

TRIPS AND EXCURSIONS

FILE: IJOA

TITLE: Trips and Excursions

POLICY: Trips and Excursions offered to students by District or school shall be for the purpose to focus on student achievement and shall designate an OCPS employee as the organizer and must obtain approval from the appropriate authorities.

- 1) Trips and excursions, herein "Field Trip" shall be classified as follows:
 - (a) Educational Field Trips - Any trip which is directly related to a unit of instruction being studied by that particular group of students
 - (b) Extracurricular Trips - A trip which is not directly related to the instructional program but is related to a school-sponsored or connected activity in accordance with School Board Policies JJ, JJA and/or JJI.
- 2) Before any Field Trip is planned and promoted to students/parents, trip organizer shall work with a school based field trip coordinator to submit Field Trip Request Form to the appropriate authorities for approval.
- 3) The principal shall have responsibility for appropriate staffing and supervision of any Field Trip.
- 4) Field Trips may not be scheduled during the last two weeks of school and should always be planned to avoid conflicts with testing schedules and other planned events.
- 5) Risk Management and Learning Community designee shall establish a Field Trip Handbook to ensure the safety of students, employees, and chaperones and address procedures to be followed for all district and school sponsored or organized Field Trips. This handbook shall include, but not be limited to the following:
 - a) Written permission from the area superintendent or designee is required for Field Trips that involve overnight, out-of-state, out-of-county, or international travel.
 - b) Establish a form by Risk Management to acquire written permission and waiver from the parent or legal guardian that shall be kept on file in the principal's office.
 - c) Proper arrangements and approvals regarding activities, transportation, and supervision of students for the duration of the Field Trips from departure through the return to school. This shall include approval process and procedures for high risk activities as determined by Risk Management.
 - d) An adult (parent or otherwise) chaperone shall be required for each 10 students participating in an in-county Field Trip or out-of-county day trip; one chaperone for every 5 students for overnight, out-of-state or international Field Trip. Exception or additional limitation to chaperone ratio shall be determined at the discretion and approval from Risk Management.
 - e) School must provide written notification to parents regarding the refund policy.

- 6) Students shall not be denied the opportunity for a Field Trip as a disciplinary action except in situations where the principal deems the student's participation to be a danger to the health or welfare of self or others.
- 7) No student shall be denied participation in a Field Trip during class time because of an inability to pay cost of admission or other incurred expenses.
- 8) Proper arrangements shall be made for any student(s) who does not attend a Field Trip
- 9) Activities of vocational student organizations shall be governed by State Board of Education Rules. Vocational education student organizations, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum.

LAWS IMPLEMENTED:

Sections 1001.43; 1006.28; 1006.21; 1012.28; 1001.54, Florida Statutes

ADOPTED: 11/17/08

REVISED: 06/26/18

TRIPS AND EXCURSIONS – cont'd

FILE: IJOA

TITLE: Extended Educational Trips/Extracurricular Trips

POLICY:

- 1) Extended educational or extracurricular trips, herein "Extended Field Trips" are overnight Field Trips outside of Orange County, or sports related field trips not recognized by Florida High School Athletic Association (FHSA), or vocational field trips not published in the State Department of Education Vocational Student Organization Activities Calendar. Requests shall be submitted to the area superintendent not less than 30 days prior to the scheduling/booking of the anticipated Field Trip. The area superintendent or designee shall make a recommendation to the superintendent for final action. All plans are tentative until the area superintendent or designee makes the recommendation to the superintendent for approval.
- 2) Written permission is required from the area superintendent or designee for Extended Field Trips.
- 3) All requests for Extended Field Trips shall include the following information:

Students	Identify eligible students who may take the trip
Purpose	State the purpose and objectives of the proposed trip
Funds	Submit a detailed explanation of plans, procedures and sources for obtaining funds

Itinerary	State the proposed itinerary as applicable by the date and time, including the method of transportation, schedule of stopping places for activities, and places of lodging
Chaperones	Give specific information on chaperones, including the number, names, addresses and positions (such as teachers, parents)

4) International trip requests shall also include the following:

Supervision	Provide specific information regarding supervision of students – especially in the evening hours. State how mixed-gender groups will be supervised at night.
Emergency Contact	Provide addresses and phone numbers of the sponsoring agency (if applicable) and a contact for the sponsoring group(s).
Medical Services	Provide assurances regarding the availability of emergency medical facilities.
Conduct	Provide assurances that the OCPS Student Code of Conduct will take precedence over local customs if they are in conflict (alcohol consumption, smoking, etc.)
Risk	Schools will notify parents of the risks associated with international travel.

- 5) All persons involved shall recognize that plans are tentative until and unless final approval is received from the area superintendent.
- 6) Commercial agencies or other non-school agencies shall not use the name of an individual school or the school district or any of its resources to organize or promote Field Trips.
- 7) On a voluntary and individual basis students and teachers outside the regular instructional programs may make occasional trips of varying duration to foreign countries. Such activities when conducted are strictly between the individual participants and any supporting agency and shall neither be endorsed nor supported by the School Board of Orange County. Since the school board shall not be involved in the curriculum, itinerary or selection of advisors for such trips, all publicity, literature and advertisements shall not infer official sponsorship nor include the name of either the individual school or the school board. Class time shall not be used for the planning, promotion or enactment of such trips nor will academic credit for participation be awarded.

LAWS IMPLEMENTED: Sections 1001.43; 1006.21, Florida Statutes

ADOPTED: 11/17/08
 REVISED: 06/26/18