MIAMI-DADE COUNTY PUBLIC SCHOOLS

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DIVISION of ATHLETICS & ACTIVITIES

Field Trip Guidelines

August 2026

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

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DIVISION of ATHLETICS & ACTIVITIES

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Overview

- 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 sponsors, chaperones, support staff (i.e., interpreters for deaf and hard of hearing, paraprofessional assistants, and nurses) and students on the field trip roster may participate in a field trip. No other person may travel with the group or participate in the field trip.
- Additional personnel such as 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, even if the person is an employee of M-DCPS 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. 1:5 Water Related Field Trip and 1:6 Out-of-Country Field Trip.
- On an overnight field trip, if a student group has members of each sex, then chaperones of each sex must accompany the group.

- Guidelines established by travel agencies for issuing scholarships to students and gratuitous tickets to 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).
- 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 additional charges, etc., at the time of check-out for overnight trips.
- The use of hotel pools and/or Jacuzzis are strictly prohibited.
- Sponsors should make provisions for meals for students on field trips through the school's cafeteria manager.
- Students are not permitted to transport other students on field trips.
- Limousines and ride sharing services (i.e., uber, lyft, etc.) are not to be used as a mode of transportation.
- For out-of-country field trips, all designated chaperones must be instructional employees of the school.
- The chaperone (staff member in charge) should have a copy of each student's Emergency Medical Authorization Form in his or her possession.
- For an overview of activities commonly requested by schools as to their appropriateness, refer to the On Campus Activity Guide.

Gender-Based Activities or Practices:

Districts should evaluate all gender-based programs and practices and maintain only those that have a clear and sound educational purpose. Gender-based programs and practices can have the unintentional consequence of marginalizing, stigmatizing, and excluding transgender and Gender Non-Conforming students. Moreover, in some circumstances, they may violate state and federal laws. When students are separated by gender in school activities, students should be allowed to participate in accordance with their gender identity. (Ex. Field Trips, Homecoming court or Prom King and Queen)

Miami-Dade County Public Schools will make efforts to ensure the safety and comfort of all student's transgender, non-binary, and gender expansive students, maximize the student's interaction and equal opportunity for participation, and minimize any stigmatization and isolation from the general student population. Overnight lodging assignments are separated by biological sex at birth, as reflected on DSIS. However, accommodation for

Students will be approved by the principal on a case-by-case basis and in a manner consistent with a student's support plan to ensure the privacy interest of all students are protected.

2340 - FIELD TRIPS

Introduction

A. "Field trips" are approved outings away from school of enrollment made by students to study or participate in curricular or extra-curricular activities while under the direct supervision and control of an authorized staff member (the "sponsor")

B. Field trips should supplement and enrich the educational program by providing learning experiences in an environment outside the schools, arousing new interests among students, helping students relate school experiences to the reality of the world outside of school, bringing the resources of the community – natural, artistic, industrial, commercial, governmental, educational, - within the student's learning experience, and affording students the opportunity to study real things and real processes in their actual environment.

Limitation of Liability

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 District facilities or school grounds, or use District field trip forms for these trips, without permission from the Superintendent. Permission to solicit District students for a trip neither grants nor implies approval of the trip. Field Trip approvals must be obtained according to this policy and the district's administrative procedures.

Development of Procedures

The Superintendent shall prepare administrative procedures for the operation of field trips, including athletic field trips, which shall ensure:

1. the safety and well-being of students while in the district's custody;
2. that parental notifications and parent permission forms comply with F.A.C. 6A-10.085, and that laws on parental rights are complied with (see Policy 5780, Parents' Bill of Rights);
3. that parental permission is sought and obtained in writing before any student participates in a field trip.
4. that field trips are properly planned, integrated with the curriculum, evaluated for effectiveness, and followed with appropriate activities which enhance their usefulness;
5. that the effectiveness of field trip activities is measured by demonstrated learning outcomes;
6. that students on field trips are properly supervised by staff members and other approved chaperones.

