



Pasco County Schools

Providing a world-class education for all students

Kurt S. Browning, Superintendent of Schools

FIELD TRIP GUIDELINES HANDBOOK

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year.

This handbook is neither a contract nor a substitute for the official district policies and procedures. It is a guide to, and a brief explanation of, district policies and procedures for school field trips. School Board policies and district procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Board policies are located online at <http://www.neola.com/pasco-fl/>.

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PHILOSOPHY

The information in this document should provide clarity around field trip policies, procedures, and practices.

Field trips are valuable experiences that allow for students to engage in relevant interactions related to the Florida Standards. Hands-on learning provides opportunities for students to link their classroom learning and understanding with outside experiences. Through these extension activities, students can make personal connections to the content. Additionally, field trips provide ways to involve parents and the community in the instructional program.

The decision to organize a field trip requires a thoughtful and complete review of these policies and procedures.

Field trips should:

- be planned in advanced of the unit of learning.
- be tied to the Florida Standards.
- enhance the learning from the classroom.
- allow the learner an opportunity to delve deeper or provide an avenue to demonstrate knowledge and skills.
- be age appropriate and sensitive to diverse cultural backgrounds.
- be accessible to all and not eliminate students based on financial background. All trips should be cost effective with an advanced arrangement of financial considerations.

Students' accommodations should be taken into account when planning field trip activities to ensure a meaningful and attainable experience for all students.

A designated school employee should have full responsibility for the trip. This person will ensure that all students are supervised at all times, and that the students and chaperones know the schedule, their roles and what to do in case of any emergency. The school should have a copy of the trip itinerary and emergency contact information.

All trips must be approved in advance by the principal. Trips over 100 miles or related to water activities must be approved by the area superintendent. The School Board must approve trips that are overnight, require an extended stay or are out of county or state. Any of these trips require an 8-week advanced notice.

The principal's decision is final.

All trips must be communicated with stakeholders a minimum of a month in advance. Required paperwork for field trips should minimally be submitted 8-weeks in advance, with appropriate communication occurring prior and after the trip.

PROHIBITED FIELD TRIPS

Any field trip where the activity has been designed or developed for promotion of commercial enterprise is prohibited, whether a cost is associated or not.

Trips to commercial establishments whose primary function is providing entertainment (i.e., amusement park, movies, theaters) can only occur during the designated celebration field trips or when a connection can be made between the program and the curriculum for the students.

Principals should use instructional knowledge in making these decisions.

Controversial venues or topics should be avoided.

Water-related trips should be avoided. Any water trips must receive the approval of the area superintendent.

The principal and/or area superintendent's decisions are final in regards to these requests.

TYPES OF FIELD TRIPS

Instructional Field Trips

An instructional/co-curricular trip directly connects to the Florida standards and should be planned in advance of the unit lesson plan. Community-Based Instruction is considered an instructional field trip. Fine arts field trips may qualify as an instructional field trip; however, it should not be approved exclusively for entertainment purposes and should always contain an educational objective.

School Contest, Festival Invitational or Evaluation

Competition-related field trips allow students to publicly practice and compete against other students. There are curricular connections between these events and coursework. Contests, competitions, festivals or evaluations may involve teams of students from more than one class or subject. Field trips of this type may be sponsored by theme parks or other profit-making organizations, these trips should be taken during non-school hours; any exceptions must be approved by an area superintendent.

Student Conferences and Conventions

Students are given the opportunity to participate in leadership and/or character-building conferences, seminars or conventions.

College or University Visit

College or university visits allow for students to view post-secondary options that directly connect to their academic learning. This helps with student goal-setting and academic advisement.

Motivational Field Trips

A motivational field trip is an extra-curricular activity which may or may not be a part of a scheduled class. It is specifically planned as an incentive or recognition. These trips should be taken during non-school days or hours. Motivational field trips should be aligned with student goals and academic content.

Celebration Trips

It is recognized that celebration trips are planned and taken during the following grade levels and are a one-time event: 5th, 8th, and high school. These are not required events and are decided by each school. High school celebration trips should occur outside of the current school day.

