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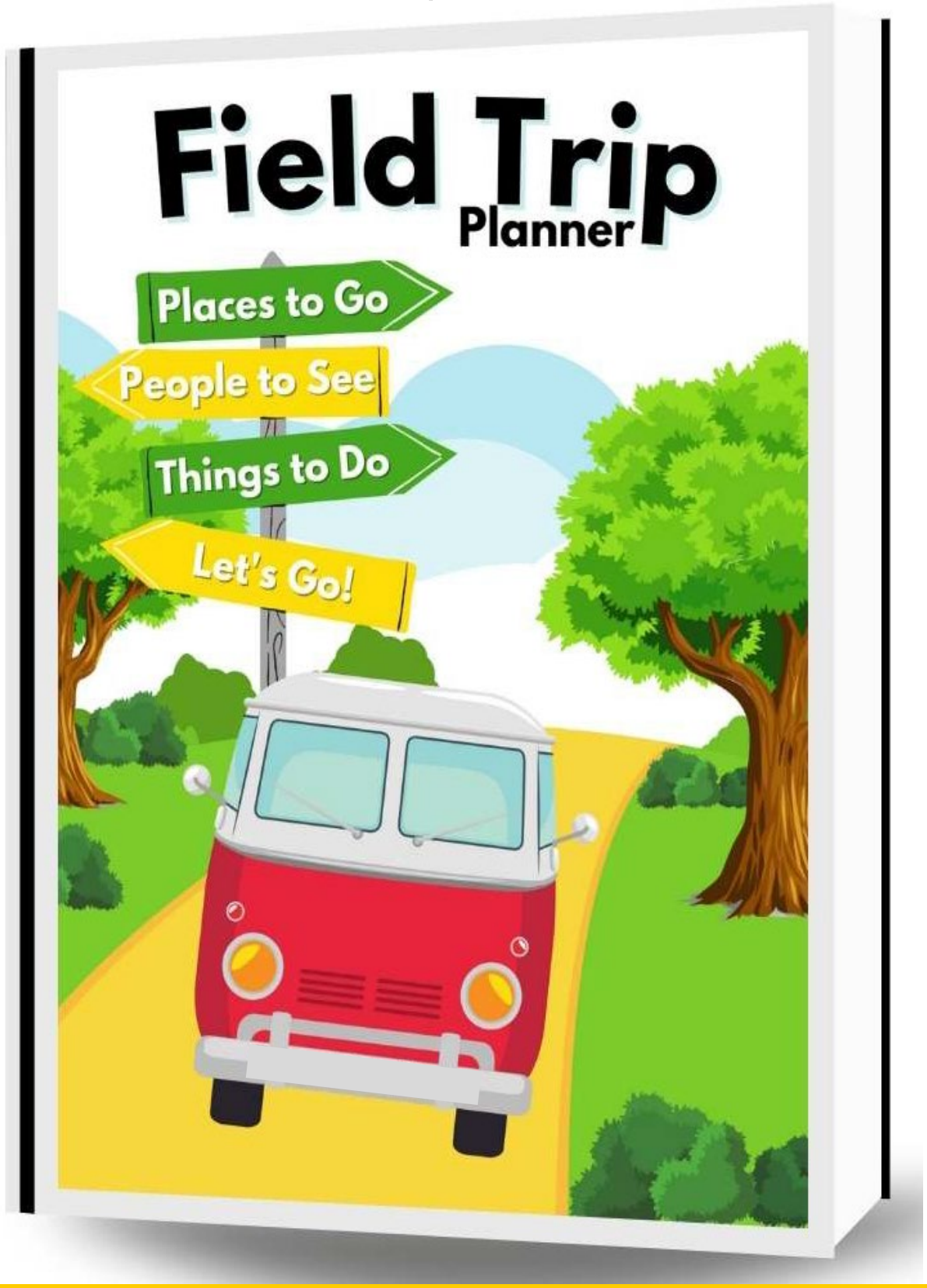
BROWARD
County Public Schools



Field Trip Manual
Regional/Assistant Superintendent Offices

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THE SCHOOL BOARD OF BROWARD COUNTY
OFFICE OF THE REGIONAL/ASSISTANT SUPERINTDENTDENTS

FIELD TRIP MANUAL

The Field Trip Manual is intended to guide you in completing field trip requests with strict adherence to **School Board Policy 6310 Field Trips**, thereby ensuring full compliance with all established field trip protocols and procedures.

The following information provides important policy requirements, School Board of Broward County (SBBC) guidelines, and standard practices that you are expected to know and comply with.

INTRODUCTION

The School Board of Broward County 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.

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. Does 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:

1. Type A - Local Trips
2. Type B - Non-Local, Water Related, and Overnight Trips
3. Type C - International Trips and Special Program 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 are geographically located within the tri-county area (Miami-Dade, Broward, and Palm Beach), that does not involve an overnight stay and is not water-related. Local field trips do not require approval beyond the school principal's level. Local field trips are required to be entered in BCPS Central a minimum of seven (7) school days before the scheduled departure. **Final approval for all local field trips rests with the school principal.**

Local field 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 Technical Career based off-campus instructional (CBI/OJT) programs

All local field trips **are required to have at least two adults serving as chaperones and must be aligned with the chaperone scheduled guidelines.** One of the two must be the employee or the principal's designee in charge of the class, program, or team. An SBBC employee must always be available to chaperone student activities during a field trip.

Also, when the student group is co-educational, there shall be at least one (1) SBBC employee chaperone of each gender. If additional chaperones are needed, school staff or parents that are eligible may be permitted to participate. **Co-educational chaperones must be aligned with the chaperones scheduled guidelines.**

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. **Each school is required to enter the field trip in BCPS Central a minimum of <u>seven (7) school days</u> before the scheduled departure.**

If you would like to use an SBBC school bus for a local field trip, the School Bus Request Form will appear as an additional form in the database. 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 and submitted the field trip in BCPS Central.

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

School administrators shall comply with Federal and State Law that guarantee the right of each student with a disability, including, but not limited to, students with health and/or medical disability and a lack of language proficiency concerns to be afforded an equal opportunity to participate in all school sponsored social and/or extracurricular 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. Reasonable accommodations may include, but are not limited to, wheelchair accessible mode of transportation, nurses, and additional staff. Schools may invite ESE parents/guardians to chaperone on trips but cannot require that a parent/guardian of a child with a health condition or disability attend with their child if parents of students without a health condition or disability are not required to accompany their children. Reasons ESE students may be excluded from a field trip or extracurricular activity is by parent request or an extreme circumstance approved by the regional or associate superintendent office.

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.

One-Day Field Trips Outside the Tri-County Area are defined as 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 final compliance approval from Superintendent's designee.

Overnight Field Trips are defined as 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 final compliance approval from Superintendent's designee.

Water-Related Field Trips are defined as a trip that requires a water source (natural or manmade) 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 final compliance approval by the Superintendent's designee.