7. that parents are permitted to assist in student supervision on field trips as chaperones, if approved as volunteers (see Policy 2430.01, *School Volunteers*);
8. that accommodations or modifications are made so that all eligible students have the opportunity to participate in field trips with overnight lodging.
9. that students on field trips comply with the Code of Student Conduct and/or an approved code of conduct for the trip;
10. that a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member responsible for each trip.
11. that the privacy of student educational records and privacy interests of all students and parents are protected;
12. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school; and
13. These provisions have been made during transportation and at the trip destination, if and when required to accommodate students and/or chaperones with disabilities.

Administrative procedures developed pursuant to this policy shall be reviewed annually for their effectiveness and compliance with applicable laws and State Board rules.

Approval and Planning Requirements

For students to participate in any field trip, a staff member must prepare and submit a field trip application request to the principal along with a roster that includes the names, addresses, and telephone numbers of all students who are eligible to participate in the trip, regardless of the student's decision to participate in the field trip.

Principals are authorized to approve in county trips not requiring sleeping arrangements (e.g., hotel accommodations) or vehicle rentals. Before these field trips are planned, they must be approved by the principal. If an in-county trip requires sleeping arrangements or vehicle rentals, the trip must also be approved by the Region in advance.

Principals are authorized to approve the following out-of-county field trips within the State without Board or Region Approval:

A. Scheduled Florida High School Athletic Association events;

B. Scheduled vocational student organization events;

C. Scheduled interscholastic athletic events.

If any of these field trips require sleeping arrangements or vehicle rentals, the trip must also be approved by the Region in advance.

Request for students to attend out-of-county trips withing State other than those indicated above shall be recommended by the principal to the Region Superintendent for approval prior to the trip being planned.

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 September 1st. Field Trips on the list approved by the Board are authorized to be taken if recommended by the principal. If the trip requires sleeping arrangements or vehicle rentals, the trip must also be reviewed by the Region in advance.

All out-of- state and out-of-country field tips other than those recommended by the ad hoc task must be recommended by the Superintendent and approved by the Board.

Field trips requested to be approved by the Board may be submitted to the Administrative Director of the Division of Athletics and Activities at any time, but no later than thirty (30) school days before the Board meeting prior to the trip. In case of emergency the Board may, upon request, permit exceptions to this requirement.

Field trips should be planned such that absences from school should be restricted to the least number of school days possible. The educational purpose and length of each field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation on approved field trips must comply Policy **5200**, *Attendance*.

Students shall not be denied the privilege of participating in a field trip because of financial need. Clubs and/or organizations should provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the trip through fund-raising activities. Those students participating in the fund-raising efforts hall receive commensurate credit through the trip.

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

Student Supervision

Students participating in authorized field trips shall remain subject to the control and direction of chaperones.

Chaperones on field trips shall:

1. Be responsible adults, twenty-one (21) years of age or older.
2. Register as school volunteers and complete a background check before participating in each trip.
3. Be approved in advance by the principal; and
4. Always conduct themselves in an exemplary manner.

No person who has been convicted of a crime that would disqualify him/her from employment with the District under Board policy shall be accepted as a chaperone.

The required ratio between chaperones and students on each field trip shall be specified in the district's administrative procedures.

Failure to comply with these requirements may result in a chaperone's immediate removal from a trip and may preclude the chaperone from participating in future trips.
1-15 In County
1-10 Out of County overnight (ex. Grad Bash)
1-6 Out of Country
1-5 Water Related

8640 - TRANSPORTATION FOR FIELD TRIPS

The district is authorized to use school buses, regular, or special-purpose school vehicles for transportation on field trips approved pursuant to Policy 2340, *Field Trips*. Transportation for these trips must be provided in accordance with state and federal laws, State Board rules, and Policy 8660, *Alternative Transportation Methods*.

Approved Vehicles

Regular or special-purpose school vehicles shall be used for transportation on field trips. These vehicles shall be owned or approved by the district and driven by approved drivers.

Out-of-state field trips involving student traveling by bus must be certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving student traveling by bus must comply with Florida law and School Board policies. Trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

Trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

Trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

Student Supervision During Transportation

All students are expected to ride in the approved vehicle to and from each field trip. Any exceptions to this requirement must be requested by the parent to the principal in writing in accordance with Policy 8660, *Alternative Transportation Methods*, are subject to the principal's written approval.

