MIAMI-DADE COUNTY PUBLIC SCHOOLS

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General Information
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In accordance with School Board Policy 2340 (see page 3) field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

A school-sponsored field trip is recognized as one that 1) meets the criteria specified in School Board Policy 2340; 2) is properly authorized by the school principal, other Miami-Dade County Public Schools (M-DCPS) administrator, and/or the School Board, as applicable; and 3) generally transpires during the course of the regular school year.

Trips should be planned so that students are not absent from school. In the event this is not possible, absences shall be limited to the least number of school days possible.

Only the sponsor, chaperones, support staff (i.e., interpreters for deaf and hard of hearing, paraprofessional assistant, nurse) and students on the field trip roster may participate in a field trip. **No other persons may travel with the group or participate in the field trip.**

Additional personnel such as a Paraprofessional Assistant, Nurse, Interpreter for the Deaf and Hard of Hearing are not to be counted as chaperones; however, they are responsible for supervising the student to whom they are assigned and must be listed on the chaperone list.

Provisions must be made for the proper supervision of students by school employees. Volunteers are permitted to assist in such supervision as long as they have been cleared by the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip. (See Chaperone/Volunteer information for details, page 9.)

All chaperones must be at least 21 years of age and cleared as school volunteers at the level appropriate for the trip. (See Chaperone/Volunteer information for details.)

The adult/student ratio shall be a minimum of 1:15 or less.

If a student group has members of each sex then chaperones of each sex should accompany the group.

Guidelines established by travel agencies for issuing scholarships to students and gratuitous tickets to parent chaperones for approved field trips must be strictly adhered to by the sponsor, principal, and Region staff.
School-sponsored trips involving students traveling by air must be with an FAA-certified air carrier. All trips that involve transporting students by water must be approved by the Department of Safety and the Office of Risk Management. (See FM-6614 for information and details-page 49.)

- Students must have valid health insurance when traveling out of the country.
- Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. A school administrator should be notified of any changes.
- The sponsor should personally check each hotel room with the hotel representative to assess for additional charges, etc., at the time of check-out for overnight trips.
- Chaperones should make provisions for meals for students on field trips.
- **Students are not permitted to transport other students on field trips.**
- **Limousines are not to be used as a mode of transportation.**
- For out-of-country field trips, all designated chaperones must be employees of the school site undertaking the out of country field trip.
- The chaperone (staff member in charge) should have a copy of each student’s Emergency Medical Authorization Form in his or her possession.
2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

A field trip is any planned journey by one or more students away from District premises which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms, without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Approval must be obtained according to the District's administrative procedures.

The Superintendent shall prepare administrative procedures for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

A. the safety and well-being of students;
B. parental permission is sought and obtained before any student leaves the District on a trip;
C. proper planning of each trip, and that a field trip is integrated with the curriculum, evaluated, and followed by appropriate activities which enhance its usefulness;
D. the effectiveness of field trip activities judged by demonstrated learning outcomes;
E. proper supervision of students by school employees;

Parents are permitted to assist in such supervision, if appropriately approved as volunteers (Policy 2430.01). The adult/student ratio shall be 1:15 or less.
F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;

G. the chaperone (staff member in charge) should have a copy of each student’s Emergency Medical Authorization Form in his or her possession.

H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;

I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

An instructional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. When alteration of the itinerary is necessary, the instructional staff member in charge shall notify the administrative superior immediately.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety. Local and intrastate trips involving students traveling by bus must comply with Florida law and Board policies.

In the planning of field trips, absences from school should be restricted to the least number of school days possible. The educational purpose and length of the field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field trips must comply with procedures outlined in Policy 5200.

Students shall not be denied the privilege of participating in a field trip because of financial need. A roster is to be submitted along with the field trip application request that includes the names, addresses, and telephone numbers of all students who are eligible to participate in the field trip regardless of the student's decision to participate in the trip. Clubs and/or organizations shall provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fund-raising activities. Those students participating in the fund-raising efforts may receive commensurate credit toward the trip.

Permission for students to participate in any of the following events within the State may be granted by the principal:
A. scheduled Florida High School Athletic Association events;
B. scheduled vocational student organization events;
C. scheduled interscholastic athletic events.

Requests for student groups other than those indicated above or pre-approved by the Board to leave the county for events, shall be directed by the principal to the Region Superintendent for approval or disapproval prior to the formulation of plans for the trip.

An ad hoc task force consisting of a representative from the Miami-Dade Council of Parent-Teacher Association/Parent-Teacher-Student Association, the Family and Community Involvement Advisory Committee, the United Teachers of Dade, Region and District administration, students and principals, will be appointed annually, by the Superintendent, or his/her designee, to develop a list of recommended out-of-county and out-of-state trips for submission to the Board for action prior to the 1st of September. Approval of this list by the Board would permit students to participate, providing the trip is recommended by the principal. All other out-of-state and out-of-country trips will require specific Board approval and shall be directed to the Superintendent and include the recommendation of the Assistant Superintendent, Division of Athletics, Activities and Accreditation.

Field trip requests to be approved by the Board may be submitted to the Assistant Superintendent of the Division of Athletics, Activities and Accreditation at any time, but no later than thirty (30) school days before the Board meeting prior to the anticipated trip. In cases of emergency the Board may, upon request, permit exceptions to this requirement.

F.S. 1001.43
Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips. These vehicles shall be owned or approved by the District and driven by approved drivers.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must comply with Florida law and School Board policies.

All field trips shall be supervised by members of the staff. Any time students are in the vehicle, at least one (1) staff member or chaperone is also expected to ride in the vehicle to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride in the approved vehicle to and from each activity. A special request must be made to the principal by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

F.S. 1006.21
MEMORANDUM

October 6, 2003

TO: Mercedes Toural, Chief Education Officer and Deputy Superintendent of Schools

FROM: Board Attorney’s Office

RE: LEGAL OPINION REGARDING FIELD TRIPS

By memorandum dated September 3, 2003 (copy attached), you have asked a series of questions seeking clarification about whether or not schools may conduct field trips when students are out of school during the summer and not attending summer school. Our research indicates that the rules and procedures governing field trips in the summer are the same as those for field trips during the school year. Also attached is a copy of School Board Rule 6Gx13-6A-1.22 and M-DCPS Field Trip Procedures 2002-2003 prepared by School Operations that may provide additional guidance in answering most of your questions.

Your questions are presented and answered as follows:

1a. May a school site administrator approve a field trip during the summer months when school is not in session? (This excludes J.R.O.T.C. programs, since it is a requirement by the military service that program participants attend summer training camp.)

We interpret the term “school site administrator” to be limited to the school principal. Accordingly, school principals may approve certain field trips. Other types of trips require additional approvals from the ACCESS Center Director, the Superintendent and/or the School Board depending on what type of trip it is and where the students will be going. The procedures for all types of trips, whether school is in session or not, i.e., in-county, out-of-county, in-state, out-of-state, and out-of-country, are outlined in School Board Rule 6Gx13-6A-1.22 and the Field Trip Procedures.

1b. If the answer to 1a. is no, then does this also preclude coaches/sponsors of teams or clubs from taking students on their own and possibly using internal accounts from their school to attend summer camp/tournament activities?

We have not found, nor has any authority been brought to our attention, that authorizes coaches and sponsors of teams or clubs to take students on their own to attend summer camp and tournament activities utilizing school district funding. If they do so, without going through the proper procedures as mandated by School Board Rule 6Gx13-6A-1.22 and the Field Trip Procedures, they risk personal liability for acting outside the scope of their authority as school district employees.
2. When summer school is in session, may a student who is enrolled in the school, but not attending summer school, participate in a school sponsored field trip?

This is an administrative decision. We find no legal impediment to allowing a student who is enrolled in the school but not attending summer school to participate in a school sponsored field trip during the summer school session.

3. May a student who graduated in June from a Miami-Dade County Public School high school participate in a summer field trip in order to compete at a culminating national level competition? Currently, the district permits summer trips for culminating national level competitions. Graduating twelfth grader(s) who participated with the competing group during the school year (e.g. vocational, drama and debate competitions) were also allowed to participate.

The answer is in the affirmative.

4. During the summer may a school site administrator permit student(s) enrolled in their school, but not enrolled in summer school, to attend a student exchange program in another state or country?

See answer to Question #2.

JOHNNY BROWN  
School Board Attorney

PREPARED BY:

Melinda L. McNichols  
Assistant Board Attorney

cc: Mr. Merrett R. Stierheim  
Mr. Ronald Felton  
Ms. Willa S. Young  
Mr. F. Craig Sturgeon

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Chaperone/ Volunteer Guidelines
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Chaperone/Volunteer Guidelines

School-site employees of the school sponsoring the field trip as well as volunteers who have been cleared by the M-DCPS School Volunteer Program (application completed online, background check processed, and approval received are permitted to serve as chaperones for field trips, if the person is 21 years of age or older.

Employees at M-DCPS work locations other than the one sponsoring the field trip must complete the School Volunteer Program clearance process prior to chaperoning any field trip that is not sponsored by their work location.

All volunteers will undergo a background check.