The principal must obtain final compliance approval from the Superintendent's designee for all non-local field trips. **Non-Local Field Trip requests must be signed by the Principal and submitted in BCPS Central for final compliance approval at least twenty-one (21) school days before the scheduled date of the proposed trip.** Field trips shall not be discussed or confirmed with students, parents, or the community before the Principal receives final compliance approval from the Superintendent's designee to proceed. These requests will be processed within a reasonable timeframe.

If a field trip requires early planning, advanced financial arrangements, detailed preparation, and timely reservations, **the principal is required to sign, submit, and request initial compliance approval** from the Superintendent's designee in BCPS Central. Only **after receiving initial compliance approval the Principal may proceed** with advertising, fundraising, and finalizing plans for the trip.

All **non-local field trips** must receive final compliance approval from the Superintendent's designee **at least twenty-one (21) school days before the scheduled departure date** to ensure that all required documentation, approvals, and requests are submitted and approved before departing for the field trip.

All Non-Local Field Trips **are required to have at least two SBBC employees serving as chaperones and must align with the chaperone's scheduled guidelines.** One of the two must be the employee or the principal's designee in charge of the class, program, or team. An SBBC employee must always be available to chaperone student activities during a field trip. An SBBC employee must accompany any student(s) in an emergency. **There must always be two SBBC employee chaperones on every field trip.**

Also, when the student group is co-educational, there shall be at least one (1) SBBC employee chaperone of each gender. If additional chaperones are needed, school staff or parents that are eligible may be permitted to participate. **Co-educational chaperones must be aligned with the chaperones scheduled guidelines.**

An SBBC employee must always be present to chaperone student activities during the field trip. An 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 chaperones when appropriate. **All field trips must be signed by the Principal and submitted in BCPS Central a minimum of twenty-one (21) school days before the scheduled departure.**

Overnight Field Trips
Overnight Field Trips are defined as 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. The overnight field trip experience requires careful planning and vigilant supervision.

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 and the cost(s) must be provided to the Superintendent's designee for final compliance approval before it is discussed with students, parents, or the community.

If a field trip requires early planning, advanced financial arrangements, detailed preparation, and timely reservations, **the principal is required to sign, submit, and request initial compliance approval** from the Superintendent's designee in BCPS Central. Only **after receiving initial compliance approval the Principal may proceed** with advertising, fundraising, and finalizing plans for the trip.

All **overnight field trips** must receive final compliance approval from the Superintendent's designee **at least twenty-one (21) school days before the scheduled** departure date to ensure that all required documentation, approvals, and requests are submitted and approved before departing for the field trip.

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).

On all overnight trips requiring lodging, single gender sleeping quarters for students must be instituted. Field Trip permission forms shall comport with Rule 6A-10.085, F.A.C. and forms disseminated to parents must indicate whether the room assignments for **overnight lodging are separated by biological sex at birth.**

Water Related Field Trips

Water-Related Field Trips are defined as a trip that requires a water source (natural or manmade) 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.

The school principal shall be contacted before the teacher or sponsor begins planning any water-related field trip. If the principal considers the trip a worthy project, a detailed plan including the trip objectives, the number of chaperones required and the cost(s) must be provided to the Superintendent's designee for final compliance approval before it is discussed with students, parents, or the community.

Water related field trips are limited to programs on the SBBC pre-approved vendor list and require final compliance approval by the Superintendent's designee. **Examples include, but are not limited to snorkeling, diving, swimming, slogging, canoeing, kayaking, or walking in water.** Chaperones shall be assigned in accordance with Field Trip Policy 6310 and **must be aligned with the chaperones scheduled guidelines.**

The Risk Management Department prohibits swimming on field trips in facilities that are not on the district-approved water-related vendor list. **All such trips must be on the approved district water related vendor list.** The Risk Management Department maintains 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.

For questions regarding approved water-related vendors contact Risk Management at 754-321-1900.

TYPE C – INTERNATIONAL AND SPECIAL PROGRAM FIELD TRIPS

International Field Trips are defined as a trip that includes international travel or travel outside the mainland United States of America (USA). Consideration for such trips is reserved for once in a lifetime experiences that are unavailable here in the USA. International trips require the express written approval of the principal, the District Administrator (designee), and the Superintendent of Schools.

Special Program Trips are defined as a trip which serves as an educational enrichment activity for students within the guidelines of this policy requiring student travel/overnights in excess of five (5) consecutive school days.

International and Special Programs field trip **requests must be signed by the Principal and submitted in BCPS Central at least six (6) months (183 school days) prior to the date of departure.** A complete calendar year is strongly recommended for planning and preparations, and to allow the school and families adequate time for fund-raising opportunities and travel reservations to defray the cost of such trips.

The principal must be informed and provide agreement prior to the teacher or sponsor initiating the planning of any international or special program field trip. If the principal considers the trip a worthy project that provides students with once-in-a-lifetime experience or will be in excess of five (5) consecutive school days, then the teacher or sponsor must provide a detailed plan including the trip objectives, the number of chaperones required and the cost of the trip to the principal for approval.

The Principal will provide school-level approval for international and special programs field trips. Following this approval, the Principal shall submit an official letter to the Superintendent's designee in BCPS Central, including written justification and request for authorization of the trip. The letter of justification will be addressed to the Superintendent and submitted in BCPS Central.

The international or special field trip proposal will be submitted to the Superintendent of Schools, the Risk Management Department, the School Board's General Counsel's Office, and any other relevant departments authorized to approve, permit, sanction, or provide guidance and recommendations regarding the field trip. The Superintendent of Schools makes the final approval decision after considering the staff's recommendations and the principal's letter of justification.

The teacher or sponsor shall not initiate or proceed with any notification or communication, collecting funds or confirming the proposed trip with students, parents and community until approval has been granted by the Superintendent of Schools. **All international and/or special field trips must be approved by the Superintendent of Schools.**

If the trip is approved, the school Principal will be responsible for reviewing with staff, students, parents and/or the community the various considerations of an International and/or Special Programs field trip. These considerations may include student health insurance (which may not be recognized by the host country), electronic communications (which may not function internationally or could incur higher costs), disciplinary matters, and the application of the host country's laws, including situations where a student breaks the law or issues concerning returning a disruptive student to the USA.

SCHOOL BOARD SPONSORED TRIPS AND GUIDELINES

SBBC Sponsored Trips are defined as 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.

Examples of School Board Sponsored Trips

1. **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 B.E.S.T. Standards."

   Examples of educational enhancement field trips include, but are not limited to the following:
   - Classroom Curriculum Focus
   - Supplemental Arts Program
   - SEAS
   - Small Learning Communities
   - Magnet Programs
   - 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 teachers' established objectives to attend or participate. However, a teacher may recommend the denial of a student the right to attend or participate in 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 in an educational enhancement field trip due to his/her inability to pay the required fee.

2. **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. Within this category, students are given the opportunity to participate in leadership and/or character-building conferences, seminars, or conventions.

3. 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.

- All competition related field trip requests must be submitted in BCPS Central for Initial Request approval **as soon as participation in a competition or event is being considered.** Upon securing placement or qualification, **the Principal must sign and submit the field trip request in BCPS Central within three (3) school days** to ensure final compliance approval prior to the proposed trip date.

4. 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).

5. 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:

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

6. 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 proper approval.

