessary, the principal shall:

1. Verify that the driver of the vehicle is an adult and has a valid Florida driver's license.
2. Require the owner to show evidence of adequate insurance in force on the vehicle prior to and during the time it is used to transport students.
3. Verify and keep on file, the owner's insurance information on the form, **Statement of Insurance on Private Vehicles**.

School districts may only use vehicles other than school buses for the transportation of students if they are federally defined passenger cars or multipurpose passenger vehicles (MPVs) meeting passenger car safety standards.

Both the private passenger car and multipurpose passenger vehicles are designed to carry 10 persons or less. Students may only be transported in designated seating positions and shall be required to use the occupant crash protection system (seat belts, shoulder harness, etc.) provided by the vehicle manufacturer.

The following is a list of multipurpose passenger vehicles (MPVs) meeting the passenger car safety standards and qualifying to transport students:

Although not a requirement, we recommend you use only midsize and large passenger cars. According to data from the Highway Loss Data Institute, small compact cars have a substantially higher likelihood for injury or death than the midsize and large passenger cars.

USE OF BUSES BY NON-SCHOOL GROUPS

Non-school groups shall not be authorized to use school buses without prior approval of the School Board.

Passengers on buses used for educational field trips or any school related trip shall be limited to students who are official members of the school class or group, their sponsors and chaperones.

CHAPERONES

All educational field trips and other school sponsored student travel must be adequately supervised and chaperoned by a faculty member(s) with abilities and interests paralleling the interests and objectives of the class or group. A certificated faculty member will be designated as sponsor, and other staff members or parents designated chaperones as appointed by the principal. The number of chaperones will be based on the number of students participating and the specific needs of the trip. No group or individual shall participate in an educational field trip or school sponsored travel unless properly supervised and chaperoned consistent with the provisions of this manual.

The minimum number of sponsor/chaperones on all field trips or school sponsored student travel shall be one (1) for each ten (10) students.

NOTE: A sponsor or chaperone may not bring his/her own child on a field trip unless the child is an official member of the class or group.

SPONSORED FIELD TRIPS

In some cases community organizations or groups may desire to recognize a school group for special ability or scholarship by inviting the group to make a trip with all expenses paid. Such trips must be approved by the principal and area superintendent.

ITINERARY

An itinerary must be filed in the principal's office by the sponsor or sponsoring organization. Two (2) school contact persons, not making the trip, must be identified for parents, with each contact person's phone number in order to respond to calls or questions concerning the trip. Names of the contact persons and their phone numbers are to be listed on the form, **Parent Permission and Responsibility Statement for Off-Campus Activity**. (Page 9)

ACCOMMODATIONS

All arrangements for accommodations while on an educational field trip or school-sponsored student travel must be reviewed and approved by the principal before travel begins. Where applicable, hotel/motel reports are to be submitted by the sponsor at the conclusion of the trip.

COST OF THE TRIP

All arrangements for payment of expenses, including costs of accommodations for individual students, student groups, and chaperones incurred on school-sponsored trips shall be the responsibility of the school. All such arrangements shall have prior approval of the school principal.

Students shall not be charged for school bus transportation in excess of the actual costs to the school. No student shall be denied participation in a field trip for inability to pay any fee or charge imposed.

INSTRUCTIONAL OBJECTIVE

An educational field trip is an extension of the classroom and regular classroom instruction. A specific instructional objective(s) should be included in planning the activity since approval is based largely on the educational benefit to the students participating in the field trip. Consideration must also be given to students keeping up with instruction in other classes and making up work missed as a result of participation in the field trip.

LOSS OF SCHOOL TIME

A statement of instructional objective(s) must be included for any trip that results in loss of school time. Where possible, trips should be scheduled without loss of school time, i.e. student holidays, spring vacation, or during the summer vacation. In the event a trip

would require students to be absent from school for more than two (2) days, the trip must be approved by the principal and area superintendent.

All students on educational field trips or travel to school-related activities shall be official members of the class or groups enrolled in the school.

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

**Sponsor's Application For Permission
To Plan an Off-Campus Field Trip/Activity**

_____ School _____ Date

To: _____, Principal

From: _____, Teacher

Request is made for

_____ Group/Class

to be given permission for the following field trip/activity:

Instructional Objective:

Number of students involved: _____

Place:

Dates: From _____ To _____

Drivers of private vehicles have been informed of liability and have
Completed **Statement of Insurance on Private Vehicles** on file:

Yes

No

Chaperones:

Accommodations (If required):

It is understood that **Parent Permission and Responsibility Statements** (permission slips) will be
obtained prior to starting the field trip/activity.