VOLUNTEER LEVELS

- **Pending**: registered, but are not yet cleared (these individuals are not eligible to serve as a chaperone).
- **Level I**: cleared volunteer who is limited to positions that are not “high security” (no fingerprinting required). A Level I volunteer can chaperone a field trip that is NOT an overnight trip involving hotel or similar accommodations.
- **Level II**: cleared volunteer who can volunteer in any capacity, including “high security” positions and overnight trips involving hotel or similar accommodations (fingerprinting required).

PROCEDURE TO BECOME A VOLUNTEER

Procedures delineated by the M-DCPS School Volunteer Program must be followed. Information on such procedures can be found at the Parent Portal, http://community.dadeschools.net/lsvp/school-vol.asp or by calling 305-995-2995.

CHAPERONE/VOLUNTEER OVERVIEW

- Chaperones/volunteers may not bring preschoolers or children who are not registered at the school for which they are volunteering on the trip.
- Chaperones/volunteers may not be left alone to supervise students. The visual and auditory presence of an M-DCPS employee must be maintained at all times.
- Chaperones/volunteers must be appropriately dressed at all times.
- Chaperones/volunteers must wear an identifying badge whenever serving as a volunteer.
- Chaperones/volunteers must sign in and out every time they serve the school.
- Chaperones/volunteers are responsible for student safety above all else.
• Chaperones/volunteers must immediately report to someone in authority any safety concerns or emergency issues relating to students.

• Chaperones/volunteers must follow the School Board Policy 3210 – Standards of Ethical Conduct, School Board Policy 3210.01 - Code of Ethics and School Board Policy 3213 – Student Supervision and Welfare.

• Chaperones/volunteers must not discipline or inappropriately touch students.

• Chaperones/volunteers may not give students gifts, rewards, or food items of any kind without the teacher’s/parent’s permission.

• Chaperones/volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.

• Chaperones/volunteers must check attendance and know the whereabouts of students at all times.

• Chaperones/volunteers must be 21 years of age or older, even if the person is an employee of M-DCPS.

• Chaperones/volunteers on out-of-town or overnight trips assume 24 hour-a-day responsibility. Chaperones/volunteers are always “on duty.”

• Chaperones/volunteers are prohibited from sharing a room with students.

• Chaperones/volunteers are to remain with the group at all times.

• Chaperones/volunteers are prohibited from consuming alcoholic beverages or using mood modifiers at any time.

• Chaperones should refrain from smoking or using e-cigarettes in the presence of students.

It is imperative that sponsors and chaperones remain with the group during the entire trip.
Approval Process
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Approving Field Trips

- Requests for in-county field trips should be processed a minimum of two weeks prior to the scheduled date of the trips with final approval or disapproval being granted by the school principal.

- Permission for students to participate in all events listed on the Florida High School Athletic Association calendar, all Middle School Athletic Program events and all regularly scheduled interscholastic athletic events within the state, may be granted by the school principal. When sleeping arrangements or hotel accommodations are required, there must also be Region approval. School sites and Region offices are not held to the minimum of two weeks prior notification for athletic events.

- A committee will be appointed annually by the Superintendent of Schools to develop a list of recommended out-of-county/state trips for submission to the School Board for approval. Approval of this list by the School Board permits students to participate, providing the trip is recommended by the school principal. All other out-of-state trips (not pre-approved) will require specific School Board approval and shall be directed to the Superintendent of Schools, and shall include the recommendation of the Region Superintendent.

- Requests for student groups to leave the county for events not pre-approved by the School Board shall be directed to the Region Superintendent for approval or disapproval prior to the formulation of plans for the trip. (NOTE: FHSAA events are pre-approved by the School Board – see page two of Field Trip Request Packet FM-2431 (Rev. 08/13), pages 35-43.

- Field Trip Requests that must be approved by the School Board must be submitted to the Division of Athletics, Activities and Accreditation at least 45 school days before the School Board meeting prior to the anticipated trip. In cases of emergency, the School Board may, upon request, permit exceptions to this requirement.

*See Approval Chain Chart on page 12.
**IN-COUNTY**
(no sleeping arrangements or hotel accommodations)

**OUT-OF-COUNTY/OUT-OF-STATE (PRE-APPROVED)**
(no sleeping arrangements or hotel accommodations)

**OUT-OF-COUNTY (NOT PRE-APPROVED)**
OUT-OF-COUNTRY

**PRINCIPAL**

**PRINCIPAL**

**PRINCIPAL**

**PRINCIPAL**

• Forms filed at school site.
• Copy to Region of Form 2431, Field Trip Request Packet.*
  *Exception: Car/Van rental requires Region approval.

**IN-COUNTY**
(with sleeping arrangements or hotel accommodations)

**OUT-OF-COUNTY/OUT-OF-STATE (PRE-APPROVED)**
(with sleeping arrangements or hotel accommodations)

**OUT-OF-COUNTY (NOT PRE-APPROVED)**
OUT-OF-COUNTRY

**REGION**

**REGION**

**REGION**

**REGION**

**SCHOOL BOARD**

**Division of Athletics/Activities**
(45 days prior to School Board meeting at which trip is to be approved)
Procedures
&
Responsibilities
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All M-DCPS Personnel

All personnel involved with submitting or approving field trip requests must follow the rules, regulations, and procedures listed below. The listed procedures will indicate the responsibilities of the sponsor, school principal, Regional Superintendents, and the Division of Athletics/Activities and Accreditation.

1. Carefully review School Board Policy 2340 - Field and Other District-Sponsored Trips (page 3), before beginning preparations for a field trip.

2. Check the list of pre-approved field trips (page two of Field Trip Request Packet FM-2431).

3. All submitted field trip packets must contain the following:
   
a. Letter of invitation or written justification for the trip
b. Complete itinerary
c. Field Trip Request Packet (FM-2431), pages 35-43
d. Travel Expense Report By Faculty When Accompanying Students (FM-0994), page 44
e. Field Trip Reconciliation (FM-7235), page 49
f. Car/van rental form Request for Travel Expense Advance/Reimbursement (FM-1104), page 47
   
If applicable, Approval to Use Private Vehicle (FM-6298), page 46

4. All field trip requests which require School Board approval must be submitted to the Division of Athletics, Activities and Accreditation, 9040 S. 79th Avenue, Miami, FL, 33156. or Mail Code 9723, at least 45 school days before the School Board meeting prior to the anticipated trip.

The following responsibilities and procedures for field trips are categorized as sponsor, school principal, Region Superintendents and Division of Athletics, Activities and Accreditation.
1. Request permission from the school principal to conduct a field trip before initiating the planning stages.

2. Review all rules and regulations:
   A. School Board Policy 2340, page 3.
   B. Required documentation – Field Trip Request Packet (FM-2431) pages 35-43, letter of invitation, complete itinerary
   C. List of approved out-of-county/state field trips.

3. For water-related field trips: (with the exception of GMAC, Middle School Athletics Program (MSAP) and FHSAA events):
   A. Refer to Water Safety Manual.
   B. Verify with the Office of Risk and Benefits Management that a current certificate of insurance is on file for the organization/site (305-995-7133).
   C. Contact the Department of Safety, Environment & Hazards Management to verify that the activity meets the requirements for water safety (305-995-4949).
   D. Complete Water Related Field Trip Packet (FM-6614), pages 50-58.

   NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such as swimming and water polo are not required to complete a Water Related Field Trip Packet.
   E. Verification that participating students have passed the American Red Cross Level III Swimming Standard (See Water Related Field Trip Packet, FM-6614) pages 50-58.

   NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such as swimming and water polo are not required to submit this verification.

4. Refer to the Financial Guidelines section, page 21, and consult with the school treasurer to ensure proper procedures are followed.

5. Ensure that adequate funding is procured to fund the trip.

6. Secure completed and signed parent permission form (which includes transportation information) from each student who will participate in the field trip. Emphasis should be placed on complete medical information.

7. Ensure all chaperones/volunteers are cleared at either Level I or II, page 9, as appropriate for the trip.
8. Complete the *Field Trip Request Packet* (FM-2431), page 35, attaching the following information, and submit to the school principal or designee for approval:

   a. Complete itinerary, including coordination of transportation and hotel information  
   b. If applicable, letter of invitation or written justification for the trip.  
   c. *Travel Expense Report By Faculty When Accompanying Students* (FM-0994), page 44  
   d. *Field Trip Reconciliation* (FM-7235), page 49  
   e. Car/van rental form *Request for Travel Expense Advance/Reimbursement* (FM-1104), page 47  
   
   *If applicable, Approved to Use Private Vehicle* (FM-6298), page 46.

9. Upon approval of trip:
   A. Ensure that the chaperones have available and accessible to them during the trip:
      1. A copy of the field trip roster page from the *Field Trip Request Packet* (FM-2431)  
      2. A copy of all parent permission forms with emergency contact information  
      3. Evacuation/Fire Protection information  
      4. Any other information that will assist them with their responsibilities for students during the trip.  
   
   B. Forward one copy of the *Field Trip Request Packet* (FM-2431) to the school cafeteria manager and the school attendance clerk.

10. For trips requiring School Board approval, submit all necessary documents concerning the field trip to the school principal at least eight (8) weeks before the School Board meeting prior to the anticipated field trip.