Field Trip Guidelines

Field Trip Exclusionary Periods

There is an established "Field Trip Exclusionary Period" during which time student field trips are prohibited unless authorized by the Superintendent's Designee. The exclusionary periods are 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 do not include teacher-planning days or weekends. The exclusionary periods shall include the following:

1. During the start of the school year, **field trips are prohibited during teacher planning week and during the first ten (10) days of student attendance**.

2. During the closing of the school year, **field trips are prohibited during the last ten (10) days of student attendance and leadership week.**

3. During the administration of the State or District mandated assessments field trips are **prohibited** during these windows. The Principal may make a written request for consideration. This request must include a justifiable exception and be entered in the BCPS Central Field Trip database. (See Blackout Dates Table).

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

Field Trip Exclusionary and Blackout Dates

DATES	RATIONALE
July 27, 2026	Leadership Day
August 3 - August 14, 2026	Opening of School
August 24 - September 18, 2026**	State PM 1 Administration
December 1 – December 17, 2026**	State PM 2 Administration
March 29 - April 9, 2027**	State BEST Writing Administration
May 3 - May 21, 2027**	State PM 3 Administration
May 24 – June 1, 2027	Closing of School
June 7 - June 11, 2027	Leadership Week

Regional/Assistant Superintendents may grant approval for special events for extenuating circumstances that occur during blackout periods.

**Field trips will be considered for approval based on schools' specific administration dates within these windows.

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 are 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 is **recommended** for Type A - Local Trips but is **required** for Type B and C (Non-Local and International Trips). Schools are required to strictly comply with the student-to-chaperone ratio as outlined in the Chaperone Form Guidelines. **For all field trips, at least two SBBC employee chaperones must accompany every fifty students.** In cases where staffing is limited, principals are encouraged to collaborate with other SBBC schools to share 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 6310. The Field Trip Coordinator must also ensure that chaperones read, agree, and sign the Chaperone Guidelines and Responsibilities Field Trips Form (See Appendix).

Chaperone Schedule Guidelines

The School Board of Broward County (SBBC) Field Trip Policy 6310 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 with less than 50 students, a minimum of two chaperons are 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

Number of Students Participating	Minimum Number of Chaperones Required	Minimum Number of SBBC Employee Chaperones Required
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>

Field Trip Transportation
School Board Policy mandates the preferred means of transportation for field trips. **The use of school buses 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.

Preferred means of transportation are as follows:

- The use of school buses for local trips and charter buses for non-local trips

- 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. If this were to occur, bus seating and hotel room charts must be maintained at the school.

- When using a school bus, please use the following standard guidelines to determine the capacity of the bus for each grade level:

  1. Non-wheelchair (65 passenger bus has 22 seats)
     - **Elementary:** 65 passenger bus; 3 students per seat
     - **Middle:** 50 – 55 passenger bus; 2 - 3 students per seat
     - **High:** 38 – 44 passenger bus; 1 – 2 students per seat

     Please remember to include chaperones one (1) per seat.

  2. Standard Wheelchair Bus:
     - Max 3 wheelchairs and 14 seats
     - Use the above guidelines for walk on passenger seating

  3. The use of rental vehicles
     - For cross-country trips or when school buses are not feasible

  4. 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 or pick-up trucks
     - Vehicles must be designed to transport fewer than 10 people (i.e., no full-size vans, 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 with 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 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

1. Go to: www.browardschools.com
2. Under "Directory" click on "Departments"
3. Click on "Procurement and Logistic Operations"
4. Click on "District Contracts and Bids"
5. Search District Contracts for keywords e.g., "School Bus", "Coach", "Rental", and click the hyperlink

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 on 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.

FIELD TRIP PROCEDURES FOR NURSING SERVICES

To ensure compliance with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Amendment Act of 2008, as amended, (which prohibits discrimination based on disability by public entities), all Broward County Public Schools (BCPS) students, including students with special needs, are entitled to attend all offsite academic or extracurricular activities which may include day field trips, intramural or interscholastic competitions to other schools, or overnight trips to different cities, states, or countries without discrimination. School-sponsored trips which require school nursing oversight and expertise, warrant additional planning for students with healthcare needs or disabilities.

The following procedures must be adhered to if students require nursing services during ALL BCPS school-sponsored trips:

Identifying the Need for Nursing Services:

School-Based Field Trip Coordinator/Designee:

- To address student health and safety needs, it is imperative that school-based administrators/ field trip coordinator collaboratively engage school healthcare personnel/Unlicensed Assistive Personnel (UAP) throughout all phases of planning and implementation of school-sponsored trips, starting with the **initial** trip approval process. ***(See Field Trip Manual Appendix)***
- A list of field trips must be made available to school healthcare personnel/UAP at the beginning of the school year and throughout the year as new field trips are planned.
- Provide the school nurse/UAP with a current list of students with healthcare needs (ESE, 504, Health Roster) at the beginning of each school year and after each major break. (Summer, Winter, Spring)
- Provide a roster of students who will be in attendance on all scheduled field trips as soon as a field trip is scheduled ***(See Field Trip Manual Appendix)***
  - The school healthcare personnel/UAP must be allotted sufficient time to appropriately plan and coordinate with parent/guardian, healthcare providers, and additional UAP's.

School Healthcare Personnel/UAP:

- Based on the field trip roster provided, students with identified health conditions:
- A *Health Condition Review Form* must be completed for the current school year and filed in the clinic. ***(See Field Trip Manual Appendix)***
  - Coordinated Student Health Services (CSHS) will assist in identifying the necessary healthcare support for individual student participation in school-sponsored trips, such as whether a student's healthcare needs require the presence of a nurse or if care may be legally and safely delegated to an

Unlicensed Assistive Personnel (UAP) in accordance with the Florida Nurse Practice Act.

- School Board Policy 6305 Administration of Medication/Treatments allows students to self-carry and self-administer some over-the-counter medications and/or self-manage their care, with formal written authorization from parents/guardians, student's healthcare professionals, and in consultation with the school healthcare personnel.

Parent/Guardian:

- Complete the Student Emergency Contact Card (SECC) in its entirety, front and back for the current school year including:
  - Check "yes" to consent for care and treatment of illness/injury.
  - Indicate if your child is currently diagnosed and followed by a healthcare provider for a current health condition.
  - Indicate if your child requires any medications/treatments while at school.

Coordinating Nursing Services
Required Documentation:

- Students who require special healthcare support should have individual healthcare plans (IHPs) and/or emergency care plans (ECPs) written by a Registered Nurse (RN) or Individual Seizure Action Plan (ISAP) signed by health care provider if applicable, to guide care throughout the school day including during school-sponsored activities.
- The student must have a current *Authorization for Medication/Treatment* form or *Diabetes Medication/Treatment Authorization* form on file in the clinic signed by **BOTH** the healthcare provider and parent/guardian.
  (See Field Trip Manual Appendix)
  - A copy of all documentation, including care plans and medication orders, must accompany the student on the field trip.
  - If the trip extends beyond regular school hours, parents/guardians are responsible for obtaining an *Authorization for Medication/Treatment* or *Diabetes Medication/Treatment Revision* form with specific instructions for the extended hours.
    - This must be communicated to the parents/guardians by the field trip coordinator.
  - If the field trip hours are during regular school hours, *the Authorization for Medication/Treatment form, or Diabetes Medication/Treatment Authorization* form on file in the clinic should be adhered to.
  - Unlicensed Assistive Personnel (UAP) must be trained by a registered nurse and have completed the Skills Checklist(s)

  for each applicable medication and/or procedure. The Training Registration Form (found on CSHS SharePoint) must be signed and filed in the clinic.