Students being transported on field trips shall be supervised by at least one (1) staff member, who must be present at all times students are in vehicle. At least one (1) staff member must also supervise students until they are released.

All persons being transported shall always conduct themselves in an exemplary manner.
District students are not affiliated with the trip activity, non-district 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 for which the district has provided transportation. An exception may be made by the principal on an individual basis provided the student has written parental permission.

Chaperone/Volunteer Guidelines

Approved school volunteers can serve as chaperones for region approved field trips and functions. All chaperones must successfully complete the volunteer registration and background check screening process. The volunteer registration process can be found at: www.engagemiamidade.net

SCHOOL VOLUNTEERS SERVING AS CHAPERONES MUST:

1. Be 21 years of age or older.
2. Have valid government identification *(i.e. Driver's License, Passport or ID Card)*.
3. Register as a school volunteer and receive a Level 1 or Level 2 clearance.

VOLUNTEER LEVELS

- **Level I** Volunteers can serve as Day Chaperones for field trips and functions. This excludes field trips requiring overnight hotel accommodation.
- **Level II** Volunteers can serve in "high security" positions which includes Overnight Chaperone on field trips involving hotel or lodging accommodations. (fingerprinting is required)

Chaperones should be approved by the School Volunteer Office prior to being added to the Field Trip Chaperone Roster. Refer to your location's designated volunteer coordinator for a list of approved volunteers.

VOLUNTEER / CHAPERONE POLICIES AND PROCEDURES

1. Once approved (Level 1 or Level 2) all volunteers must be logged in and out using the **RAPTOR online** platform at the designated location. This is required for the purposes of liability and to know the location of a volunteer in case of an emergency.

2. All volunteers must have a government issued identification and wear an identifying badge whenever volunteering.

3. Volunteers are to always serve as positive role models. A school volunteer MUST ALWAYS: a. Use appropriate language; b. Discuss age-appropriate topics; c. Refrain from inappropriately touching students; d. Refrain from disciplining students (behaviors needing discipline must be referred to the appropriate teacher or staff member); e. Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission; Board Policies 3213, 3380, 5517

4. Volunteers cannot bring preschoolers or children who are not registered in the school on field trips or on field trip transportation.

5. Volunteers may not be left alone to supervise students. The visual and auditory presence of a Miami-Dade County Public Schools employee must be always maintained, including field trip related activities. Board Policy 2340

6. Volunteers MUST keep confidential information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority. Board Policy 8330

7. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable.

8. The dress code for volunteers should always be appropriate.

9. Volunteers should exercise appropriate and responsible use of school and District technology, social media, and information systems. Board Policy 7540

10. Volunteers must report suspected child abuse per Florida Statue 39.201. Board Policy 8462

11. Each school principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the principal, Miami-Dade County Public Schools, or the volunteer.