11. All trips requiring School Board approval must be submitted to the Division of Athletics, Activities and Accreditation at least 45 days before the School Board meeting prior to the trip. Signatures of Principal and Region must be on appropriate forms. Money cannot be collected for the trip until School Board approval has been obtained.

   **It is imperative that sponsors and chaperones remain with the group at all times during the trip.**
Principal’s Responsibilities

1. Grant permission or reject field trip requests before the sponsor enters the planning stages and notify the sponsor of the status of the trip.

2. Validate all items on the Field Trip Request Packet (FM-2431), pages 35-43, the itinerary, and the letter of invitation. Ensure complete use of form and accuracy of information.

3. Review field trip dates to ensure a minimal number of school days are missed. Student exchange programs and pre-approved Out-of-County/Out-of-State trips (FM-2431) are excluded.

4. Submit all original documents for Out-of-County/Out-of-State (not pre-approved) field trips to Region Superintendent for approval.

5. Submit all original documents for field trips requiring School Board approval to the Region Superintendent at least 60 days before the School Board meeting prior to the anticipated field trip.

6. Follow up with the Region regarding approval of the trip.

7. Notify sponsor of the approval or denial of the requested trip.

8. Notify the Region of all trips, including those that are pre-approved.

9. For out of country trips, complete the United States Government Travel Registration form online for all students participating.
Region Superintendent’s Responsibilities

For In-County (no sleeping arrangements or hotel accommodations)

In-county field trips that do not involve sleeping arrangements or hotel accommodations do not require Region approval. Copies are filed at the school site.

Documentation is submitted to the Region for informational purposes only. A copy should be kept on file at the Region.

For In-County (with sleeping arrangements or hotel accommodations)

In-county field trips that do involve sleeping arrangements or hotel accommodations require Region approval of the Field Trip Request Packet (FM-2431), pages 35-43.

For Out-of-County/Out-of-State on the School Board approved list (no sleeping arrangements or hotel accommodations)

1. No Region approval required. These field trips are approved by School Board Policy 2340 – Field and Other District-Sponsored Trips, and the list can be found on the Field Trip Request Packet (FM-2431).

2. Documentation is submitted to the Region for informational purposes only. A copy should be kept on file at the Region.

For Out-of-County/Out-of-State on the School Board approved list (with sleeping arrangements or hotel accommodations)

1. Region approval of the Field Trip Request Packet (FM-2431) is required. These field trips are approved by School Board Policy 2340.

2. Once the Field Trip Request Packet (FM-2431) is approved, a copy should be kept on file at the Region.

For Out-of-County/Out-of-State NOT on the School Board approved list and all Out-of-Country

1. Review the Field Trip Request Packet including all attached documents.

2. Sign the Field Trip Request Packet (FM-2431) and return the original request and attached documents to the school. Make one copy of the request with all attached documents to be filed at the Region.
Division of Athletics, Activities and Accreditation’s Responsibilities

For Out-of-State not on the School Board approved list and all Out-of-Country

1. Review the field trip request including all attached documents.

2. Prepare School Board agenda item requesting approval for the field trip.

3. Notify the school principal of the School Board’s decision.

4. For out-of-country trips, remind the school site to complete the United States Government Travel Registration form on line for all students participating.
Transportation
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Transportation

For transportation for field and other District-sponsored trips, please refer to School Board Policy 8640 (page 6).

Please note that limousines are not to be used as a mode of transportation.

Private Vehicle Use

The use of private vehicles for transportation of students is discouraged. When use of privately owned cars is absolutely necessary, there must be: (1) signed parental consent on the parental permission form; (2) approval by the school principal in writing on the prescribed form specifying: date of use; points of departure and return; name of vehicle owner; owner’s insurance coverage; and the amount of any compensation to be paid by the school. Additionally, students are not to transport other students.

Only school-site employees and cleared (Level I or II) volunteers may transport students on field trips when the following procedures are followed:

1. Request for Approval to Use Private Vehicle for Transporting Students (FM-6298), page 46 is completed.
2. A copy of the employee/volunteer’s driver’s license and insurance information is submitted with FM-6298 for verification.
3. The vehicle meets the Federal Guidelines for transporting students (1006.22, F.S.). (See below.)
4. The school principal has approved the use of the private vehicle, indicated by his/her signature on FM-6298.
5. Only the vehicle and driver approved by the school principal on FM-6298 may be utilized.

According to Florida State Statute 1006.22, “When approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. 1006.24 regarding liability for tort claims are applicable. District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment. Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment.”

Florida law has been amended to permit the transportation of students in multipurpose vehicles (MPVs) such as vans and minivans, subject to certain requirements and exceptions.
Specifically, Section 1006.22, "When the transportation of students is provided as authorized in this subsection, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by a school district or charter school, the vehicle must be a passenger car or multipurpose passenger vehicle or truck designed to transport fewer than 10 students. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student’s physical condition prohibits such use."

In addition to private passenger vehicles, minivans, and approved yellow school buses, some sport utility vehicles are authorized for use in a school function or event under the following conditions:

1. The function or event is a single event that is not part of scheduled services or a sequence of events to the same location.

2. Transportation is not available, or use of a school bus is not practical.

3. Each student’s parent or guardian is notified in writing and written consent is given before a student is transported in any privately owned vehicle.

4. The sport utility vehicle (SUV) has a wheelbase greater than 110 inches. Consult Risk Management at 305-995-7133 for further information.

### Rental Vehicle Use

- When a vehicle is rented to be used to transport students on any field trip, the Request for Travel Expense Advance/Reimbursement (FM-1104) must be submitted for approval by the Principal and the Region.

- All rental vehicles must meet the same safety guidelines as specified in the Private Vehicle Use section (above).

- The rental company must be a M-DCPS approved vendor.

- When renting a vehicle for field trip use, schools may wish to consider renting a vehicle from Avis under the state contract. Schools are allowed to use purchase orders for rentals under this contract. Further information can be found by contacting Ms. Sharon McCarty, Account Service Representative, at 1-800-525-7521, Ext. 32520.
Financial Guidelines
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Financial Guidelines

- All money collected from students and/or revenue generated from student club activities will be submitted to the school treasurer to fund school-sponsored field trips accounted for through the school's internal fund.

- Members of school-allied organizations may not independently collect and deposit money from students in their organization’s checking account to subsequently pay for a school-sponsored field trip.

- At the principal’s discretion, members of school-allied organizations may be allowed to assist school staff in collecting money from students for school-sponsored field trips as long as Internal Fund procedures are adhered to and all collections are submitted to the school treasurer for deposit.

- School-allied organizations are welcomed to make monetary donations to the school, accompanied by a donation letter specifying the intent to fund entirely or partially subsidize the cost of school-sponsored student field trips; however,
  - All field trip arrangements (i.e., transportation, admission, lodging, etc.) and respective payments for school-sponsored student field trips must be made by the school in accordance with all applicable School Board policies and procedures.
  - School-allied organizations may not independently make travel arrangements or respective payments to vendors for school-sponsored field trips.

- The amount collected from students for a field trip must only include actual expenses for the trip (i.e., admission fees, transportation, lodging, when applicable), including a provision to cover the expenses of chaperones accompanying the students. The amount may be rounded to the nearest dollar, thus preventing excessive balances to accumulate in Field Trip functions as a result of extra charges imposed on students for field trips.

- The number of chaperones for whom expenses may be paid from student funds collected shall be limited to the teacher/chaperone-to-student ratio established by district guidelines stipulated in School Board Policy 2340 - Field and Other District-Sponsored Trips, and the M-DCPS Field Trip Handbook. (The adult/student ratio shall be a minimum of 1:15 or less)

- At the principal’s discretion, high school classes (freshman, sophomore, junior and senior) may be authorized to conduct up to two (2) out-of-county field trips each fiscal year as fundraising activities by collecting an extra set charge per student for
attending. The proceeds resulting from the extra amount collected for these field trip “fundraisers” are to be used specifically towards defraying the cost of senior class activities (i.e., prom, Grad Bash, senior class award banquets, etc.) and graduation expenses. The principal must approve the extra amount collected to ascertain that it is reasonable. All Internal Fund policies and procedures regarding fundraising activities apply to these allowed field trip fundraisers.

- Students shall not be denied the privilege of participating in a field trip or school activity because of financial need. Provisions shall be made, when necessary, to finance the field trip through fundraising activities. At the principal’s discretion, available funds in the General Miscellaneous (0801), General Donations (0812) or Special Purpose (0458), functions may also be used for this purpose.

- When an authorized field trip is scheduled to take place on school grounds, in order to minimize risk to students and reduce cost, the in-house field trip must comply with the following:
  
  o The in-house field trip must meet educational objectives, be directly related to the curriculum or be necessary to the fulfillment of obligations to the athletic and activity programs.

  o It **cannot** be an entertainment form of event for which admission is charged.

  o If as a result of having the field trip in-house, a vendor will be coming to the school and have access to the school grounds when students are present or have direct contact with students, the vendor will have to meet all the District’s background-screening requirements.

  o Consideration should be given to ensure that the vendor would practice adequate care to avoid injury to students/school personnel or damage caused to the grounds or buildings by their equipment or personnel.

  o The principal or designee must authorize the service to be provided by completing the Agreement Form for Contracted Services (FM-2453).