Approved: _____
Principal

_____ Date

FOR MORE THAN 2 DAYS:

Approved: _____
Area Superintendent

_____ Date

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

Parent Permission and Responsibility Statement for Off-Campus Activity

School Name _____ Date _____

Student's Name _____ Grade/Class _____

Activity/Event _____

At _____

Address or Location of Event

On _____

Date(s) of Event _____ Teacher/Sponsor in Charge _____

Method of Transportation _____

Conditions:

1. When transportation is not provided by the school, the parent or guardian and student are responsible for transportation to and from the off-campus activity and are responsible for the student's actions while he/she is enroute to and from the site.
2. The parent or guardian and student understand that the school district, its officers, agents or employees are not responsible for the student during the time he/she is traveling to or from the off-campus activity, unless the school is providing transportation.
3. The parent or guardian and student will assume the liability of the student's participation in the off-campus activity.
4. Parent or guardian permission for the student to participate in the above activity(ies) may be withdrawn by written notification to the principal or by a change in the student's schedule approved by the principal or designee.
5. It is the intent of the parent or guardian and the student to make up work for classes which will be missed in connection with the student's participation in this activity.

Does your child have any special allergies or health problems or is on any special medication of which we should be aware? Please advise:

Medical Emergencies:

I/We authorize the teacher or chaperone in charge of the field trip to seek medical treatment for my child. I/We have read and understand the information above and accept the designated responsibilities. Permission for the student named above to participate in the off-campus activity is: Granted

Denied

Student's Signature (Optional for Elementary School) Date

Parent/Guardian Signature (Required for all) Date

Parents should direct questions concerning the activity to the School Office _____ or the following contact school personnel:

1. Name _____

2. Name _____

Telephone: Home _____

Telephone: Home _____

School _____

School _____

SCHOOL BOARD OF BREVARD COUNTY

STUDENT MEDICAL RELEASE FORM FOR OUT-OF-COUNTY OR OVERNIGHT TRAVEL

School Year _____

Name of Student (Please print) _____

Address _____

Home Phone _____ Date of Birth _____ Place of Birth _____

Parent's Work Phone _____ Other Emergency Phone _____

This agreement to travel and participate in activities or events sponsored by the Brevard County schools is entirely voluntary on our part and is made with the understanding that we have not violated any of the eligibility rules and regulations of State Association or the Brevard County Junior High/Middle School Activities Association. It is also agreed that we will abide by all the rules set down by the School Board of Brevard County, the State Association, and the school.

The School Board of Brevard County, its school principals, and its teachers desire that students and parent(s) or guardian(s) of students have a thorough understanding of the implications involved in a student's participating in a voluntary extracurricular activity. For this reason, it is required that each student in the Brevard County schools and his/her parent(s) or guardian(s) read, understand, and sign this agreement prior to the student's being allowed to participate in any out-of-county or overnight school trips.

1. I/We, the undersigned, as parent(s) or guardian(s), give my/our consent for the student identified herein to participate in activities as a representative of his/her school.
2. I/We will not hold the School Board of Brevard County, its officers, agents, employees, or anyone acting in its behalf, or the Florida High School Activities Association responsible or liable for injury occurring to the named student in the course of such activities or such travel, not due to its negligence.
3. I/We understand that all school officials will complete required accident insurance forms, after which all claims under insurance policy, or policies, for injuries received while participating in school events, shall be processed by the student, his/her parent(s), or guardian(s) through the company agent handling the student's insurance policy and not through the school officials.
4. I/We hereby accept financial responsibility for equipment or instruments lost by the student identified herein.
5. I/We authorize the school to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel. I/We also agree that the expenses for such transportation and treatment shall not be borne by the school district or its employees.
6. I/We accept full responsibility and hereby grant permission for my/our son/daughter to travel on any school related trip by bus or car. This statement remains in effect until the end of this school year unless cancelled by me/us in writing to the school.

 Student's Signature

 Date

 Mother's or Guardian's Signature

 Father's or Guardian's Signature

(OFFICIAL SEAL)

State of Florida, County of _____. Sworn to and subscribed before me this _____ day of _____, 19 _____ by _____, who is personally known to me or who has produced _____ as identification.

 Signature of Notary Public

 My Commission Expires

 Typed, Printed, or Stamped Name of Notary

 Notary Public Commission Number

**SCHOOL BOARD OF BREVARD COUNTY
PARENT AND PLAYER AGREEMENT**

School Year _____

Name of Student (Please print) _____
Address _____
Home Phone _____ Date of Birth _____ Place of Birth _____
Parent's Work Phone _____ Other Emergency Phone _____

This agreement to compete in interscholastic athletics in the Brevard County schools is entirely voluntary on our part and is made with the understanding that we have not violated any of the eligibility rules and regulations of the State Association or the Brevard County Junior High/Middle School Activities Association. It is also agreed that we will abide by all the rules set down by the School Board of Brevard County, the State Association, and the school.