12. Miami-Dade County Public School's Employment Standards apply to all volunteers.

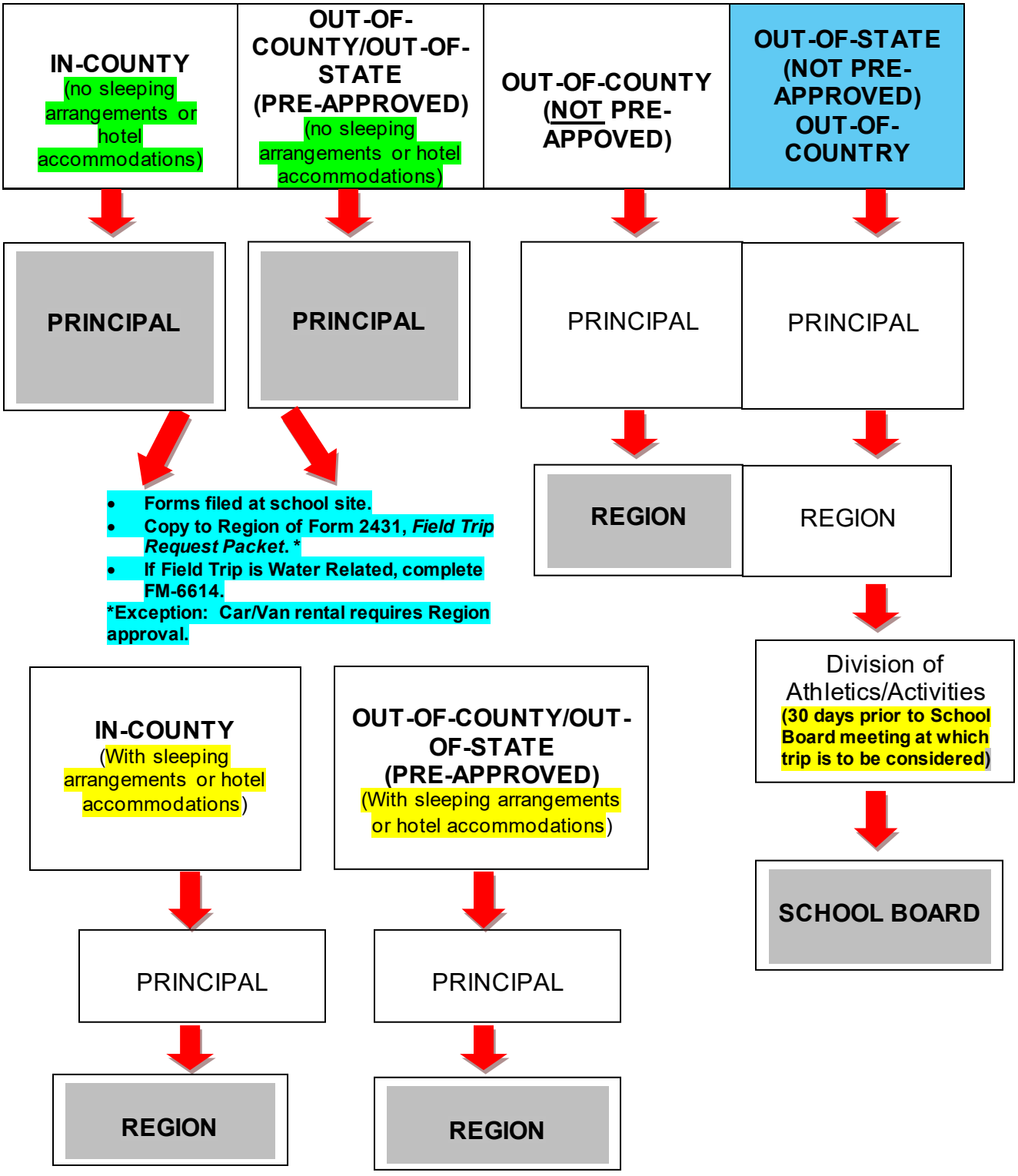
It is required that sponsors and chaperones remain with the group during the entire trip.

Approval Process

- 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. 07/19).
- Field Trip Requests that must be approved by the School Board must be submitted to the Division of Athletics, and Activities at least 30 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 Below**

APPROVAL CHAIN



PRODCEDURES & RESPONSIBILITES

All M-DCPS PERSONNEL

All personnel involved in 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, and Activities.

1. Carefully review School Board Policy 2340 - Field Trips, 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)

   d. Travel Expense Report by Faculty When Accompanying Students (FM-0994)

   e. Car/van rental form Request for Travel Expense Advance/Reimbursement (FM-1104)

   f. If applicable, Approval to Use Private Vehicle (FM-6298)

   g. If applicable, attach Refund Policy

4. All field trip requests which require School Board approval must be submitted to the Division of Athletics, and Activities 9040 S.W. 79th Avenue, Miami, FL, 33156 or Mail Code 9723.

The following responsibilities and procedures for field trips are categorized as sponsor, school principal, Region Superintendents and Division of Athletics, and Activities.