- The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms, without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Approval must be obtained according to the District's administrative procedures.
Advance payment of the full amount of a field trip, particularly when the vendor has a “No Refunds” policy, should only be made when the students/participants are notified that advance payment is required and that the vendor has a “No Refunds” policy, when applicable. This notation may be made via memorandum form or on the Field Trip Permission Slip to be signed by the participant and/or his/her parents.

Collections of monies for out-of-country field trips may extend beyond one (1) fiscal year if the field trip has been approved by the School Board.

The following pages are from the M-DCPS Manual of Internal Fund Accounting for Elementary and Secondary Schools, Section IV, Chapter 1 – Field Trips.

All policies and procedures must be followed.

Briefing ID #: 13283

ALL PRINCIPALS/APS/TREASURERS: Revisions to the Manual of Internal Fund Accounting for Elementary and Secondary Schools and clarification to Briefing ID #13230

Audience: All Principals/APs
Attachment(s): Manual_of_Internal_Fund_Accounting_Section_IV,_Chapter_1,_Pages_1-1_to_1-6.pdf

1- The Manual of Internal Fund Accounting for Elementary and Secondary Schools, specifically Section IV, Chapter 1, Field Trips, under Section II, General Policy, Page 1-2, Paragraph E, has been revised to read as follows:

"At the Principal’s discretion, high school classes (freshman, sophomore, junior and senior) may be authorized to conduct up to two (2) out-of-county field trips each fiscal year as fundraising activities by collecting an extra set charge per student for attending".

2- The Manual of Internal Fund Accounting for Elementary and Secondary Schools, specifically Section IV, Chapter 1, Field Trips, under Section III, General Procedures, Page 1-6, Paragraph 3, clearly states that out-of-country collections may extend beyond one (1) fiscal year.

"As collections in these functions may cross from one school year to the next, an Out-of-Country Student Payment Schedule Log will be completed by the sponsor and kept for audit purposes."

Contact: Internal Fund Business Manager (n/a) (n/a)
Department: Office of the Controller/General Accounting
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Forms
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FIELD TRIP REQUEST PACKET
(All forms in this packet must be completed)

PRE-APPROVED BY:  BOARD POLICY 2340  FHSAA

PERMISSION IS REQUESTED TO PARTICIPATE IN A FIELD TRIP.

DATE __________________________

In-County ❑  Out-of-County ❑  Out-of-State ❑  Out-of-Country ❑

DESTINATION __________________________ ADDRESS _________________________________________________

DATES OF TRIP: (Include departure/return time) FROM __________________________ TO __________________________

NAME OF SCHOOL GROUP (Band, Debate, etc.) __________________________________________________________

NAME OF SCHOOL GROUP SPONSOR ________________________ SPONSOR'S SIGNATURE ___________________

Number of Students in Group ________ Number of Students Participating in Trip _________

Cost to Each Student __________ Provision for Those Unable to Pay ___________________________________________

Means of Funding Trip__________________________________________________________

# of Teachers _____ # of Parents _____ = Total # Chaperones _____ Additional Personnel* _____

(*Paraprofessional Assistant, Nurse, Interpreter for the Deaf and Hard of Hearing, etc., are not to be counted as chaperones; however, they are responsible for supervising the student to which they are assigned.)

PARENT PERMISSION SLIPS for participating students found in this packet must be on file in the Office of the Principal prior to the field trip.

Students participating in a FHSAA, GMAC, and MSAP water sports such as swimming and water polo are not required to complete a Water Related Field Trip Packet (FM-6614) and/or meet the swim test requirement.

PURPOSE FOR TRIP (Include objective, invitation and itinerary) ______________________________________________

TRANSPORTATION:  *Private Vehicle (Name of Driver)________________________________________________________

**Bus Company _____________________________________________________________

Airline (Name of Carrier)_______________________________________________________

Other (Specify)______________________________________________________________

*Valid Driver's License verified? Yes ______ No ______ By Whom? ___________________________

**Approved Private School Bus and Chartered Bus vendor verified by using the Department of Procurement Management website at http://procurement.dadeschools.net/field_trips.asp A printed copy reflecting vendor approval must be attached for review.

PRINCIPAL’S SIGNATURE ____________________________________________ SCHOOL __________________________

REGION SUPERINTENDENT __________________________________ DATE __________________________

(Return to school for submission to School Operations, Division of Athletics, Activities and Accreditation, if applicable)

• FORWARD ONE COPY OF THIS PAGE TO THE CAFETERIA MANAGER OF YOUR SCHOOL.

• FOR IN-COUNTY OR PRE-APPROVED TRIPS, FORWARD ONE COPY OF THIS PACKET TO THE REGION FOR REVIEW.

• FOR OUT-OF-COUNTY (NOT PRE-APPROVED), THIS PACKET MUST BE FORWARDERED TO THE REGION FOR REVIEW AND APPROVAL.

• FOR OUT-OF-STATE (NOT PRE-APPROVED) AND OUT-OF-COUNTRY TRIPS, THIS PACKET MUST BE FORWARDERED TO THE REGION AND THE DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION (MAIL CODE: 9723) FOR REVIEW AND SUBMISSION FOR BOARD APPROVAL.

FM-2431 Rev. (08-13)
A. CLUBS AND ORGANIZATIONS AFFILIATED WITH NATIONAL ASSOCIATIONS**
1. American Automobile Association (AAA) School Safety Patrol
2. Business Professionals of America/Career Education Clubs of Florida (BPA/CECF)
3. Distributive Education Clubs of America (DECA), an Association for Marketing Students
4. Family, Career and Community Leaders of America (FCCLA)
5. Fine Arts: Alliance for Young Artists and Writers Scholastic Art Awards, Florida Art Education Association Conference, Florida Music Educators Association Conference, International Thespian Society, Music Educators National Conference, National Art Education Association, National Dance Education Organization, Southeastern Theatre Conference
6. Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA)
7. Future Educators of America (FEA)
8. Health Occupations Students of America (HOSA)
9. Junior State of America (JSA)
10. National Academy Foundation (NAF)
12. National Youth Crime Watch
13. SkillsUSA
14. Special Olympics
15. Southern Association of Student Councils (SASC)
16. Student African American Brotherhood (SAAB)
17. Student Against Destructive Decisions (SADD)
18. Technology Student Association (TSA)
19. The National FFA Organization (FFA)
20. United States Department of Agriculture (USDA) Ambassadors

B. CURRICULUM/ACTIVITIES - RELATED ORGANIZATIONS**
1. Advanced academic/gifted student contests
2. Close-Up Program
3. College and University Tours
4. Columbia Scholastic Press Association Convention, Columbia University
5. Ingram African School Alliance Program (IASA)
6. Junior Reserve Officers' Training Corps (JROTC)
7. The Junior Cadet Leadership Challenge (JCLC) Summer Camp for ROTC
8. Magnet Programs (Theme-based)
9. Music groups, visual art exhibitions, theatrical groups, dance troupes, speech and debate teams, cheerleader competitions and festivals
10. Museums, Zoological Centers and Nature Preserves
11. Odyssey of the Mind
12. National High School Model United Nations (NHSMUN)
13. SeaCamp (Big Pine Key, FL); John Pennekamp State Park (Key Largo, FL)
14. State and national academic conferences, fairs, competitions and tournaments
15. State and national invitational forensic tournaments
16. The African Sisters School Project
17. The Read to Lead Program
18. Yearbook Seminars

C. GENERAL INTEREST ACTIVITIES
1. Busch Gardens
2. Busch Gardens Grad Nite/Universal Studios Grad Bash (for high school seniors only)
3. Cape Canaveral
4. Disney Animal Kingdom
5. Epcot Center
6. Events sanctioned by the Florida High School Athletic Association (FHSAA)
7. Everglades National Park
8. Related performing and visual arts events (e.g., New York, NY; Los Angeles, CA) ***
9. Related historical environs and special events (e.g., Atlanta, GA; Boston, MA; Chicago, IL; New Orleans, LA; New York, NY; Philadelphia, PA; Williamsburg and Jamestown, VA; Washington, DC; Eatonville, FL; St. Augustine, FL; Tallahassee, FL; Tampa, FL) ***
10. Sea World
11. Broward and Monroe County sites/events
12. Universal Studios/Islands of Adventure

* Pre-approval does not indicate that funding is supplied.
** Trip designations for these events may change yearly. Trips outside of the United States require School Board approval. School sponsoring student travel outside the United States must complete the United States Government Travel Registration form on line.
*** Broward and Monroe County sites/events are included as part of this Item.
INSTRUCTIONS
List all eligible student participants. Those eligible students who are not participating in the field trip should be indicated by an asterisk (*).

NAME OF SCHOOL __________________________________________________________________________________

NAME OF SCHOOL GROUP ___________________________________________________________________________

DESTINATION ______________________________________________________________________________________

DATE(S) OF TRIP:  FROM _________________________________ TO ______________________________________

PRINCIPAL’S SIGNATURE ______________________________________ DATE _____________________________

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# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## FIELD TRIP CHAPERONE AND ACCESSIBILITY PERSONNEL LIST

**INSTRUCTIONS**

Chaperones must be 21 years of age or older. List below all persons who will serve as chaperones, including M-DCPS employees. Also, please list accessibility personnel (Paraprofessional Assistant, Nurse, Interpreter for the Deaf and Hard of Hearing). Any person who is not employed at the school sponsoring this trip must have prior clearance from the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip (list the volunteer number in the space provided).