- Any requests for medication administration training should be submitted to the onsite registered nurse or District level registered nurse as soon as the field trip/activity is scheduled.
- It is the responsibility of the school-based administration/ field trip coordinator to ensure that designated staff are properly trained to assist in medication administration for students on field trips.

- Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined to self-administer emergency medications.

Acquiring Nursing Services

- **Medical Needs**
  - For dependent and supervised students with Diabetes, a licensed nurse or Unlicensed Assistive Personnel (UAP) must attend the field trip.
    - If a parent/guardian *chooses* to attend the field trip, the parent may assume responsibility of their own child (the same care provided in the home setting). If the parent does not want to assume responsibility of providing care for their child and simply wants to chaperone, then the school must provide the appropriate personnel to provide care to the student.
  - For students diagnosed with Pancreatic Insufficiency, a licensed nurse or UAP must attend the field trip.
    - If a parent/guardian *chooses* to attend the field trip, the parent may assume responsibility of their own child (the same care provided in the home setting). If the parent does not want to assume responsibility of providing care for their child and simply wants to chaperone, then the school must provide the appropriate personnel to provide care to the student.
  - The onsite healthcare personnel can delegate medication administration and/or nursing procedures to a UAP for other health conditions, including, but not limited to:
    - Attention deficit/hyperactivity
    - Allergies (Severe)
    - Asthma (currently uses daily or emergency medication)
    - Cardiac Condition
    - Cystic Fibrosis
    - Epilepsy/ Seizure disorder
    - Kidney disorder
    - Lupus
    - Mental/Behavioral health conditions
    - Sickle Cell Disease

        - For delegated nursing services, the UAP must have a child specific training checklist and medication administration certificate on file in the clinic.
    - While schools may invite parents/guardians to chaperone on trips, school officials cannot require that a parent/guardian of a child with a health condition or disability attend with their child if parents/guardians of students without a health condition or disability are not required to accompany their children.
    - For students who are capable of self-carrying their medications during the normal school day, they are permitted to do so on a school sponsored field trip.
        - According to BCPS Policy 6305 and in accordance with F.S. 1002.20, students with special health conditions, such as asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on themselves if approved by their physician and noted on the Medication/Treatment Authorization form as trained to do so.
        - For this approved self-carry student population, nursing services are not required.

- **How to Secure Staffing, if needed:**
    - If nursing services are deemed necessary, the onsite clinic nurse can attend the field trip only if no dependent or supervised students with diabetes remain on campus **AND** an appropriately trained UAP has been identified and designated to provide care to all remaining students on campus.
    - If the onsite clinic nurse is unable to attend the field trip for any reason, it is the responsibility of the school-based administrator to secure nursing services if a need has been identified.
        - The school-based administrator can request a copy of the current Agency Partner list directly from CSHS.
        - Once an agency partner (from the list provided) agrees to provide nursing services for the requested date/time, a Purchase Order must be created by the school.
        - The school is responsible for payment for nursing services required for a field trip. For assistance with securing nursing coverage, please contact Coordinated Student Health Services at (754) 321-1575.
    - If a parent/guardian is unable to accompany the student on the field trip and nursing services cannot be obtained the field trip **MUST** be rescheduled for a later date.

FIELD TRIP COORDINATOR RESPONSIBILITIES (MEDICAL)

Prior to Departure

- Prior to departing for the off-campus activity, the UAP or on-site licensed nurse must review the documentation for the medication to be administered during the field trip.
- The medication must be signed out on the *Field Trip Medication Sign In/Out Record*.
- All medication must be kept safely with designated personnel in the original container with pharmacy label including appropriate student identifiers.

Prior to Medication Administration

- Always cleanse hands before administering medications.
- Medication that needs to be refrigerated must be kept in a small cooler with ice packs if a refrigerator is not available.
- Prior to administering any medications, the designated personnel will follow the universal medication safety precautions known as
  The Six Rights of Medication Administration:
  - Right student
  - Right medication
  - Right dose
  - Right time
  - Right route
  - Right documentation
- Complete documentation on the *Student Medication Log* or *Daily Diabetic Log* as soon as the medication is administered.

Supplies Needed

- A copy of current *Authorization for Medication/Treatment* form, *Diabetes Medication/Treatment Authorization* form or *Diabetes Medication/Treatment Revision* form
- A copy of the *Student Medication Log/Daily Diabetic Log*
- A copy of the students' *Emergency Care Plan* (if applicable)
- Medication in properly labeled original container
- Medical supplies (e.g., blood glucose monitor, syringes, catheters, a calibrated measuring cup for liquid medications, a portable first aid kit, etc.)
- Anti-Bacterial Wipes/Hand Sanitizer
- Drinking water and cups

Upon Return to School

- Sign medication back into the clinic on the *Field Trip Medication Sign In/Out Record*.
- Return the medication to a locked medication cabinet or box.

Place the *Authorization for Medication/Treatment* form or *Diabetes Medication/Treatment Authorization* form and the *Student Medication Log* back in the medication administration binder

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 compliance approval for a non-local/overnight/water related trip must be submitted **twenty-one (21) days in advance** in BCPS Central and six (6) months in advance for international trips. **A trip will not receive 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 Compliance Approval.**

- Complete the departure and return date and time. Remember to **avoid the blackout/exclusionary dates** unless the principal provides a written 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 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, a 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 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 expressed 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.

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 correspond to the appendixes listed in the sequence below. You may also utilize the table of contents to quickly identify or reference a form.

- Field Trip Rubic Form
- Single Field Trip Parent/legal Guardian Authorization Form Elementary – Middle
- Single Field Trip Parent/Legal Guardian Authorization Form High School – Magnet Program – Center
- Annual Field Trip Parent/Legal Guardian Authorization Form
    - High School – Magnet Program – Center
- Release of Liability Parent Transporting/Supervising from Trip Location
- Release And Hold-Harmless Agreement Parent-Arranged Transportation/ Supervision To/From Field Trip
- Chaperone Guidelines & Responsibility Form
- Emergency Contact & Health Information Form
- Field Trip No Rollover Form
- Field Trip Coordinator Checklist (Medical)
- Field Trip Roster (Medical)
- Field Trip Medication Sign In-Out Record & Designee Form
- Health Condition Review Form in
- Acknowledgement Of Non-School Sponsored Trip Student/Parent
- Acknowledgement Of Non-School Sponsored Trip Chaperone
- Law Enforcement/Fire Department Agency Personnel Security Verification Form
- SBBC Field Trip Policy 6310
- SBBC Special Programs Trips Policy 6304
- Water Related Field Trip Questions and Answers
- Field Trip Manual PIVOT memo
- Field Trips/Extracurricular Activities and Students with Disabilities PIVOT memo
- Field Trips Forms in Other Languages