Overnight, or Extended Field Trips

School Board approval is necessary for all overnight, or extended field trips. Any field trip that requires students to miss school shall be approved only if it can be clearly shown that the trip could not be taken during a time when the school was not in session (spring break, etc.). Special consideration must be given whenever students are going on extended trips or will be away from their homes overnight as a result of school-sponsored activities. Lengthy trips and overnight trips are costly and should only be considered when a closer opportunity does not exist. If the trip is overnight and involves students of both genders attending, adult chaperones of both genders should be provided. Safety procedures and proper behavior must be discussed with all students prior to the trip.

Out-of-State Trips

School Board approval is necessary for all out-of-state field trips. School-sponsored clubs and/or organizations shall be limited to one out-of-state field trip every two years when students will be absent from classes. Careful consideration must be given to the financial impact on parents and the community. This limit may not apply to out-of-state field trips to compete in regional or national contests for school-sponsored clubs or organizations which have won local or state contests. Fundraising should be done by sponsors to cover the expenses for these events.

CTSO Field Trips

Career and Technical Student Organizations (CTSO) are regarded as an integral part of Career and Technical Education. CTSOs play an important part in preparing young people to become productive citizens and to assume roles of leadership in their communities.

Out-of--Country Travel

The School Board will consider approving requests only for national contest winners to participate in international competitions.

Community-Based Instruction (CBI)

Community-Based Instruction (CBI) is used to teach students real-life skills under the supervision of educators. Students are able to develop age-appropriate skills that they will need to function outside of the school environment. CBI trips can be implemented in the community or on campus. CBI trips should incorporate academic, communication and social skills. CBI can enhance the quality of life for a student and can help students to live independently. Teachers who participate in CBI activities are responsible for completing online CBI training and submitting the questionnaire annually. This ensures that all staff understands and follows the correct procedures. Water trips are not allowed as part of CBI trips.

Special Olympics

Special Olympics involves sporting events for students with intellectual disabilities to participate in throughout the year. It provides students with intellectual disabilities an opportunity to participate in individual and team sports such as soccer, softball, bowling, gymnastics, track, etc. Additionally, this includes unified sports that consist of nondisabled partners to collaborate in trainings and competitions.

Concept College

Concept College allows students with disabilities, who are seniors, to tour Pasco Hernando State College (PHSC). It provides these students with information regarding various programs offered, eligibility for admission, and how to access services and accommodations at PHSC.

Fine Arts

A field trip that enriches the classroom experience could include:

- attending a live drama production.
- attending a live musical performance.
- attending a live dance performance.
- attending art shows, museums, art presentations.

These could all include productions or exhibits by our students as well as professional presentations from outside sources. Venues would include Wesley Chapel Center for the Arts, River Ridge Center for the Arts, The Straz Center, Ruth Eckerd Hall, Mahaffey, and museums as well as productions and exhibits at other schools.

A field trip should enrich the classroom experience and enhance a current unit of study, and/or link with the standards being taught in the classroom. However, live programs may qualify as an approved field trip without being directly connected to a class' current curriculum. For example, a performance by the Florida Orchestra may directly connect to the standards being addressed in a secondary music class but less so for an elementary class. Connection to the standards for elementary students may be less apparent but the exposure to a Florida Orchestra performance would be an invaluable enrichment experience. Field trips should not be approved exclusively for entertainment purposes and should always contain an educational objective.

Field trips to see a movie, regardless of grade level, should be limited to documentary films, in support of the curriculum. These types of films rarely appear at the local theatre so field trips to attend movies should be discouraged.

Field trips to entertainment facilities such as Busch Gardens, Disney, Universal, etc. should only be approved if they include a performance, evaluation or if the teacher can demonstrate that the trip closely aligns to the standards of the class. These types of trips should be done outside of the school day.

No other student trips outside the continental United States will be approved or sanctioned by the District School Board. Advertising for privately-sponsored trips shall not be permitted during student contact time and employees are not permitted to use the name of the district school board in recruiting for such trips.