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<tr>
<th>NAME</th>
<th>PHONE</th>
<th>VOLUNTEER AND/OR EMPLOYEE#</th>
<th>VOLUNTEER LEVEL</th>
<th>PLEASE INDICATE WHETHER IT IS A CHAPERONE OR ACCESSIBILITY PERSONNEL*</th>
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*(Paraprofessional Assistant, Nurse, Interpreter for the Deaf and Hard of Hearing, etc., are not to be counted as chaperones; however, they are responsible for supervising the student to which they are assigned.)*

The sponsor’s and principal’s signatures below indicate that the volunteer information has been verified and that all volunteers listed are cleared at Level II for overnight field trips that involve hotel/overnight accommodations and at least Level I for all other field trips.

Sponsor’s Signature ____________________________________________ Date ____________

Principal’s Signature _________________________________________ Date ____________

Region Superintendent’s Signature ______________________________ Date ____________

(for overnight field trips that involve hotel/overnight accommodations)
PARENT PERMISSION FORM -- FIELD TRIP

SECTION I. IDENTIFYING INFORMATION

SCHOOL _________________________________________________________________

DATE _________________________________________________________________

STUDENT’S NAME _________________________________________________________

I.D. NO. ___________ GRADE/HR_________ 

SECTION II. NOTIFICATION TO PARENT

__________________________________ is planning a field trip for __________________________ to __________________________

School Group Sponsor Name     Name of School Group   Destination

The purpose of the trip is __________________________________________________________________________________________

TRANSPORTATION: Private Vehicle ________ Bus ________ Airline ______________________Other____________________________

Name of Carrier    Please Specify

This trip will be chaperoned by ____________________________________________ Cost to each student $ ____________________

(Total Number of Chaperones)

DATES OF TRIP: (Include departure/return time) FROM _____________________________ TO ___________________________

--The above time schedule and/or personnel may be changed due to unforeseen circumstances. --

RETURN THE BOTTOM PORTION TO THE TEACHER.

I hereby give permission for my child ___________________________________________  Student I.D. No. _______________________

(Child's Name)

to participate in the field trip to____________________________________________________________________________________

(Destination)

DATES OF TRIP: (Include departure/return time) FROM _____________________________ TO ___________________________

I have completed the EMERGENCY CONTACT INFORMATION in Section IV (see below).

SIGNATURE OF PARENT/GUARDIAN _____________________________________________ DATE____________________________

SECTION III. PARENT/GUARDIAN’S WRITTEN PERMISSION TO PARTICIPATE IN ACTIVITY

I understand that if I am unable to pay for the cost of this trip, and I want my child to participate, where appropriate, my child will be given an opportunity to raise funds through authorized fund-raising activities, or be given assistance in identifying another funding source. (This provision does not apply to activities not directly related to classroom instruction, e.g., Grad Nite, football games, banquets.)

1. Name of parent/guardian _______________________________

2. Parent/Guardian Phone No(s). Home_________________ Business ____________ Cell_________

3. In case parent/guardian cannot be reached, please contact: ______________________ Relationship ____________ Telephone No.

4. Please list any insurance policy covering your child ___________________________________________________ Policy No. ________________________

5. Physician's Name _____________________ Telephone No.____________________

5. Only if applicable, complete the following:

   a. My child has the following medical problem:________________________________________________________

   b. My child takes the following medications regularly:____________________________________________________

      (Proper Medical form #2702 is on file at the school)

   c. My child has the following allergies:________________________________________________________________

I AUTHORIZE MEDICAL TREATMENT FOR MY CHILD IN CASE OF ACCIDENT OR ILLNESS WHILE ON THE TRIP.

PARENT/GUARDIAN SIGNATURE ___________________________ DATE__________________
FOR SECONDARY SCHOOLS ONLY:

SECTION V. TEACHER NOTIFICATION OF ACTIVITY

Field Trip Destination ___________________________ Dates of Trip: FROM ____________ TO ____________

Name of School Group ___________________________ School Group Sponsor Name ___________________________

PERIOD 1 __________________ PERIOD 5 __________________
PERIOD 2 __________________ PERIOD 6 __________________
PERIOD 3 __________________ PERIOD 7 __________________
PERIOD 4 __________________ PERIOD 8 __________________
Las excursiones no son obligatorias. Las mismas son planificadas a fin de realizar el programa de estudios, alentar la participación de los estudiantes en actividades extracurriculares y servir como proyectos de servicios a la comunidad.

SECCIÓN I. DATOS DE IDENTIFICACIÓN
ESCUELA ________________________________________________________________ FECHA____________________________
NOMBRE DEL (DE LA) ESTUDIANTE_____________________________NO. DE IDENTIFICACION ___________GRADO_________

SECCIÓN II. NOTIFICACIÓN A LOS PADRES
Nombre del(de la) patrocinador(a) (Nombre del Grupo) (Destino)
El propósito de la excursión es______________________________________________________________________________________
TRANSPORTE: Vehículo Privado ________ ómnibus ________ Aerolínea_______________________Otro__________________________
(Nombre de la compañía)    (Por favor, especifique)
Esta excursión será supervisada por ________________________________________ Costo por estudiante $ ____________________
(Numero de Chaperones)
FECHA: (Incluir hora de salida y llegada) DE _____________________________ A ___________________________
-- El horario o el personal pueden ser cambiados por circunstancias imprevistas --

Entiendo que si deseo que mi hijo(a) participe y no puedo pagar el costo de esta excursión, cuando sea posible, a mi hijo(a) se le dará la oportunidad de recaudar fondos mediante actividades de recolección de fondos o se le asistirá en la identificación de otras fuentes de recursos financieros (Esta medida no se aplica a las actividades que no se relacionen directamente con la instrucción que se realiza en las aulas, como por ejemplo, la noche de los graduados o “Grad Nite”, los juegos de fútbol y los banquetes.)

FECHA:(Incluir hora de salida y llegada) DE _____________________________ A ___________________________
-- El horario o el personal pueden ser cambiados por circunstancias imprevistas --

PARA QUE SE MANTEGA INFORMADO(A) POR FAVOR CONSERVE LA PORCION SUPERIOR

SECCIÓN III. AUTORIZACION DE PADRES/TUTORES PARA QUE EL(LA) ESTUDIANTE PARTICIPE EN LA EXCURSION
Le doy la autorización para que mi hijo(a)__________________________ No. de Identificación__________________________
participe en la excursión a _________________________________________________________________________________________
(Destino)
FECHA:(Incluir hora de salida y llegada) DE _____________________________ A ___________________________

He llenado los datos SOBRE A QUIEN LLAMAR EN CASO DE EMERGENCIA de la Sección IV (a continuación).

FIRMA DEL PADRE/DE LA MADRE O TUTOR(A)________________________ FECHA________________________

SECCIÓN IV. DATOS SOBRE A QUIEN LLAMAR EN CASO DE EMERGENCIA
1. Nombre del padre/de la madre o tutor(a) ____________________________________________________________
2. No. de teléfono del padre/de la madre o tutor(a) Casa ________ Empleo ________ Celular ________
3. Si los padres o tutor(a) no pueden ser localizados, por favor comuníquense con__________ Relación __________ No. de teléfono__________
4. Póliza(s) de seguro que cubren a su hijo(a) ____________________________________________ No. de Póliza(s)__________
5. Nombre del médico ____________________________________________ No. de teléfono__________
5. Llene lo siguiente solamente si aplica a su hijo(a):
   a. Mi hijo(a) tiene el siguiente problema médico: ____________________________________________
   b. Mi hijo(a) toma las siguientes medicinas con regularidad: __________________________
      (El correspondiente formulario médico 2702 está archivado en la escuela)
   c. Mi hijo(a) tiene las siguientes alergias: ____________________________________________

AUTORIZO A QUE SE DE TRATAMIENTO MEDICO A MI HIJO(A) EN CASO DE ACCIDENTE O ENFERMEDAD MIENTRAS SE ENCUENTRE EN ESTE VIAJE
FIRMA DEL PADRE/DE LA MADRE O TUTOR(A)________________________ FECHA________________________
SEKSYON I. IDENTIFYE ENFÔMASYON

LEKOL ______________________________________ DAT ______________________________
NON ELÈV LA ___________________________ NO. I.D. ___________________________ NIVO ANE ESKOLÈ/ÈD TAN ___________________________

SEKSYON II. NOTIFIKASYON POU PARAN

iap planitye yon pwomnad pou __________________________________ Pon __________________________________

Pwofesè/non pahvonè ____________________________________________ Gwoupè/Sijè ____________________________ Lòt ____________________________

Bi pwomnad sa a se ________________________________________________________________

TRANSPÒTASYON: Machin Prive ________ Bis _________ Avyon ___________________________
Non Konpayi ____________________________ Espesifye ____________________________

Pwomnad sa a ap gen siveyan A chapewon ____________________________________________ L ap koute chak timoun ____________________________

Pwomnad pa obligatwa. Yo fèt pou amelyore kourikouloum nan, pou ankouraje elèv yo patisipe nan ekstra aktivite akadernik, e pou sèvi kòm pwojè.