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

Field Trip Forms Matrix

Type of Field Trip	Field Trip Checklist Form	Field Trip Auth. Form	Certificate of Chaperone Form	Field Trip Contingency Form	Field Trip Itinerary Form	Adult Driver Auth. Form	Student Driver Auth. Form	Swim Central Chaperone Form	Rollover Warning Form
Local – Requires School Principal Approval	√	√	√ Send form to RO/AS	√	√ Brief Synopsis included on Field Trip Auth. Form	√ Only When Adults Drive/ Transport	√ Only When Students Drive/ Transport	N/A	√ Applies When Adults Drive Personal Vehicles
Out of County/ Overnight/ Water Related – Requires RO/AS Approval*	√	√	√	√	√ Detailed Itinerary	√ Only When Adults Drive/ Transport	√ Only When Students Drive/ Transport	√ For Swim Central Only (BCPS Central)	√ Applies When Adults Drive Personal Vehicles
International – Requires Superintendent and RO/AS Approval*	√	√	√	√	√ Detailed Itinerary	√ Only When Adults Drive	Student Drivers Not Permitted	N/A	√ Applied When Adults Drive Rental Vehicles

*RO/AS – Regional Office/Assistant Superintendent Offices

PARENT/GUARDIAN FIELD TRIP AUTHORIZATION FORM
ELEMENTARY – MIDDLE

School/Department Completes this Section

Student Name: _____ Student Cellphone: _____

Nature of Field Trip: _____

Field Trip Destination: _____

Departure Date/Time: _____

Return Date/Time: _____

Mode(s) of transportation for this field trip, check all that apply:
School Bus ____ Charter Bus ____ Airline ____ Rental Vehicle ____ Walking ___ Train ____

Public Transportation ___ Private Vehicle ____ Ride Share ____ Shuttle Transportation ____

If applicable, indicate if overnight room assignments are separated by biological sex at birth.

_____ Yes _____ No ____ N/A Number of Chaperones: _____

Parent or Guardian Completes this Section

PARENT/GUARDIAN 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) student accident insurance or family insurance.
Insurance Company: _____

Policy Number: _____ and/or _____ I have attached a photocopy of my insurance identification card.

_____ I do not have insurance. _____ I will pay all medical bills for emergency care of my student.

ADDITIONAL INFORMATION

If applicable, I authorize educational records for travel including but not limited to passport, visas and/or other related records to be disclosed to third party vendors. I further authorize the third-party vendor to redisclose any records intended for the purposes of travel. _____ Yes _____ No

_____ _____
Signature of Parent or Guardian *Date*

PARENT/GUARDIAN FIELD TRIP AUTHORIZATION FORM
HIGH SCHOOL – MAGNET PROGRAM – CENTER
School/Department Completes this Section

Student Name: _____ Student Cellphone: _____

Nature of Field Trip: _____

Field Trip Destination: _____

Departure Date/Time: _____

Return Date/Time: _____

Mode(s) of transportation for this field trip, check all that apply:
School Bus ____ Charter Bus ____ Airline ____ Rental Vehicle ____ Walking ___ Train ____

Public Transportation ___ Private Vehicle ____ Ride Share ____ Shuttle Transportation ____

If applicable, indicate if overnight room assignments are separated by biological sex at birth.
_____ Yes _____ No ____ N/A Number of Chaperones: _____

Parent or Guardian Completes this Section

I authorize my student to use only the mode(s) of transportation specified by the school in the section above for this field trip. **Initial** _____

I authorize my student to utilize the mode(s) of transportation identified below for this field trip:

I authorize my student to _____ Ride with Staff _____ Ride with Another Student

I authorize my student to _____ Drive Own Car _____ Drive Family Car

I authorize my student to drive their own/family car **and** carry passengers including students.
Initial _____

PARENT OR GUARDIAN 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) student accident insurance or family insurance.
Insurance Company: _____

Policy Number: _____ and/or _____ I have attached a photocopy of my insurance identification card.

_____ I do not have insurance. _____ I will pay all medical bills for emergency care of my student.

ADDITIONAL INFORMATION

If applicable, I authorize educational records for travel including but not limited to passport, visas and/or other related records to be disclosed to third party vendors. I further authorize the third-party vendor to redisclose any records intended for the purposes of travel. _____ Yes _____ No

_____ _____
Signature of Parent or Guardian *Date*

PARENT/LEGAL GUARDIAN ANNUAL FIELD TRIP AUTHORIZATION FORM
HIGH SCHOOL – MAGNET PROGRAM – CENTER

School/Department Completes this Section

Student Name: _____ Student Cellphone: _____

Nature of Field Trip: _____

Field Trip Destination: _____

Departure Date/Time: _____

Return Date/Time: _____

Mode(s) of transportation for this field trip, check all that apply:
School Bus ____ Charter Bus ____ Airline ____ Rental Vehicle ____ Walking ___ Train ____

Public Transportation ___ Private Vehicle ____ Ride Share ____ Shuttle Transportation ____

If applicable, indicate if overnight room assignments are separated by biological sex at birth.
_____ Yes _____ No ____ N/A Number of Chaperones: _____

Parent or Guardian Completes this Section

I authorize my student to ____ use only the mode(s) of transportation specified by the school in the section above for this field trip. **Initial** _____

I authorize my student to utilize the mode(s) of transportation identified below for this field trip:

I authorize my student to _____ Ride with Staff _____ Ride with Another Student

I authorize my student to _____ Drive Own Car _____ Drive Family Car

I authorize my student to drive their own/family care **and** carry passengers including students.
Initial _____

PARENT OR GUARDIAN 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) student accident insurance or family insurance.
Insurance Company: _____

Policy Number: _____ and/or _____ I have attached a photocopy of my insurance identification card.

_____ I do not have insurance. _____ I will pay all medical bills for emergency care of my student.

ADDITIONAL INFORMATION

If applicable, I authorize educational records for travel including but not limited to passport, visas and/or other related records to be disclosed to third party vendors. I further authorize the third-party vendor to redisclose any records intended for the purposes of travel. _____ Yes _____ No

_____ _____
Signature of Parent or Guardian *Date*

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
In-School Field Trip / On-Campus Co-Curricular Event/Activity
This form is required for participation in all events, activities, or supplemental programs.

Student Name: _____ **Student Cellphone:** _____

Club/Activity/Event Name: _____

Name(s) of club, activity, or event sponsor(s): _____

Description or nature of the club, activity, or event:

_____

_____

_____

Date the club, activity or event will begin: _____

Date the club, activity or event will end: _____

Location of the club, activity, or event: _____

Scheduled time for the club, activity, or event: _____ From _____ To

- I give my student permission to participate in the co-curricular activity or supplemental program named above during the stated dates and times.
- For multi-day events or activities listed on the attached forms, I have initialed each event in which I authorize my student's participation.
- Permission does not require participation.

PARENT OR GUARDIAN 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) student accident insurance or family insurance. Insurance Company: _____

Policy Number: _____ and/or _____ I have attached a photocopy of my insurance identification card.