Off-Campus District Educational Sites

Required off-campus instructional experiences that are a part of the district curriculum do not require the field trip approval process. Parent notification is still required. Examples include the environmental education sites (e.g., EMC, Performing Arts Centers).

EDUCATIONAL TRAVEL TRIPS

Education travel tours through travel companies that enhance student learning through real life experiences in the United States and abroad provide positive and valuable understanding of our global society. We support staff that undertakes educational experiences with our students during their personal time; however, there are procedures for these specific activities. These remain a **non-school-related activity; therefore they do not go through school field trip procedures.** The following forms should be completed for a sponsor initiating these activities: Educational Trip Acknowledgement and Permission Form, Chaperone Acknowledgement for School Board Employees. These forms are available through the area superintendents' secretaries.

The **Educational Trip Acknowledgement and Permission** form should be completed by families whose students are participating in the educational travel tour through a travel agency where a chaperone is a school board employee. This will clarify that the trip is not a district-sponsored event and that the staff member is acting in a volunteer capacity outside of their position with the district.

The **Chaperone Acknowledgement for School Board Employees** outlines that the trip is not district-sponsored, although it is recognized as valuable learning for our students. It is the responsibility of the chaperone to obtain all of the required forms and to submit them to the principal or designee. This form should then be sent to the area superintendent, along with the agenda and Group Leader Release Form from the travel company.

Employees may request to use a room on campus for meetings or post information on the trips and should follow school procedures for this request (**Use of Facilities** form). Schools are not responsible for funds, nor should school accounts be used, as this is a non-school-related activity.

HOME AND PRIVATE SCHOOL STUDENTS

Hospital/Homebound and Participation in Field Trips

Participation in extracurricular activities and nonacademic services, including field trips, is not a FAPE issue under Section 504, but is instead an issue of accessibility and equal opportunity. Generally, districts are required to provide nonacademic services in the manner necessary to afford a student with a disability an equal opportunity for participation. All decisions regarding these types of situations should be made on a case-by-case basis based on data. Please contact the HHB supervisor to problem-solve any unique situations.

Home Education

Home education students that are enrolled in a course are considered “shared students”. Shared students may participate in a field trip that is part of a class in which the student is enrolled. This is typically for middle or high school students.

HEALTH CARE, SAFETY AND SUPERVISION PLANS

Field Trip Supervision/Medical/Care Plan

Certain students, including those with Individual Education Plans (IEPs), 504 plans, or health care plans, may have unique needs that need to be taken into consideration prior to, during and after the field trip. These needs may include: health/medical needs, accommodations, provision of Exceptional Student Education or related services, and the implementation of behavior intervention plans or supervision plans. For students with disabilities (those with IEPs, 504 plans, or health care plans), it is the responsibility of school staff to plan for and remove barriers that may limit a student's ability to participate in the same academic and extracurricular experiences as their nondisabled peers. This section will address some of the most common considerations related to these issues that staff should plan for when organizing a field trip.

Three weeks prior to the field trip, all signed permission slips will be submitted to the school clinic assistant. At that time, the clinic assistant will work together with the registered school nurse to review the student roster and make arrangements for student medication to be administered during the field trip or provide copies of student care plans if applicable. The school nurse may provide general or specific training of designated unlicensed staff members based on the employees attending the field trip/after hour activities.

Trained school district personnel must accompany student on the bus, during the field trip event, or at any other school-based activity off school grounds. If medication is to be administered on field trips, or at before/after school activities, the same regulations apply. The original prescription container must be transferred to the trained person who will be administering the medication, and administration must be appropriately documented on the approved form. It is not permissible to transfer medication to an envelope or other container for later administration. However, parents may request the pharmacy provide them with a properly labeled duplicate prescription container for field trips. Volunteers may not administer medication, but if parents attend with their child, they may elect to be responsible for implementing their child's plan of care including medication or health procedures.