SEKSYON III. PÈMISYON PARAN/GADYEN A LEIKRI POU PATISIEPE NAN AKTIVITE

Mwen bay pèrnisyon pou pitit mwen ______________________________________ No. I.D. ______________________________________

patisipe nan pwomnad ________________________________________________

(A Ton Timoun nan) (Destination)

Dat N ap Derape ___________ Dat N ap Retounen ___________

SILVOULPÈ KENBE POSYON ANWO A POU ENFÔMASYON.

Dat N ap Derape ___________ Dat N ap Retounen ___________
--Le ki make anwo a e/oubyen moun yo kab chanje akoz yon sikonstans enprevi--

RETOUNEN POSYON ANBA A BAY PWOFESÈ A.

Mwen konprann si r m pa ka peye pou pwomnad sa a, e mwen vle pitit mwen patisipe, lè li apwopriye, n ap otri pitit mwen an opòtinite pou li kolekte lajan atravè aktivite pou kolekte ton lekòl la otorize, oubyen nan bay asistans nan idantasye lòt sous pou fon. (rezèvasyon sa a pap aplike pou aktivite ki pa dirèkteman relate ak enstriksyon klas, pa egzanp, sware gradyasyon, jwèt fòtbòl, bankè.)

SEKSYON IV. ENFÔMASYON KONTAK IJANS

Mwen bay pèrnisyon pou pitit mwen ______________________________________ No. I.D. ______________________________________

patisipe nan pwomnad ________________________________________________

Dat N ap Derape ___________ Dat N ap Retounen ___________

Mwen ranpli ENFÔMASYON KONTAK IJANS la nan Seksyon IV (wè anba a).

SIYATI PARAN/GADYEN ______________________________________ DAT ____________________________

1. Non paran/gadyen ________________________________________________
2. No. Telefòn paran/Gadyen (yo) Kay: ____________ Biznis ____________ telefòn celulair ____________
3. An ka nou pa ka jwenn paran/gadyen an, silvouplè kontakte ____________ Relasyon ak elèv la ____________ No. Telefon ____________________________
4. Silvouplè site nèn pòt asisans ki kouvri pitit on ____________________________________________ No. Kontra ____________________________
5. Non dokte li ____________________________________________ No. Telefòn ____________________________
   b. Pitit mwen an pran medikaman sa yo regilyèrnan: (Bonjan fon medikal #FM-2702 nan dokiman lekòl la) __________________________________________
   c. Pitit mwen an gen alèji sa yo: __________________________________________

M OTORIZE TRETMAN MEDIKAL POU PITIT MWEN AN KA AKSIDAN OUBYEN MALADI PANDAN LI NAN PWOMNAD LA.

SIYATI PARAN/GADYEN ______________________________________ DAT ____________________________
REQUEST FOR APPROVAL TO USE
PRIVATE VEHICLE FOR TRANSPORTING STUDENTS

____________________________________
SCHOOL

Teacher/Sponsor ___________________________  Today’s Date _________________

Activity/Event _____________________________  Date(s) of Event _________________

APPROVAL IS REQUESTED TO USE THE FOLLOWING VEHICLE AND DRIVER FOR THE PURPOSE STATED:

Name of Vehicle Owner _____________________________

Address of Owner _____________________________

Make/Model/Year of Vehicle ___________ / _________ / _________  License Plate No. _________

If this vehicle is other than an Automobile is it on the approved list?  yes [ ]  no [ ]

Automobile Insurance Company _____________________________  Insurance Exp. Date _________  Policy # _________  mm/dd/yy

Coverage: Automobile Liability $ ___________  Property Damage $ ___________
(Minimum $10,000/$20,000)  (Minimum $10,000)

Name of the Driver if Different from Owner _____________________________

Valid Driver’s License No. _____________________________  Expiration Date _________________

PROPOSED USE: For transportation of approximately _________ students from _________________
(Point of Departure)

to _________________  to _________________
(Destination)  (Point of Departure)

(VEHICLE MUST HAVE AN OPERABLE PAIR OF SEAT BELTS FOR EACH STUDENT-MAXIMUM OF 8)

APPROVED:

____________________________________  ________________________
Principal  (Date)
TRAVEL INFORMATION

MAXIMUM EXPENSES: Actual expenses for travel outside of Miami-Dade County, excluding registration and tuition, may be approved up to $2,500. Expenses exceeding $2,500 must be approved by the Superintendent of Schools (no exceptions).

TRANSPORTATION: For airline tickets and car rental credit card, a purchase requisition for each is required, issued to the Board approved vendor (consult the Department of Procurement Management for proper vendor). Refer to the Travel Policies and Procedures Manual for details.

CAR RENTAL: Request authorization for ___________________________ to use a rental car while on leave in the performance of official duties (employees should use sub-compact models whenever possible).

The following conditions justify this request (check one):

☐ A rental car is more cost-effective than other ground transportation.
☐ The amount of materials/equipment precludes use of other ground transportation.
☐ No other transportation is reasonably available at the time(s)/location(s) required.
☐ Other _______________________________

________________________________________
Supervisor of Employee

CASH ADVANCE: Authorized for travelers on official business for an amount not to exceed the estimated out-of-pocket reimbursable expenses when approved by the Superintendent of Schools or designee.

PRIVATE VEHICLE: When it is determined that a privately owned vehicle represents the most economical method of travel (considering travel time, cost of transportation, and per diem or subsistence required) the traveler shall be entitled to a reimbursement allowance per mile. Please refer to the Travel Policies and Procedures Manual for allowance amounts.

MEAL ALLOWANCE: A meal allowance is granted for employees in out-of-county travel status. Please refer to the Travel Policies and Procedures Manual for allowance amounts and limitations.

PER DIEM: A per diem allowance is granted for employees under certain assignment travel conditions. Please refer to the Travel Policies and Procedures Manual for details.

ORIGINAL RECEIPTS: All receipts pertaining to a particular expense report must be submitted neatly taped (do not overlap receipts) to an 8-1/2 x 11 sheet of paper, accompanying this form, in order to process your reimbursement.
# REQUEST FOR TRAVEL EXPENSE ADVANCE/REIMBURSEMENT

**TRAVEL SUMMARY** | **SCHOOL YEAR**
---|---
This request in-state _______ out-of-state _______ No. Workdays _______ | This will be the _______ out-of-state trip for this employee this (No. of Trips) school year. (Year) (See Reverse.)
Number of previous trips in-state _______ No. Workdays _______ | |
Number of previous trips out-of-state _______ No. Workdays _______ | |
Total previous trips _______ Total Workdays _______ | |

**EMPLOYEE NAME** | **TITLE** | **EMPLOYEE NUMBER** | **DATE**
---|---|---|---
| | | | |
**EMPLOYEE SCHOOL/DEPT.** | **WORK LOCATION NUMBER** | **PAYCODE** | |
---|---|---|

I respectfully request approval of Expenses and Temporary Assignment of Duty from _______ to _______ to attend _______ as a _______ (Description of conference, meeting, etc.) (Presenter, student, participant, etc.) and _______ other days taken as _______ (Personal, vacation, etc.)

**LOCATION**

| City | State |
---|---|

**ESTIMATED** | **TRAVEL SIGNATURE** | **DATE**
---|---|---

**DEPARTURE:** Date _______ Time _______

**PLEASE CHECK MODE OF TRAVEL:**

- Air: [ ] MDCPS [ ] Individual
- Private Vehicle: [ ] Driver [ ] Passenger [ ]
- Other _______

**RETURN:** Date _______ Time _______

**ACTUAL**

**DESCRIPTION OF EXPENSES** | **ESTIMATED** | **REQUISITION #** | **ADVANCE REQUESTED** | **ACTUAL** | **DUE** | **EMPLOYEE/ MDCPS**
---|---|---|---|---|---|---
A. Transportation
1. Common Carrier - minimum rate (specify) = $ _______
2. Private vehicle: _______ miles x _______ rate
3. Car rental (see reverse)
4. Taxi, tolls, parking, etc. (attach original receipts)
B. Per Diem Option: _______ Days (OR) * Hotel = $ _______
X $ _______ = $ _______ Meals = $ _______
C. Incidental (attach original receipts)

**SUB-TOTAL** $ _______

**TOTAL** $ _______

**CHARGE TO:** | **FUND** | **WORK LOC.** | **OBJECT** | **PROGRAM** | **FUNCTION** | **CHARGE LOC.** | **INTERNAL FUND**
---|---|---|---|---|---|---|
F | 5 | 3 | 3 | 1 | |

**AUTHORIZATION:**

**CERTIFICATION OF AVAILABLE FUNDS**

Supervisor of Charge Location (Typed) Signature Title Date

TRAVEL APPROVED

Supervisor of Employee (Typed) Signature Title Date

TRAVEL APPROVED

Supervisor of Schools or designee (Typed) Signature Title Date (See Reverse)

FM-1104 Rev. (10-07)

**AFTER TRAVEL:**

I certify that these expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, and are true and correct to the best of my knowledge and belief.