_____ I do not have insurance. _____ I will pay all medical bills for emergency care of my student.

This form must be submitted and retained by the club, activity, or event sponsor before student participation.

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/yyyy 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.

_____ _____
Signature of Parent or Guardian ***Date***

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 other field trip participants.

_____ Parent/Guardian 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

_____ _____
Signature of Parent or Guardian ***Date***

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 **DATE** at **Enter Name of School.**

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.

_____ _____

Signature of Parent or Guardian ***Date***

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 participate 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 the 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.
15. No person shall be authorized to carry any weapon or firearm into any meeting of the public school district; any athletic event not related to firearms; any school administration building; any school facility; and/or school sponsored event.

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: _____ Date of Birth: _____

Emergency Contact Name & Contact #: _____

_____

Student Name: _____ Teacher Name: _____

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.

Chaperone's Printed Name: _____

Chaperone's Signature: _____ Date: _____

NO ROLL-OVER WARNING VERIFICATION

2026 - 2027

School Name	Group Requesting Trip	Date(s) of Trip

Event	City	State

TO BE USED WHEN PRIVATE VEHICLES ARE BEING UTILIZED FOR YOUR TRIP

Name of Driver	Make of Car	Model	Year	Number of Seatbelts	No Roll Over Warning

My signature on this form certifies these vehicles have been checked by the principal or school administrator and no "roll-over warning" appears on or in between the visor. These vehicles have been checked and all are in compliance with the policies and procedures of the School Board of Broward County.

Principal's Signature (Roll Over Verification)

Reminder: Most regular passenger cars are acceptable with the exception of PT Cruisers and convertibles. Motorcycles, pick up trucks, mopeds and vehicles designed to transport more than 10 persons (i.e. full-size vans, shuttle buses, etc.) are not permitted. SUVS/Mini Vans 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. Based on Florida State Statute, only 8 students may be transported in a vehicle. Students under 12 years of age should not be placed in the front seat of any vehicle, therefore, the front seat should not be counted when determinimr student canacitv. Also. all nassene:ers must have a seat belt.

Established 1915 BROWARD County Public Schools | Coordinated Student Health Services

Field Trip Coordinator Checklist

Pre-planning

- ❑ Submit a list of planned field trips to the healthcare personnel/unlicensed assistive personnel (UAP) at the beginning of the school year and throughout the year as new field trips are planned.
- ❑ Meet with the healthcare personnel/unlicensed assistive personnel regarding student medical needs.
- ❑ Determine if medication or procedures can be delegated to school staff.
- ❑ If medication/procedure cannot be delegated to school staff, an inquiry may be made to the parent/guardian to see if they would like to attend and assume responsibility of their own child (the same care provided in the home setting). The parent/guardian is not required to attend for their child to participate in the field trip.
- ❑ It is the responsibility of the school to arrange for a nurse or trained personnel to attend the field trip if a parent/guardian is unable to attend or if the parent/guardian does attend but does not want to assume responsibility of providing care.
- ❑ Check with the healthcare personnel to obtain a list of school staff trained in both daily and emergency medication administration.
- ❑ When planning for lunch/snacks, determine if there are any students with food allergies and if there are any emergency healthcare plans in place for those students.
- ❑ If there is a medical concern checked off by the parent/guardian on the permission slip, share this information with the healthcare personnel or UAP in the school health room.
- ❑ Contact parent in writing to see if there have been any medical changes and intent to chaperone.

Day of Trip

- ❑ Meet with the healthcare personnel/UAP and sign out all necessary student medications. Collect copies of Authorizations for Medication/Treatments, Emergency Care Plans, First Aid supplies, and any other supplies needed to provide for the medical needs of each student participating on the field trip.
- ❑ The nurse or trained personnel assigned to attend the field trip to administer medications is not permitted to chaperone other students, instead the nurse or trained personnel must be available to care for the more complex needs of student(s) requiring medical care.
- ❑ Document provision of any medications/treatments on the Student Medication Log or Diabetes Log as soon as the medication is administered.

Post Field Trip

- ❑ Return all medications, care plans, first aid kits and any confidential information to the healthcare personnel or UAP in the health room immediately after the field trip or on the following day if the field trip extends past normal school hours.
- ❑ Sign the medication back in on the Field Trip Medication Sign In/Out Record.

Established 1915
BROWARD County Public Schools

Coordinated Student Health Services

FIELD TRIP ROSTER

Teacher: _____ Grade: _____

Date/time of field trip: _____

STUDENT'S NAME
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

Please submit this form to clinic personnel or UAP

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FIELD TRIP MEDICATION SIGN IN/OUT RECORD

Student: _____ D.O.B: _____ Grade: _____

School: _____ Teacher: _____

Field Trip Location _____

Departure date/time: _____ Return date/time: _____

School Nurse or Medication Designee

I have identified that the following student may require medication (described below) during the field trip. I have prepared a copy of the Medication Log and Authorization for Medication/Treatment form and verified it with each original medication container.

Name: _____ _____

Print name Signature Date Time

Medication Name	Dosage	Route	Frequency	Time to be given	Medication Quantity
1.					
2.					
3.					
4.					

Unlicensed Assistive Personnel (UAP)/ Nurse Signature	SIGN OUT Date:	Time:

Unlicensed Assistive Personnel (UAP)/ Nurse Signature	SIGN IN Date:	Time:

EMERGENCY CONTACT & HEALTH INFORMATION FORM

Contact Name: _____ Contact #: _____

School Nurses will review this form with the Field Trip Designee. When medication training and other student medical arrangements have been completed, the nurse will initial the checklist and submit the form to the principal for approval.

Trip Destination: _____ Date of Field Trip: _____

Field Trip Designee: _____ 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

_____	_____	_____
Principal Name	Principal Signature	Date

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 RESPONSIBILITY 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 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 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 RESPONSIBILITY OF LIABILITY**.

Student's Printed Name: _____

Student's Signature (if 18 or older): _____ Date: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____ Date: _____
(If student is a minor)

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

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF SECURITY CLEARANCE

Telephone: 754-321-2378 **Facsimile: 754-321-2376**

Law Enforcement/Fire Department Agency

Personnel Security Verification

The School Board of Broward County, Florida requires that school volunteers involved as mentors, overnight field trip chaperones, and athletic coaches 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 employing agency.

When completed and signed, this form should be presented at the volunteer's assigned school location.

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

(Please print)
Legal Name of Volunteer: _____
Last *First* *M.I.*

Date of Birth: _____ FL Drivers 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: _____

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

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FIELD TRIPS

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (SBBC) 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 OUTING AWAY FROM THE SCHOOL OF ENROLLMENT MADE BY STUDENTS TO STUDY OR PARTICIPATE IN AN ACTIVITY WHILE IN THE CUSTODY OF THE SCHOOL DISTRICT.

I. DEFINITIONS

A. **Initial Compliance Approval**: A preliminary compliance approval above the school principal's level indicated by the initials of the appropriate District Administrator (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.

B. **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.

C. **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 experiences that are unavailable here in the USA. International trips require the express written approval of the principal, the District Administrator (designee), and the Superintendent of Schools.

