

The School Board of Leon County Administrative Procedures

Procedures posted on this site reflect current administrative practice in Leon County Schools. Other administrative procedures may be found at <http://www.planning.leon.k12.fl.us/Procedures/Index.html>.

2340A - FIELD TRIP PROCEDURES

Purpose

To provide steps to be followed to arrange field trips or Community Based Instruction (CBI) trips for students.

Procedures

Parent/Guardian permission and medical release forms must be on file for all students on the trip. For students on CBI trips a completed authorization/waiver must be on file at the school and a copy taken on the trip by the adult in charge.

Adequate chaperones/sponsors/staff must be arranged. (Please see Student Activities Handbook, Sections 19-10 through 19-13, for qualifications, requirements, ratios, and restrictions on tobacco use related to chaperones.) Adults certified in first aid and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) should accompany any group in an outdoor activity field trip. Drivers of non-district vehicles must provide a copy of current driver's license and insurance coverage. All chaperones, regardless of manner of transportation, and non-District staff who accompany school-sponsored field trips on a District-provided bus shall first complete a District volunteer form (<https://volunteers.leonschools.net/Volunteers/>) and be approved. Anyone who is not approved may appeal in accordance with Policy [9130](#) - Public Complaints.

The principal shall schedule a general field trip health-related training session, which shall be up to thirty (30) minutes in length, for the faculty prior to the first field trip being offered during each school year and at least prior to the end of first semester.

At least two (2) weeks prior to a field trip, the Principal shall submit a Field Trip Authorization Request to the School Divisional Director. A copy of this form shall also be provided by the Principal to the School Nurse assigned to provide oversight to the school. The School Divisional Director will provide a copy of the approved form to the Leon County Health Department Supervisor of School Health.

In order to support health needs during a field trip, the principal may require a staff member certified in first aid and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) is placed on each bus. Additionally, at least one (1) staff member trained in medication administration shall be in attendance on the field trip.

In the event that a student with a major illness, including but not limited to: diabetes, asthma, allergies, seizures, is expected to attend the field trip, child-specific training shall be scheduled with the school nurse assigned to the school at least ten (10) school days prior to the date of the trip.

Prior to each field trip, school staff assigned to the school health room shall collaborate with the school nurse to prepare medication for the fieldtrip according to the Policy [5330](#) - Use of Medication and AP [5330](#) - Use of Medications.

All out-of-state trips require the Superintendent's prior approval.

Out-of-state or overnight in-state trips require submission of itinerary, list of chaperones and student and local phone number to call if delay or problems occur. District funds may not be expended to pay the transportation,

lodging and other expenses of chaperones who are not District employees. With the approval of the principal, exceptions may occur when chaperones who are not District employees must be recruited to ensure compliance with the required chaperone/student ratio. This must be noted by the principal when travel forms are submitted. Any other exceptions related to the requirement that non-District employees pay their own expenses must be approved in advance by the principal, and the reason for the exception noted on the travel form.

CBI trips can occur only in Leon County. All students shall have specific goals and objectives tied to activities that will take place on the trip, and data collection shall occur on outings.

Boating field trip activities are permitted only with strict supervision.

- A. For elementary students, boating activities are permitted only when all of the following notification and safety precautions are taken:
1. The boat must have a stable platform, such as a flat-bottom boat.
 2. The boat must be surrounded by a caging bar.
 3. One (1) size-appropriate U.S. Coast Guard-approved life vest must be available for every passenger.
 4. Ensure that the owner/operator of the boat has appropriate and adequate insurance coverage.
 5. A vendor or school employee trained and certified in water rescue, first aid, and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) must be physically present on the boat.
 6. At least one (1) adult associated with the field trip must accompany every five (5) students on the boat.
 7. Provide adequate notification describing the specific conditions of the boating activity and obtain permission from parents/guardians.
- B. For secondary students, boating activities are permitted only when all of the following notification and safety precautions are taken:
1. One (1) size-appropriate U.S. Coast Guard-approved life vest must be available for every passenger.
 2. Ensure that the owner/operator of the boat has appropriate and adequate insurance coverage.
 3. "Man overboard" drill must be conducted when participants initially depart from dock area for offshore sailing or boating.
 4. Adult supervision and availability of motorized rescue boat must be provided for students in sailboats, canoes or other non-motorized craft.
 5. Provide adequate notification describing the specific conditions of the boating activity and obtain permission from parents/guardians.

Swimming field trip activities are prohibited for elementary students during the regular school year and are discouraged for most secondary.

- A. In cases when secondary school principals determine that swimming field trip activities are appropriate, Principals are required to ensure strict adherence to and documentation of the following procedures:
1. One (1) lifeguard or Red Cross-certified adult in a controlled swimming area; at least one (1) lifeguard per fifteen (15) students in a non-controlled area.
 2. Written permission from a parent/guardian.
 3. Adequate notification describing the specific conditions of the swimming activity.
- B. For elementary students attending summer camps, swimming field trip activities are permitted only with strict adherence to and documentation of the following procedures by the Principal:
1. One (1) lifeguard or Red Cross-certified adult in a controlled swimming area; at least one (1) lifeguard per ten (10) students in a non-controlled area.
 2. Written permission from a parent/guardian.
 3. Documentation of swimming proficiency. In lieu of documentation, parent/guardian permission must include a statement asserting that student is a proficient swimmer.
 4. Adequate notification describing the specific swimming activity.

All field trips and community based instruction (CBI) trips shall be of an educational nature.

Unless unusual circumstances exist, all trips shall start after 9:30 am and end by 1:30 pm during regular school days.

General field trip funds will be allocated by an approved formula and placed in the individual school budgets. Special programs or projects may also support field trip or community based instruction activities from their cost center/project funds.

Out-of-town charges are:

- A. **Overnight** - Actual mileage at the established rate will be charged to the school's program. In addition:
1. **Meals** - All meals will be reimbursed to the driver by the District and charged to the school/program at the standard approved out-of-town rates.
 2. **Lodging** - The school/program is responsible for reserving individual lodging for the driver equal to that of the sponsor. Lodging will be reimbursed to the driver at the actual rate or as part of per diem. Schools may, however, make arrangements to pay the hotel, but not the driver, directly.
 3. **Compensation** - Driver's pay will be calculated for the time from departure to delivery of students to overnight lodging; eight (8) hours per full day away, plus any additional stand-by or driving beyond 5 pm; and from 8:00 am (or departure time if earlier) to return time plus thirty (30) minutes for bus maintenance. All costs will be charged to the school or program.

- B. **Day Trips** - Actual mileage at the established rates plus meals at the standard approved out of town rates, reimbursed to the driver by the District, will be charged to the school or program.
All travel vouchers must be submitted by the driver to the school/program, coded and approved, and sent by the school/program to the Finance Department for reimbursement.

Additional information may be required by the school, program, project or department funding the field trip.

All special activities or special programs, including co-curricular activities, are required to follow these or the co-curricular handbook guidelines, or have specific written plans approved by the site administrator.

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