**EMPLOYEE** Signature Date

**APPROVED FOR PAYMENT**

Supervisor of Charge Location (Typed) Date

TRAVEL APPROVED

**APPROVAL**

Approval up to $1,200

**SUPERINTENDENT** Signature Title
WATER RELATED FIELD TRIP PACKET
(All forms in this packet must be completed)

Date Requested: ____________________________

School: ____________________________________

Principal: ________________________________

Address: __________________________________

Telephone: _______________________________

Requesting Person: __________________________

Title: _____________________________________

No. of Students: ______ No. of Chaperones:_____

Dates of Field Trip: _________________________

NOTE: Requests must be submitted to the Department of Safety and the Office of Risk Management at least two weeks prior to the trip. The request should be submitted during the planning stage.

ACTIVITY (IES) PLANNED FOR THIS FIELD TRIP – PLEASE CHECK APPROPRIATE BOXES

IN WATER ACTIVITIES

☐ Recreational aquatic field trip

☐ Aquatic environment field trip

☐ Field trip to swimming pool

ON WATER ACTIVITIES

☐ Canoeing

☐ Kayaking

☐ Sailing

☐ Dive Boat

UNDERWATER ACTIVITIES

☐ Snorkeling

☐ Scuba activities

Description of planned activities: ___________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

COMMERCIAL VESSELS

Name of Vessel: ____________________________

Address: ________________________________

Contact Person: ____________________________

Title: _________________________________

Telephone: ______________________________

Cell: ________________________________

REVIEWED AND APPROVED BY RISK MANAGEMENT

_____________________________________

SIGNATURE

DATE OF FAX (APPROVED/DISAPPROVED TO SCHOOL SITE ADMINISTRATOR): ____________________
WATER RELATED FIELD TRIP PERMISSION FORM

PRE-APPROVED BY: BOARD POLICY 2340 ☐ FHSAA ☐

PERMISSION IS REQUESTED TO PARTICIPATE IN A FIELD TRIP.

DATE __________________________

In-County ☐ Out-of-County ☐ Out-of-State ☐ Out-of-Country ☐

DESTINATION __________________________ ADDRESS __________________________

DATES OF TRIP: (Include departure/return time) FROM ______________________ TO ______________________

NAME OF SCHOOL GROUP (Band, Debate, etc.) __________________________

NAME OF SCHOOL GROUP SPONSOR ______________________ SPONSOR'S SIGNATURE ___________________

Number of Students in Group ________ Number of Students Participating in Trip ________

Cost to Each Student ________ Provision for Those Unable to Pay ____________________________

Means of Funding Trip ___________________________________________________________________________________

Number of Teachers ________ Number of Parents ________ = Total Number Chaperones ________

PARENT PERMISSION SLIPS for participating students found in this packet must be on file in the Office of the Principal prior to the field trip.

PURPOSE FOR TRIP (Include objective, invitation and itinerary) ____________________________________________

__________________________________________________________

PRINCIPAL SIGNATURE _________________________________________________ SCHOOL __________________________

REGION SUPERINTENDENT______________________________________________ DATE _________________

(Return to school for submission to School Operations, Division of Athletics, Activities and Accreditation, if applicable)

- FORWARD ONE COPY OF THIS PAGE TO THE CAFETERIA MANAGER OF YOUR SCHOOL.
- FOR IN-COUNTY OR PRE-APPROVED TRIPS, FORWARD ONE COPY OF THIS PACKET TO THE REGION FOR REVIEW.
- FOR OUT-OF-COUNTY (NOT PRE-APPROVED), THIS PACKET MUST BE FORWARDED TO THE REGION FOR REVIEW AND APPROVAL.
- FOR OUT-OF-STATE (NOT PRE-APPROVED) AND OUT-OF-COUNTRY TRIPS, THIS PACKET MUST BE FORWARDED TO THE REGION AND THE DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION (MAIL CODE: 9723) FOR REVIEW AND SUBMISSION FOR BOARD APPROVAL.

SCHOOL OPERATIONS, DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION USE ONLY

Assistant Superintendent __________________________ Date __________________________

Chief Operating Officer __________________________ Date __________________________
APPROVED OUT-OF-COUNTY/OUT-OF-STATE TRIPS*
2015-2016

A. CLUBS AND ORGANIZATIONS AFFILIATED WITH NATIONAL ASSOCIATIONS**
   1. American Automobile Association (AAA) School Safety Patrol
   2. Business Professionals of America/Career Education Clubs of Florida (BPA/CECF)
   3. Distributive Education Clubs of America (DECA), an Association for Marketing Students
   4. Family, Career and Community Leaders of America (FCCLA)
   5. Fine Arts: Alliance for Young Artists and Writers Scholastic Art Awards, Florida Art Education Association Conference, Florida Music Educators Association Conference, International Thespian Society, Music Educators National Conference, National Art Education Association, National Dance Education Organization, Southeastern Theatre Conference
   6. Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA)
   7. Future Educators of America (FEA)
   8. Health Occupations Students of America (HOSA)
   9. Junior State of America (JSA)
  10. National Academy Foundation (NAF)
  12. National Youth Crime Watch
  13. SkillsUSA
  14. Special Olympics
  15. Southern Association of Student Councils (SASC)
  16. Student African American Brotherhood (SAAB)
  17. Student Against Destructive Decisions (SADD)
  18. Technology Student Association (TSA)
  19. The National FFA Organization (FFA)
  20. United States Department of Agriculture (USDA) Ambassadors

B. CURRICULUM/ACTIVITIES - RELATED ORGANIZATIONS**
   1. Advanced academic/gifted student contests
   2. Close-Up Program
   3. College and University Tours
   4. Columbia Scholastic Press Association Convention, Columbia University
   5. Ingram African School Alliance Program (IASA)
   6. Junior Reserve Officers’ Training Corps (JROTC)
   7. The Junior Cadet Leadership Challenge (JCLC) Summer Camp for ROTC
   8. Magnet Programs (Theme-based)
   9. Music groups, visual art exhibitions, theatrical groups, dance troupes, speech and debate teams, cheerleader competitions and festivals
  10. Museums, Zoological Centers and Nature Preserves
  11. Odyssey of the Mind
  12. National High School Model United Nations (NHSMUN)
  13. SeaCamp (Big Pine Key, FL); John Pennekamp State Park (Key Largo, FL)
  14. State and national academic conferences, fairs, competitions and tournaments
  15. State and national invitational forensic tournaments
  16. The African Sisters School Project
  17. The Read to Lead Program
  18. Yearbook Seminars

C. GENERAL INTEREST ACTIVITIES
   1. Busch Gardens
   2. Busch Gardens Grad Nite/Universal Studios Grad Bash (for high school seniors only)
   3. Cape Canaveral
   4. Disney Animal Kingdom
   5. Epcot Center
   6. Events sanctioned by the Florida High School Athletic Association (FHSAA)
   7. Everglades National Park
   8. Related performing and visual arts events (e.g., New York, NY; Los Angeles, CA) ***
   9. Related historical environs and special events (e.g., Atlanta, GA; Boston, MA; Chicago, IL; New Orleans, LA; New York, NY; Philadelphia, PA; Williamsburg and Jamestown, VA; Washington, DC; Eatonville, FL; St. Augustine, FL; Tallahassee, FL; Tampa, FL) ***
  10. Sea World
  11. Broward and Monroe County sites/events
  12. Universal Studios/Islands of Adventure

* Pre-approval does not indicate that funding is supplied.
** Trip designations for these events may change yearly. Trips outside of the United States require School Board approval. School sponsoring student travel outside the United States must complete the United States Government Travel Registration form on line.
*** Broward and Monroe County sites/events are included as part of this item.
MIAMI-DADE COUNTY PUBLIC SCHOOLS
FIELD TRIP ROSTER

INSTRUCTIONS
List all eligible student participants. Those eligible students who are not participating in the field trip should be indicated by an asterisk (*).

NAME OF SCHOOL ____________________________________________

NAME OF SCHOOL GROUP _______________________________________

DESTINATION __________________________________________________

DATE(S) OF TRIP:  FROM _________________________________ TO ______________________________________

PRINCIPAL’S SIGNATURE _________________________________________ DATE _____________________________

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<th>NAME OF STUDENT</th>
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**FIELD TRIP CHAPERONE LIST**

**INSTRUCTIONS**
Chaperones must be 21 years of age or older. List below all persons who will serve as chaperones, including M-DCPS employees. Any person who is not employed at the school sponsoring this trip must have prior clearance from the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip (list the volunteer number in the space provided).

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<tr>
<th>NAME</th>
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<th>VOLUNTEER LEVEL</th>
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The sponsor’s and principal’s signatures below indicate that the volunteer information has been verified and that all volunteers listed are cleared at Level II for overnight field trips that involve hotel/overnight accommodations and at least Level I for all other field trips.

Sponsor’s Signature ___________________________________________ Date __________

Principal’s Signature _________________________________________ Date __________

Region Superintendent’s Signature ______________________________ Date __________

(for overnight field trips that involve hotel/overnight accommodations)
Field trips are not mandatory. They are designed to enhance curriculum, to encourage student participation in extracurricular activities, and to serve as community service projects.