D. **Local Field Trip**: A trip that is geographically located within the tri-county area (Miami-Dade, Broward, and Palm Beach), that does not involve an overnight stay and is not water-related. Local field trips do not require approval beyond the school principal's level.

E. **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.

F. **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.

G. **Special Program Trip:** A trip which serves as an educational enrichment activity for students within the guidelines of this policy requiring student travel/overnights in excess of five (5) consecutive school days.

H. **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.

I. **Principal's Field Trip Designee**: An 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.

J. **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.

K. **Security Clearance**: Compliance with Federal and State Laws 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 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.

L. **Superintendent of Schools Designee**: An individual in an administrative capacity limited to the Cabinet Member, Executive Director, 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.

M. **Water-Related Field Trip**: A trip that requires a water source (natural or manmade) 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.

II. RULES

A. General

1. All proposed field trips must first be reviewed and approved by the school principal or principal designee.

2. Field Trips that are overnight, outside of the tri-county area, water related or international, must receive compliance approval by the Superintendent's designee.
3. 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.
4. Any field trip information that is intended for parents and students must be printed on school/district stationery.
5. The use of any official SBBC or individual school stationery to promote a non-district approved field trip is prohibited.
6. 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).
7. The following information must be documented for all field trips:
    a. A list of all participating students and chaperones;
    b. The nature of field trip;
    c. Dates of departure and return;
    d. Appropriate itinerary;
    e. Room assignments for overnight lodging, if not separated by biological sex at birth; and
    f. 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.
8. 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.
9. 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 extracurricular 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. Reasonable accommodations may include, but are not limited to, wheelchair accessible mode of transportation, nurses, and additional aides. Schools may invite ESE parents/guardians to chaperone on trips, but cannot require that a parent/guardian of a child with a health condition or disability attend with their child if parents of students without a health condition or disability are not required to accompany their

children. Reasons ESE students may be excluded from a field trip or extra-curricular activity is by parent request or an extreme circumstance approved by the regional or associate superintendent office.

10. The Superintendent's designee may grant an initial field trip compliance approval when requested by the school principal.

B. Local Field Trips (Within the Tri-County Area of Miami-Dade, Broward, and Palm Beach) That Are Not Overnight or Water Related.

1. 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.
2. Teachers planning local field trips shall:
    a. 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.
    b. Complete all necessary arrangements with the organization, firm, and/or owner of the property to be visited.
    c. 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.

C. One day Field Trips Outside the Tri-County Area (May or May Not Be Water Related)

1. The same Rules listed in Section II.B. will apply, except that chaperones shall be in accordance with Section H.1.a. 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 final compliance approval shall be required from the Superintendent' s designee.

D. Overnight Field Trips (May or May Not Be Water Related)

1. 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 Section H.1.a, 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. On all overnight trips requiring lodging, single gender sleeping quarters for students must be instituted. Field Trip permission forms shall comport with Rule 6A-10.085, F.A.C. If needed, an initial compliance approval may be requested, but all overnight trips must have final compliance approval from the Superintendent's designee.

E. Water-Related Field Trips

1. 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 Section H.1.a. Risk Management is responsible to ensure that the vendor:
    a. Has obtained approval from the Risk Management Department for any field trip involving water travel and utilizes vessels that are inspected and approved by the Coast Guard or other responsible government agency for the type of water travel being considered.
    b. Has General Liability Insurance with bodily injury limits of not less than $1,000,000 per occurrence and The School Board of Broward County shall be named as an additional insured.
    c. Has valid Lifeguard Certificate(s) (at least one certified instructor per trip).
    d. Has valid Red Cross / CPR Certificates for all instructors.
    e. Has valid Commercial License and Boating Certificate from the Coast Guard.

F. International Field Trips

1. 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

teacher or sponsor shall provide a detailed plan including the trip objectives, the number of chaperones required in Section H.1.b., 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. All international trips must have a final approval in advance from the Superintendent.

G. Special Program Trips

1. Special Program Trip requests must receive final District compliance approval from the Superintendent or designee, following initial approval by the school principal or designee.
2. Requests for Special Program Trips submitted by outside agencies or vendors must be directed to the Superintendent or designee for initial review and final approval.
3. Standardized criteria for making decisions on Special Program Trip requests will be developed by the Superintendent or designee. The criteria shall include, but not limited to, the following:
   a. academic value;
   b. academic credit, if any, associated with the program;
   c. fulfillment of obligation to interscholastic athletic and activity programs;
   d. effect of the program on the affected student's ability to meet the promotion/graduation requirements;
   e. expenses for the District and affected students and employees;
   f. length of the trip;
   g. safety.
4. The Superintendent is authorized to cancel an approved Special Program Trip, at any time, if it is determined that a significant change has occurred in one or more of the originally approved criteria.

H. Chaperones

1. 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 chaperones with the appropriate security clearance. 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:

1 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 chaperones with the appropriate security clearance. 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:

1 to 10 students – 2 chaperones
11 to 20 students – 3 chaperones
21 to 30 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. 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.,* sleepout at SeaWorld, military style barracks).

I. Transportation

1. 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:
        i. School transportation vehicles may be made available for all trips sponsored in compliance with revisions of this Policy.
        ii. School buses may be used for school activity trips provided approval has been obtained from the principal.
        iii. The Transportation Department may grant the school principal's application for the use of school buses providing:
            aa. Use of buses for the school activity field trips shall not interfere with regular bus schedules.
            bb. 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.

            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.
            cc. School-based organizations/clubs under the direction of the school principal shall be responsible for the general conduct of students while riding on school buses or other vehicles.
            dd. 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.
            ee. 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
   i. Schools may use any approved private charter bus vendor to transport students to school sponsored functions.

c. Use of Rental Vehicles to Transport District Students:
   i. 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:
   i. 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.

Policy Custodian: Teaching & Learning (Learning Communities)

Former Policy Number: 6303; 6403 (Special Program Trips)

Policy Status: Active

Authority: F.S. 120.54, 120.81(1)(a), 1001.41(1) and (2), 1001.42(28), 1001.43(3)(c),

Laws Implemented: F.S. 1000.21(6),1001.42(8) and (10), 1001.43(3)(c), 1006.22(2), 1012.465, 1014.

F.A.C. Rule 6A-10.085

History: Adopted 05/04/72
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; 3/28/23; 7/29/25

Water Related Field Trip Questions and Answers

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

Question: What is a water-related field trip?

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

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

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

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

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

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

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

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

Answer: Yes. According to policy 6303 Field Trip Rules, "The principal of a school shall be contacted before the teacher or sponsor begins to discuss any water-related field trip. If the principal should feel that such a trip would be a project worthy of pursuing, a detailed plan of the projected trip, its objectives, the number of chaperones required, and cost(s) should be presented to the appropriate area superintendent for approval before it is discussed with students, parents or community. A cover letter indicating the principal's approval of the project and having his/her signature shall accompany this [detailed plan]. Once the trip has all of the necessary approvals, the teacher or sponsor shall proceed."