Out of State/Country Field Trip

If the school-sponsored trip takes place in a different state or country, plans must be in place to meet the nursing license and practice laws of that state or country. The Nurse Licensure Compact (NLC) allows nurses to have one multistate license, with the ability to practice in both their home state and other party states. It is anticipated that Florida will become part of the NLC on December 31, 2018. A nurse who holds a license issued by a state that is not a member of the NLC has a single-state license that is only valid in that state. They must request and receive permission from the respective state's board of nursing, to practice in another state (NCSBN, 2012). Even if a trip is in a compact state, the nurse must still know the nursing laws/regulations of that state and practice accordingly, regardless of whether she/he is delegating tasks to a

non-nurse school staff member or actually attending the school-sponsored trips and performing the necessary health services (NCSBN, 2011). If the nurse is traveling to another country, the nurse must consult with the consulate of the visiting country for permission to practice nursing (K. Erwin, personal communication, 3/14/13). Any out-of-state travel requests should include a review by the supervisor of Health Services to determine nurse practice limitations and recommendations for the provision of health services.

IEPs and 504 Plans

Students who have an IEP or a 504 plan should be afforded the opportunity to participate in field trips to the same extent as their nondisabled peers. In order to do so, staff should consider the needs outlined on a student's plan when organizing and attending field trips. Although some services or accommodations may not need to be provided on a field trip (e.g., a student who receives language therapy once a week may be scheduled to receive that service on a day other than the field trip) but other components of the plan (e.g., transportation needs, behavior intervention plans, or additional adult assistance) must be taken into consideration when planning the trip. Even though the way a student's needs are met may look different while he or she is out of the school building, staff should consider the purpose of particular services and accommodations, whether or not the student will need that support to access or to meaningfully participate in the fieldtrip. An example of this would be a student who requires frequent breaks as an accommodation. If the student requires this accommodation due to academic frustration, it may not be needed while on the field trip. On the other hand, if the student receives the accommodation due to being easily fatigued, staff should plan for how to address.

Supervision and Safety

Certain students may have specific needs related to supervision that need to be taken into consideration for field trips. This may include services on an IEP such as very small group instruction (3:1 ratio or smaller), accommodations such as additional adult assistance, or other specifics outlined in a student's behavior intervention plan, supervision plan, or healthcare plan. The need for such supports **may not** act as a barrier for students to attend field trips. Instead, teams should identify how such supports will be implemented on the field trip in order to maintain student safety and allow meaningful participation in the trip. When considering a student's specific supervision needs, it is important to note that the responsibility for specific supervision needs cannot be delegated to volunteers such as chaperones. Additionally, although a student's parent/guardian can attend a field trip as a chaperone if he or she meets all other requirements, parents/guardians cannot be required to attend a field trip in order to meet a student's supervision needs.

Student Code of Conduct

The Student Code of Conduct shall remain in effect during all field trips and other school sponsored activities.

CONTRACTS

Contracts should be reviewed and approved by Purchasing before any field trip paperwork should be completed. The principal or designee must review the contract and pre-approve the proposal before sending the paperwork to Purchasing. It is not permissible for a teacher or administrator to sign a contract on behalf of the district. It may take up to six weeks for review and approval of a contract. After the contract is approved, field trip paperwork should be completed with enough time planned for any other approvals.

SPONSOR PROCEDURES AND RESPONSIBILITIES

Role of Sponsor Defined: An employee of the District School Board of Pasco County who has full responsibility of the organization and supervision of the field trip.

Responsibilities of the Sponsor while Organizing a Field Trip:

1. Plans a field trip that meets the specified criteria for field trips outlined by the District School Board of Pasco County.
2. Completes and submits a **Field Trip Request** form to administration. This should be at least 8 weeks in advance, and should be reviewed with any school calendar conflicts. If a contract is required for the trip, it should also be submitted to administration for review by purchasing.
3. Prepare and distribute permission forms. An **MIS Form #166 (Parent Release)** must be completed for each student attending the field trip in accordance with the following directions:
 - The document must be signed by the parent/guardian.
 - The document must clearly identify the school's name, destination of the field trip, student's home address, and an emergency contact for the student's parent/ guardian.
 - The sponsor keeps a copy of each student's Parent Release, and the school's bookkeeper is given a copy before you leave for your field trip.
 - If students are taking multiple trips with a sponsor, one form for each student is sufficient as long as the date and place of each event are on the form.
4. Communicate with your bookkeeper prior to collecting forms. A report of **Monies Collected form, MIS Form #170**, must be completed each day. Coordinate a purchase order or check for the field trip activity in advance, MIS Form #172.
 - If your field trip requires a cost to the students, you are to complete a **Report of Monies Collected** form every day students turn in money. You are to submit this form to the bookkeeper **daily**, along with the monies collected .
 - All money collected during the day must be kept in a secure, lockable location, or on your person at all times.
 - All checks are to be made out to the school, and must have the student name, number, phone number and physical address of the check holder.