The School Board of Brevard County, its school principals, and its coaches desire that athletes and parents or guardians of athletes have a thorough understanding of the implications involved in a student's participating in a voluntary extracurricular activity. For this reason it is required that each student athlete in the Brevard County schools and his/her parent(s) or guardian(s) read, understand, and sign this agreement prior to the athlete's being allowed to participate in any form of athletic practice or contest.

1. I/We, the undersigned, as parent(s) or guardian(s), give my/our consent for the athlete identified herein to engage in athletics as representative of his/her school.
2. I/We will not hold the School Board of Brevard County, its officers, agents, employees, or anyone acting in its behalf, or the Florida High School Activities Association responsible or liable for any injury or damages occurring to the named student in the course of such athletic activities or such travel, not due to its negligence.
3. I/We understand that no portion of the insurance premium for the player identified herein is to be paid from school funds.
4. I/We understand that school officials will complete required accident insurance forms, after which all claims under the insurance policy, or policies, for injuries received while participating in school athletics, shall be processed by the player, his/her parent(s), or guardian(s) through the company agent handling the player's insurance policy, and **not** through the school officials.
5. I/WE hereby accept financial responsibility for athletic equipment lost by the athlete identified herein.
6. I/We authorize the school to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletic activities or such travel. I/We also agree that the expenses for such transportation and treatment shall not be borne by the school district or its employees.
7. I/We accept full responsibility and hereby grant permission for my son/daughter to travel on any school related trip by bus or car. This statement remains in effect until the end of this school year unless cancelled by me in writing to the school.
8. I/We know the athlete identified herein is in good health and physically able to compete in interscholastic athletics and has had no past illness or injuries that would prevent him/her from participating in said activities.
9. I/We, the undersigned, as parent(s) or guardian(s), hereby agree to provide insurance coverage for the athlete shown above as indicated below: (check one or more, as appropriate):
 - a. Basic 24-hour student insurance available through the local school for the current year (excludes senior high school football).
 - b. Supplemental senior high football insurance coverage available through the local school for the current school year. (This covers the athlete for football only; if he/she plans to participate in any other athletic activity, he/she will also need to purchase basic coverage under "a" above.)
 - c. Insurance coverage by insurance policy # _____, written on the _____ company. We do not desire additional coverage and will assume all liability and responsibility for injuries received by said player in athletic participation not covered by the above identified insurance policy.

Student's Signature

Date

Mother's or Guardian's Signature

Father's or Guardian's Signature

(OFFICIAL SEAL)

State of Florida, County of _____ Sworn to and subscribed before me this _____ day of _____, 19 ____.

by _____, who is personally known to me or who has produced _____ as identification.

Signature of Notary Public

My Commission Expires

Typed, Printed, or Stamped Name of Notary

Notary Public Commission Number

EXAMINING PHYSICIAN'S CERTIFICATE

I HEREBY CERTIFY that I have examined _____, and that based on his/her past history given to me and my physical examination of the athlete, I find him/her to be physically able to compete in interscholastic sports.

Date of Examination

Signature of Examining Physician

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
Statement of Insurance on Private Vehicles
Required by F.S. 234.03 (4)

School Year _____

School _____ Date _____

The School Board of Brevard County, Florida requires proof of insurance coverage in force on all private vehicles used for the transportation of school sponsored groups on all in-county and out-of-county trips. The groups that may be transported include, but are not limited to, students, coaches, sponsors, faculty, and chaperones.

This form is to be completed for each private vehicle used for the transportation of school sponsored groups. It is valid for the school year in which it is filed. If the insurance policy expires or is cancelled during the school year, a new statement must be submitted.

DRIVER INFORMATION

Driver's Name _____ Age _____

Address _____ Phone _____

Florida Driver's License: Type: _____ Number: _____

VEHICLE INFORMATION

Vehicle Make _____ Year _____ Model _____

License Tag _____ Inspection Expiration Date (If applicable) _____

INSURANCE INFORMATION

Name of Insured(s) _____ Policy Number _____

Insurance Company _____

Policy period: From _____ To _____

- Yes** This policy provides the following recommended limits of liability coverage for private passengers cars and qualified multipurpose passenger vehicles (MPV) being used to transport students on field trips and other activities: \$200,000.00 Combined Single Limit (CSL) or \$100/300,000.00 Bodily Injury Limit--per person/per accident.
- No**

Insurance Agent _____

Address _____ Telephone _____

I certify that insurance policies, subject to their terms, conditions, and exclusions are at present in force with the company indicated and that the information above is correct.

Signature of Owner/Insured Date

This information above has been verified.

Signature of Principal or Designee Date