Water Related Field Trip Questions and Answers

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

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

1. Certificate of Insurance (General Liability) naming the School Board as an Additional Insured

for not less than $1,000,000

2. Life Guard Certificate (at least one certified instructor per trip)
3. Red Cross/CPR certificate for all instructors
4. If a vessel is to be used, Commercial License and Boating Certificate from the Coast Guard

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

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

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

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

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

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

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

Answer: Yes. According to policy 6303:

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

10 students or fewer – 2 chaperones

11 to 20 students – 3 chaperones

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

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

In all cases, chaperones are required to have the appropriate level of clearance. Information on clearance levels may be found at: http://www.getinvolvedineducation.com/volunteers/safety.htm?safety/security.htm, and the application for security check for chaperones may be found at: http://www.getinvolvedineducation.com/volunteers/application.htm

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

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

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

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

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

Question: Who do I contact for more information?

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

Water Related Field Trip Questions and Answers

Appendix A

APPROVED WATER-RELATED FIELD TRIPS

A. Billie Swamp Buggy Safari (Seminole Tribe)

B. Broward County Parks & Recreation / Ann Kolb Nature Center / West Lake

C. Build a Field Trip (Florida Safari Adventure, Inc.)

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

20. Florida Fossils and Springs Summary: *3 Day - Lake Whales, Arcadia, Sebring, Archbold Biological Research Station, Canoe Outpost, Apopka, Wekiwa Springs, Kelly Park*
21. Wetlands and Woodlands Summary: *2 Day – Ah-Tah-Thi-Ki Seminole Indian Museum, Fakahatchee Strand Preserve State Park, Collier Seminole State Park or Koreshan State Park, Bonita Springs*
22. Florida Keys and Everglades Adventure Summary: *3 Day – Holiday Park, Ft. Lauderdale, Key Largo, John Pennekamp State Park, Coral Reef Park Company or Reef Roamer, Everglades National Park, Shark Valley, Miccosukee Indian Village, Florida Bay Outfitters, Dolphin Plus and Dolphin Cove*
23. Florida Keys and Dolphin Adventure Summary: *3 Day – Key Largo, John Pennekamp State Park, Coral Reef Park Company or Reef Roamer, Everglades National Park, Shark Valley, Miccosukee Indian Village, Florida Bay Outfitters, Dolphin Plus and Dolphin Cove*
24. Southern Sites of Savannah: *3 Day – Historical studies of Savannah, Georgia*
25. An American Experience: *5 Day – Historical studies of Savannah, Georgia and Charleston, South Carolina*
26. Florida Experience Summary: *5 Day - Crystal River, Homassasa Springs, American Pro Dive Center, Lake Whales, Arcadia, Sebring, Archbold Biological Research Station, Canoe Outpost*
27. Bahamas B.E.A.C.H. and Dolphin Adventure: *5-7 Days – Marine ecology studies, New Providence, The Bahamas*
28. Costa Rica Summary: *8 Days – Geological, Marine, and Ecological Studies, La Fortuna, Monte Verde, Manuel Antonio*

D. Flamingo Fishing (Deep Sea Fishing)

E. Marine Resources Development Foundation (MarineLab)

F. Sawgrass Recreational Park

G. Science Eye: Everglades Experience at Everglades Holiday Park
Coastal Exploration at John U. Lloyd Beach State Park

H. Key Largo Princess (glass bottom boat)

I. Marjory Stoneman Douglas Biscayne Nature Center (Crandon Park)

J. Everglades National Park

K. Miramar Aquatic Complex – Approved for **Whispering Pines Center** to test boats

L. City of Margate – Calypso Cove

M. JROTC Program - Boy Scouts of America (Learning for Life aka Explorers) – Various High Schools

N. Seacamp – Newfound Harbor Marine Institute

O. Biscayne BioBlitz – Biscayne National Park

P. Joseph Carter Park – Aquatic Complex (Water Playground)

Q. Broward College – Tigertail Lake Water Safety

R. Nova Shark Tagging Program

S. Deerfield Island Park

T. Sea Experience, Inc.

U. Broward County Parks: Everglades Holiday Park, Central Broward Regional Park, Quiet Waters Park, TY Park, CB Smith Park

V. Bluefoot Pirate Adventures

W. Youth Environmental Alliance

X. Coconut Cove

Y. South Florida Diving Headquarters – Wahoo Bay

Z. Jungle Queen

AA. Pigeon Key Foundation

BB. Caporella Aquatic Center – City of Tamarac

Updated August 14, 2024

Appendix B

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

Company/Organization:

Name of Field Trip: **Grade Level:**

Destination:

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

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

Cost of Program Per Student: $_____

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

WATER-RELATED FIELD TRIP INFORMATION

Educational Objectives:

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

Water Related Field Trip Questions and Answers

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

*General Liability Insurance with bodily injury limits of not less than $1,000,000 per occurrence. The School Board of Broward County, Florida shall be named as an additional insured.
*If commercial land transportation is to be used, Automobile Liability Insurance with bodily injury limits of not less than $1,000,000 per person, $1,000,000 per occurrence and property damage limits of not less than $1,000,000.
*Life Guard Certificate (at least one certified instructor per trip)
*Red Cross/CPR Certificate for all instructors
*Commercial License and Boating Certificate from Coast Guard

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

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

Appendix C

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

1. The principal or designee is to complete the Water-Related Field Trip Information Form (Appendix B), which can be obtained from the Area Office, and provide the information listed below:
   a) Certificate of Insurance (General Liability) naming the School Board as an Additional Insured for not less than $1,000,000:
      The School Board of Broward County, Florida
      Risk Management Department
      600 S.E. Third Avenue, 11th Floor
      Fort Lauderdale, FL 33301
   b) Life Guard Certificate (at least one certified instructor per trip)
   c) Red Cross/CPR certificate for all instructors
   d) If a vessel is to be used, Commercial License and Boating Certificate from the Coast Guard
2. After completing procedure #1, all information must be approved by the principal and sent to the Area Office for review and approval
3. Upon approval by the Area Office, the information must be forwarded to the Science Curriculum Department for curriculum approval
4. After curriculum approval, the information is then sent to the Risk Management Department for insurance verification and final approval
5. After completing insurance verification, the Risk Management Department will then update the approved list of water related field trips and distribute to the Area Offices, and the documentation will be inserted into the water-related field trip binder.

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

Appendix D

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

Name of Field Trip: **Grade Level:**

Destination:

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

Cost of Program Per Student: $_____

Educational Objectives:

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

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

10 students or fewer – 2 chaperones

11 to 20 students – 3 chaperones

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

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

Names of Chaperones:

Appendix E

Water-Related Field Trip Authorization Form
(For Parents)

_____
School Name

School Board of Broward County

Student Name: _____ **Telephone:** _____

Name of Field Trip: _____ **Offered by:** _____

Destination: _____

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

Departure Date	Departure Time	Method of Transportation
_____	_____	_____

Cost of Transportation	Cost of Trip	Total Cost
_____	_____	_____

Brief Description of Trip:

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

_____ **Non-swimmer** _____ **Novice swimmer** _____ **Skilled swimmer**

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

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

Signature of Parent/Guardian **Date**