5. Three weeks prior to the field trip and after completion of the MIS Form #166, consult with the registered school nurse to ensure health needs or physical limitations are addressed including equipment, medication, and current medication orders as appropriate. All medications, medical supplies and persons responsible for administering the medication shall be pre-determined. Arrange for storage of the medication unless student may self-administer or carry. Ensure training requirements are met based on health care needs.
6. Obtains chaperones:
Chaperones must be at least 21 years of age.
 - For any mixed group of students, you must have at least one male and one female chaperone. If the trip is overnight and involves students of both genders attending, adult chaperones of both genders should be provided.
 - You must have at least one chaperone for every 10 students, with more needed depending on the needs of your students.
 - All chaperones, must complete the District School Board of Pasco County's Volunteer Application.
 - Only approved volunteers may come in contact with the students – Verify that ALL of your chaperones have been approved at least one week prior to the date of your field trip.
 - Approved chaperones must check-in at the school to receive a name badge on the day of the field trip.
 - Ensure that one chaperone (district employee) receives medication training from school nurse.
7. Complete a Leave of Absence Request on AESOP:
 - If you are requesting a substitute, you are responsible for creating lesson plans during your absence.
 - You must provide class rosters and seating charts for your substitute along with your lesson plans.
 - If out of county, complete an **MIS Form #101, Request for Leave or Temporary Duty**.
8. Arrange transportation. Additional information on transportation is available on the Transportation website.

Students should not be transporting other students for field trips.

There are four transportation options:

- Contracting Pasco County private transportation (buses or vans)
- Contracting private transportation (charter buses or vans)
- Using private cars owned by chaperones
- Walking (only useful if very nearby)

Contracting Pasco County Private Transportation (DSBPC buses or vans).

- Transportation Request Worksheet must be completed and submitted to designated school personnel to submit transportation request.
- Requests for transportation services for extracurricular trips must be made to the office of the director of Transportation fourteen (14) days prior to the date of the trip and must include the date of the trip, number of students participating, destination, times of pickup and return, education purpose, and names of chaperones.
- The cost incurred by Transportation Services in providing transportation for extracurricular trips shall be reimbursed by the school, department, etc., receiving the service.
- The use of buses for field trips may not alter, interfere with, or interrupt the operation of regular school routes carrying students to and from school. Bus routes take priority over field trips.
- If using a district mini-van, district employees must access the **Student Transportation Authority online form**. This form is sent to Tallahassee for a driver background check.
- Approval or denial takes two weeks.

Contracting private transportation (charter buses or vans)

- Determine vendor and cost.
- Complete **MIS Form #172 (Purchase Request)**.
- Submit **MIS Form #172 (Purchase Request)** to school's bookkeeper.
- **MIS Form #172** needs to be completed 6 to 8 weeks in advance if the trip is overnight.
- **MIS Form #172** needs to be completed 4 to 6 weeks in advance if the trip is not overnight.

Using private cars owned by chaperones

- All chaperones transporting students must complete an **MIS Form #167 (Private Vehicle/Insurance Information)** and turn it in to the school's bookkeeper.

For the form, you will need:

- Make and model of your vehicle
- Name of the owner of the vehicle
- Name of the driver of the vehicle
- The vehicle's tag number
- The name of the company that insures the vehicle

- The expiration date of the car's insurance
- The address and phone number of the car's owner
- The driver's license number of the driver
- The date(s) the vehicle will be driven
- The vehicle's owner and driver must both sign this form.
- Each driver must sign an affidavit on this form that all members of the car will wear seatbelts while the vehicle is in operation.
- The vehicle owner must have liability insurance of at least \$10,000 per person/\$20,000 per occurrence, as well as personal injury protection of at least \$10,000 per person.