SECTION I. IDENTIFYING INFORMATION

SCHOOL _________________________________________________________________ DATE _______________________

STUDENT'S NAME _________________________________________________________ I.D. NO. ___________ GRADE/HR_______

SECTION II. NOTIFICATION TO PARENT

__________________________________ is planning a field trip for ___________________________ to __________________________

School Group Sponsor Name     Name of School Group   Destination

The purpose of the trip is __________________________________________________________________________________________

TRANSPORTATION: Private Vehicle ________ Bus ________ Airline ______________________Other____________________________

Name of Carrier    Please Specify

This trip will be chaperoned by ____________________________________________ Cost to each student $ ____________________

(Total Number of Chaperones)

DATES OF TRIP: (Include departure/return time) FROM _____________________________ TO ___________________________

--The above time schedule and/or personnel may be changed due to unforeseen circumstances.--

I understand that if I am unable to pay for the cost of this trip, and I want my child to participate, where appropriate, my child will be given an opportunity to raise funds through authorized fund-raising activities, or be given assistance in identifying another funding source. (This provision does not apply to activities not directly related to classroom instruction, e.g., Grad Nite, football games, banquets.)

SECTION III. PARENT/GUARDIAN’S WRITTEN PERMISSION TO PARTICIPATE IN ACTIVITY

I hereby give permission for my child ______________________________ to participate in the field trip to__________________________

(Child’s Name)                    (Destination)

DATES OF TRIP: (Include departure/return time) FROM _____________________________ TO ___________________________

I have completed the EMERGENCY CONTACT INFORMATION in Section IV (see below).

SIGNATURE OF PARENT/GUARDIAN _____________________________________________ DATE____________________________

I HEREBY CERTIFY THAT MY CHILD IS A COMPETENT SWIMMER.

________________________________ ___________________________________
Parent Signature                  Date

SECTION IV. EMERGENCY CONTACT INFORMATION

1. Name of parent/guardian ________________________________________________

2. Parent/Guardian Phone No(s). Home_________________ Business ___________ Cell_________

3. In case parent/guardian cannot be reached, please contact: __________________________ Relationship ____________ Telephone No. __________

4. Please list any insurance policy covering your child __________________________ Policy No. _______________________

5. Physician’s Name __________________________ Telephone No. __________

5. Only if applicable, complete the following:

   a. My child has the following medical problem: ____________________________

   b. My child takes the following medications regularly: ____________________________ (Proper Medical form #2702 is on file at the school)

   c. My child has the following allergies: ____________________________

   I AUTHORIZE MEDICAL TREATMENT FOR MY CHILD IN CASE OF ACCIDENT OR ILLNESS WHILE ON THE TRIP.

PARENT/GUARDIAN SIGNATURE __________________________ DATE____________________________
Las excursiones no son obligatorias. Las mismas son planificadas a fin de realizar el programa de estudios, alentar la participación de los estudiantes en actividades extracurriculares y servir como proyectos de servicios a la comunidad.

SECCION I. DATOS DE IDENTIFICACION

ESCUELA _______________________________________________________________
FECHA ________________________________________________________________
NOMBRE DEL (DE LA) ESTUDIANTE__________________________________________
NO. DE IDENTIFICACION ___________ GRADO ___________

SECCION II. NOTIFICACION A LOS PADRES

Nombre del(de la) patrocinador(a) ____________________________ a ___________
(Nombre del Grupo) ____________________________ (Destino) ___________
El propósito de la excursión es ___________________________________________
TRANSPORTE: Vehículo Privado ________ ómnibus ________ Aerolínea ________
(Otro) ____________________________________________ (Nombre de la compañía)
(Por favor, especifique) ____________________________________________ (Por favor, especifique) ____________________________________________
Esta excursión será supervisada por ______________________________________
(Numero de Chaperones) Costo por estudiante $ ____________________

FECHA: (Incluir hora de salida y llegada) DE _____________________________ A _____________________________
       -- El horario o el personal pueden ser cambiados por circunstancias imprevistas --

PARA QUE SE MANTEGA INFORMADO(A) POR FAVOR CONSERVE LA PORCION SUPERIOR

PON FAVOR DEVUELVA LA PORCION INFERIOR A LA ESCUELA

SECCION III. AUTORIZACION DE PADRES/TUTORES PARA QUE EL(LA) ESTUDIANTE PARTICIPE EN LA EXCURSION

Le doy la autorización para que mi hijo(a)___________________________ participe en la excursión a __________________________
Nombre del (de la) niño(a)                              Destino

FECHA: (Incluir hora de salida y llegada) DE _____________________________ A _____________________________

He llenado los datos SOBRE A QUIEN LLAMAR EN CASO DE EMERGENCIA de la Sección IV (a continuación).

FIRMA DEL PADRE/DE LA MADRE O TUTOR(A)_____________________________
FECHA____________________________

☐YO CERTIFICO QUE MI HIJO(A) ES COMPETENTE EN EL AREA DE NATACION.

Firma del padre/de la madre o tutor(a)_____________________________
Fecha____________________________

SECCION IV. DATOS SOBRE A QUIEN LLAMAR EN CASO DE EMERGENCIA

1. Nombre del padre/de la madre o tutor(a) _____________________________
2. No. de teléfono del padre/de la madre o tutor(a) Casa___________ Empleo___________ Celular___________
3. Si los padres o tutor(a) no pueden ser localizados, por favor comuníquense con propano._________ Relación___________ No. de teléfono___________
4. Póliza(s) de seguro que cubren a su hijo(a) ____________________________ No. de Póliza(s)_____________________________
5. Nombre del médico _______________ No. de teléfono _______________
6. Llene lo siguiente solamente si aplica a su hijo(a):
   a. Mi hijo(a) tiene el siguiente problema médico:_________________________
   b. Mi hijo(a) toma las siguientes medicinas con regularidad:_________________________
   (El correspondiente formulario medico 2702 está archivado en la escuela)
   c. Mi hijo(a) tiene las siguientes alergias:_________________________

AUTORIZO A QUE SE DE TRATAMIENTO MEDICO A MI HIJO(A) EN CASO DE ACCIDENTE O ENFERMEDAD MIENTRAS SE ENCUENTRE EN ESTE VIAJE

FIRMA DEL PADRE/DE LA MADRE O TUTOR(A)_____________________________
FECHA____________________________
MIAMI-DADE COUNTY PUBLIC SCHOOLS
FÒM PÈMISYON – PWOMNAD – KOTE KI GEN DLO

Pwomnad pa obligatwa. Yo fèt pou amelyore kourikouloum nan, pou ankouraje élévy yo patisipe nan ekstra ativite akadernik, e pou sévi kòm pwojé.

SEKSYON I. IDANTIFYE ENFÔMASYON

LEKOL __________________________ DAT __________________________
NON ELÈV LA __________________________ NO. I.D. __________________________ NIVO ANE ESKOLÈ/ÈD TAN __________________________

SEKSYON II. NOTIFIKASYON POU PARAN

iap planitye yon pwomnad pou __________________________ Pon __________________________
Pwofesè/non pahvonè __________________________ GwouplSijè __________________________ Destination __________________________
Bi pwomnad sa a se __________________________
TRANSPÒTASYON: Machin Prive ________ Bis ________ Avyon __________________________
Non Konpayi __________________________ Espesifye __________________________
Pwomnad sa a ap gen siveyan A chapewon __________________________ L ap koute chak timoun __________________________

(SEKSYON I, II, III, IV)

SEKSYON III. PÈMISYON PARAN/GADYEN A LEIKRI POU PATISIEPE NAN AKTIVITE

Mwen bay pèrnisyon pou pitit mwen __________________________ patisipe nan pwomnad __________________________ (Destination)

Dat N ap Derape __________________________ Dat N ap Retounen __________________________

--Le ki make anwo a e/oubyen moun yo kab chanje akoz yon sikonstans enprevi--

SILVOUPLÉ KENBE POSYON ANWO A POU ENFÔMASYON.

SEKSYON IV. ENFÔMASYON KONTAK IJANS

Mwen ranpli ENFÔMASYON KONTAK IJANS la nan Seksyon IV (wè anba a).

SIYATI PARAN/GADYEN __________________________________ DAT __________________________

NAN DOKIMAN SA A MWEN SÈTIFYE PITIT MWEN AN KONN NAJE.

SIYATI PARAN/GADYEN __________________________________ DAT __________________________

1. Non paran/gadyen __________________________
2. No. Telefòn paran/Gadyen (yo) Kay: __________________________ Biznis __________________________ telefòn celulair __________________________
3. An ka nou pa ka jwenn paran/gadyen an, silvoouplé kontakte __________________________ Relasyon ak élèv la __________________________ No. Telefòn __________________________
4. Silvoouplé site nenpòt asirans ki kouvri pitit on __________________________ No. Kontra __________________________
5. Non dokte li __________________________ No. Telefòn __________________________
6. Ranpli hy ki suiy yo, sèlsi yo aplikab:
   a. Pitit mwen an gen pwoblèm medikal sa yo: __________________________
   b. Pitit mwen an pran medikaman sa yo regilyèn __________________________
   c. Pitit mwen an gen alèji sa yo: __________________________

M OTORIZE TRETMAN MEDIKAL POU PITIT MWEN AN KA AKSIDAN OUBYEN MALADI PANDAN LI NAN PWOMNAD LA.

SIYATI PARAN/GADYEN __________________________________ DAT __________________________
The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.


**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

**Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07.14)