All chaperones transporting students must complete an online application (see below) that will be sent to Tallahassee where a driver background check will be conducted to determine if a chaperone is eligible to transport students.

- Approval or denial takes two-weeks.
- District employees are to access the "Student Transportation Authority" online form.
- Non-district employees are to access the online "Student Transportation by Private Vehicle" link.

Be sure to create a transportation list, and group students with chaperones.

9. Sponsors should create a student list to distribute to notify staff of a school-related absence.

Elementary Only- Email affected staff members at least ONE week in advance, notifying them of the date(s) and time(s) of the planned field trip and any missed activities/ classes such as lunch and/ or specials.

Secondary Only- Create a roster for a School Related Absence (SRA List).

- Create a roster of those students who have paid (if there is a cost to your field trip), and submitted a completed **MIS Form #166 (Parent Release)**.
- Email the roster of those students attending the field trip to your school staff, including the clinic assistant and school nurse, at least ONE week in advance, informing the faculty that these students will be missing their scheduled classes to attend your field trip on the scheduled date(s) and time(s).

Both elementary and secondary:

- Create record of documents for students attending Field Trip.

- a. Record of all **MIS Form #166 Forms (Parent Release)**
- b. Record of any Medical Care Plans
- c. Record of IEP/504 Accommodations

10. Prior to leaving, ensure your administration or bookkeeper has a copy of **the MIS Form #166**. Also, provide the transportation list with student grouping and assigned chaperones. You should also provide an emergency contact number during the trip in case of an emergency. Also, have an administrator's contact information and inform them of any problems or concerns that occur on the trip as soon as possible. Have each chaperone review the Chaperone Roles and Responsibilities.

Additional Information

Organize Bagged Lunches

- If you elect to have bag lunches prepared for your students on your field trip, you need to place an order with your school's FNS manager four weeks prior to your designated field trip by completing a **Field Trip Lunch Request** form.

Purchase Admission Tickets or pay Registration Fees

- Field trip expenses can be paid using the District Purchasing Card.
- If the company will not take a Purchasing Card, you will need to complete the following to have the company added as a vendor.
 - Obtain a copy of the vendor's W-9 form
 - Send the W-9 form to vendors@pasco.k12.fl.us so the company can be added to our system.

Overnight Field Trips

- The sponsor and chaperones are responsible for every student for 24 hours a day until the field trip concludes.
- If the trip is overnight and involves students of both genders attending, adult chaperones of both genders should be provided.

Responsibilities of the Sponsor for Supervising a Field Trip:

- Primary responsibility is to extend the learning from within the classroom to an outside experience by maintaining a safe educational environment for the students.
- Assigns a chaperone to monitor one group of no more than 10 students at all times.
- Ensures IEP/504 accommodations are carried out.
- Ensures health care plans are enacted and followed.
- Serves as the primary representative of the school while on and at field trip location.
- Communicates with parents/guardians when need arises.
- Communicates with the school when need arises.
- Stays with students until picked-up by parents and guardians at the school after returning from a field trip.
- Stays with a student if he or she becomes ill or gets injured while on the field trip.
 - a. Contacts parent or guardian if student becomes ill or gets injured.
 - b. Contacts school if student illness or injury requires medical attention or the student's parents or guardians need to pick up him/her at field trip site.
 - c. Completes Student Accident Report with 24 hours of a student's injury.
- Provides first responders a copy of **MIS Form #166 (Parent Release)** and any medical care plan, if student requires emergency medical attention.
 - a. Rides in ambulance with student if he or she needs to be transported to a hospital.
 - b. Contacts parent or guardian if a student is transported to a hospital.
 - c. Contacts school if a student is transported to a hospital.
 - d. **Does NOT permit the release of students to a parent or guardian at a field trip site, unless under extreme circumstances such as the ones described above.**

CHAPERONE ROLES AND RESPONSIBILITIES

Chaperone roles are to assist the field trip sponsor with the monitoring and supervision of students on a field trip.

Who are Chaperones:

- Individuals who are at least 21 years of age.
- Approved District School Board of Pasco County volunteers (including school district employees)

Responsibilities of Chaperones:

- If the Chaperone is a DSBPC employee, they need to complete a leave of absence on AESOP. Teachers must also do the following:
 - If you are requesting a substitute, you are responsible for creating lesson plans during your absence.
 - You must provide class rosters and seating charts for your substitute along with your lesson plans.
- Responsible for monitoring the behavior and supervision of no more than 10 students assigned by the field trip sponsor.
- Acts as the “point” person for his or her group of no more than 10 students (provide field trip sponsor contact information).
- Assists the field trip sponsor in carrying out assigned duties while on the field trip.

SUGGESTED TRIPS

CTSO Field Trips

Career and Technical Student Organizations (CTSO) are regarded as an integral part of Career and Technical Education. CTSOs play an important part in preparing young people to become productive citizens and to assume roles of leadership in their communities. These organizations provide a unique program of career and leadership development, motivation, and recognition for secondary students in Career and Technical Education programs. Competitions and leadership development activities through the local, district, region, state, and national CTSO organizations are part of the travel and field trips that are incorporated into each CTSO.

The Office for Career and Technical Education recognize the following CTSOs for middle and high schools:

- Future Business Leaders of America
- Family, Career and Community Leaders of America
- The National FFA Organization
- Future Health Professionals
- Skills USA – *high school only*
- Technology Student Association – *middle school only*
- Vex Robotics
- First Lego League – *middle school only*
- Florida Public Service Association
- First Robotics

STEM Competitions

- Roboticon-Tampa Bay
- Dupont Challenge
- Kavali Science Video Contest
- Conrad Spirit of Innovation Challenge
- Discovery Young Scientist Challenge
- Team America Rocketry Challenge

Examples of appropriate field trips

Elementary

Primary – Humanities

Old McMicky’s Farm
Zephyrhills Train Depot
Pioneer Museum, Dade City
Performing Art Center

Intermediate - Humanities

Cracker Country
West Pasco Historical Society
Tampa Bay History Museum
TED Talks
Biz Town (5th Grade)
Performing Art Center

Primary – STEM

Dade City Wild Things
Giraffe Ranch
Florida Aquarium
Glazer Children’s Museum
Hillsborough River State Park
Lettuce Lake Park
Clearwater Marine Institute
Sweetwater Organic Farm
Lowry Park Zoo

Intermediate - STEM

United Skates
Natures Academy-STEM Field Trips
Florida Museum of Photographic Arts
MOSI
EMC (4th)
USF Engineering Expo
Crystal Springs Preserve
Busch Gardens Zoo School
Big Cat Rescue (5th Grade Only)
Kennedy Space Center
Mote Marine Center
HCC-Marine Science Trips
Crystal Gardens School Campus Visit

Extra Curricular

Science Fair
College Visits:
Pasco Hernando State College
Saint Leo University
University of South Florida
University of Florida

Secondary

Cross Bar Ranch
Starkey Park Wetlands
The Dali Museum
The Holocaust Museum
Florida School for the Deaf and the Blind
NASA

Finance Park at USF

JSA

Band and chorus assessments and performances

Thespian competitions

Dance competitions

Athletic competitions

Physics Day at Busch Gardens or other theme parks

Local parades (when groups march in them)

Local colleges and universities (to expose students to higher education opportunities)

Curriculum-related plays or presentations in the Theatre or Performing Arts Center

Groups should receive permission to attend every event at all levels and stages of competitions from the initial application.

APPENDIX

SCHOOL BOARD POLICY

The School Board has established specific policies related to field trips. The following are portions of text taken from current board policy related to field trips. The entire board policy should be reviewed for the full implications.

2340 – Extended Learning Experiences

The Board recognizes that extended learning opportunities outside the classroom used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, an extended learning experience shall be defined as any planned activity by one or more students away from school 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 as designated by the Superintendent.

Other approved trips shall be defined as any planned, student-travel activity which is 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 as designated by the Superintendent.

Consistent with Policy [1214](#), Policy 3214, Policy [4214](#), and Policy [6460](#), school personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to an approved extended learning experience. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to an approved extended learning experience. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to an approved extended learning experience shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to an approved extended learning experience for services rendered.

8400 – Environmental Health and Safety Issues

The Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve

this, it is the intent of the Board that the District will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

The District will comply with all Federal and State laws regarding hazards in the work place, promote environmental health and safety awareness among employees, students, and stakeholders, and promote the safety and health of students during transportation to and from school, at school, and during participation in school-related activities.

5341 - Emergency Medical Authorization

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Parental Release Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

5330 - Guidelines for Administration of Medication at School

The parent /guardian is expected to obtain the needed dose/doses of medication for field trips in a separate, appropriately labeled prescription container; or the entire bottle of medication may be sent with a trained person to be administered on the field trip.

Students will be allowed to carry and self-administer metered dose asthma inhalers, pancreatic enzyme supplements and epinephrine auto-injectors with written authorization from their parent/guardian and physician.

Students will be allowed to carry and self-administer diabetic supplies, medications, and equipment with written authorization from their parent/guardian and physician.

5610.05 Unexcused Absences, School Related Activities, and Parking

F.S. 1003.26(1)(b) provides that if a student has at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the school must take action. The school will require documented medical and legal excuses, prior administrative approval of religious observances, or approved school related activities absences, for students who exceed five (5) absences in a quarter and/or ten (10) absences in a semester.

If a student record **exceeds five (5) unexcused absences, or absences for which the reasons are unknown**, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar period, the student will lose the privilege of participating in extra-curricular activities open only to students. These include but are not limited to field trips, dances, special events, club activities, and participation in athletics, until the end of the following grading period/quarter. In addition, a student who drives on campus will

have that privilege revoked until the end of the following grading period/quarter. If this occurs during the fourth quarter of the school year, the privileges would be lost for the first quarter of the following school year. The principal or designee may review extenuating circumstances brought forth by a parent/guardian. **The principal's decision is final.**

9270 - Home Education Student Participation in Certain Activities

In accordance with Florida law, home education program students may participate in certain activities associated with the District. These activities include, but are not limited to, the following:

- A. interscholastic extra-curricular student activities;
- B. dual enrollment programs; and
- C. District virtual instruction programs.

Parents/Guardians are responsible for the transportation of students in home-education programs both to and from the public school. The school principal/designee will establish time and place for the arrival and departure of home education students accepted as part-time students at the secondary level or as student participants in extra-curricular or co-curricular activities.

All home education students who attend District schools on a part-time basis or who participate in extra-curricular or co-curricular activities are subject to the same rules and regulations as full-time students.

A student enrolled in a home education program in grades kindergarten through five is restricted from participating in classes at the elementary level on a part-time basis, unless the student is staffed in an exceptional education program, excluding gifted or speech.

2430 – Clubs and Activities

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The Board shall allow non-district sponsored, student clubs and activities during non-instructional time, in accordance with the provisions in Policy [5730](#) -- Equal Access For Non-district Sponsored, Student Clubs and Activities.

Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy [7510](#) - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources; or
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours he is functioning as a member of the staff.

No non-district sponsored organization may use the name of the District or any other name which would associate an activity with the District.

In order to be eligible for any co-curricular, interscholastic, and non-interscholastic extra-curricular activity, a student must meet the requirements set forth in the District's Student Progression Plan, Student Code of Conduct, and State law.

Students identified as disabled under the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their Individual Educational Plan (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights (See Policy [5610.05](#) - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards, regardless of race, ethnicity, national origin, gender, disability, or marital status.

6550 - Travel Reimbursement

Reimbursement of travel expenses to students for field trips must be in accordance with School Board Policy 6550, and shall only occur when specifically provided by the field trip organizer. If the organizer of a field trip wishes to provide travel expense reimbursement to students, it is

his/her responsibility to ensure that the appropriate funds are available to provide for such reimbursement and to communicate the availability of those funds to students.