SPONSORS' RESPONSIBILITIES

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
   - **B.** Required documentation – *Field Trip Request Packet* (FM-2431), letter of invitation, complete itinerary
   - **C.** List of approved out-of-county/state field trips
   - **D.** Refund policy/No refund policy

3. For water-related field trips: (except for GMAC, Middle School Athletics Program, and FHSAA events):
   - **A.** Complete Water Related Field Trip Packet FM-6614. Refer to Water Safety Manual for requirements at http://ehandbooks.dadeschools.net/policies/102.pdf
   - **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).
     NOTE: Students participating in a GMAC, FHSAA and MSAP water sports such as swimming and water polo are not required to be processed through a Water Related Field Trip Packet.
   - **D.** Verification that participating students have passed the American Red Cross Level III Swimming Standard.
     NOTE: Students participating in a GMAC, FHSAA and MSAP water sports such as swimming and water polo are not required to submit this verification. Contact the Office of Physical Education with questions at (305) 995-1963.
   - **E.** Lead chaperone must complete and pass the Community Water Safety Training and attach certificate to the Water Related Field Trip Packet, FM-6614.

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

5. Ensure that adequate funding is provided 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, as appropriate for the trip.

8. Complete the Field Trip Request Packet (FM-2431) attaching the following information, and submit it to the school principal or designee for approval:

    a. Letter of invitation or written justification for the trip
    b. Complete itinerary (including coordination of transportation and hotel information, if applicable)
    c. Travel Expense Report by Faculty When Accompanying Students (FM-0994)
    d. Car/van rental form Request for Travel Expense Advance/Reimbursement (FM-1104)
    e. If applicable, Approval to Use Private Vehicle (FM-6298)
    f. An alternate male and female chaperone must be included

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.

All trips requiring School Board approval must be submitted to the Division of Athletics, and Activities at least 30 days before the School Board meeting at which the trip is to be considered. 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 always remain with the group 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), 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.

10. Notify the Region of all changes to the approved field trip request.

11. Should the sponsor of the trip and/or a chaperone not able to attend the planned field trip, the principal shall make proper provisions for an alternate sponsor/chaperone to attend or assign an administrator to attend in the place of, to ensure proper supervision by M-DCPS instructional staff member. For Out-of-Country trips, verify that the alternate sponsor/chaperone has a current passport. Only school site instructional personnel may chaperone out-of-country field trips.

Region Superintendent's Responsibilities

For In-County (no sleeping arrangements or hotel accommodations

1. In-county field trips that do not involve sleeping arrangements or hotel accommodation do not require Region approval. Copies are filed at the school site.
2. Documentation is submitted to the Region for informational purposes only. A copy of the Field Trip Packet and Cover Page should be kept on file at the Region.

For In-County (with sleeping arrangements or hotel accommodation

1. In-county field trips that do involve sleeping arrangements or hotel accommodation **require Region approval** of the Field Trip Request Packet (FM-2431).
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 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 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 of the Field Trip Packet and Cover Page 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 Field Trip Packet with all attached documents to be filed at the Region.

Division of Athletics & Activities 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.

For out-of-country trips, remind the school site to complete the United States Government Travel Registration form online for all students participating

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

4. Review the field trip request including all attached documents.
5. Prepare School Board agenda item requesting approval for the field trip.
6. Notify the school principal of the School Board's decision.
7. For out-of-country trips, remind the school site to complete the United States Government Travel Registration form online for all students participating.

Transportation

For transportation for field and other District-sponsored trips, please refer to School Board Policy 8640.
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).
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 an M-DCPS approved vendor.

- When renting a vehicle for field trip use, schools should consider renting a vehicle from **AVIS BUDGET** under the state contract. Schools are allowed to use purchase orders for rentals under this contract. For further information, please contact the Florida Help Desk: Best practice – by email
  PO Billing request can be sent directly to us at FloridaHelp@Avisbudget.com . They will add the billing and confirm that this has been done with the school. The renter will then just need to show their driver's license to pick up the vehicle.

  The PO must have this information on it: Requesting company name and address, PO, Reservation, amount authorized, Signature of person authorizing.

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 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 participating in the field trip. 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 costs, the in-house field trip must comply with the following:
    - 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.
    - It **cannot** be an entertainment form of event for which admission is charged.
    - 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.
    - 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.
    - 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.

Anti-Discrimination Policy

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, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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 years old.

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 qualified students with disabilities.

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.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, 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 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida

Statutes), which stipulate categorical preferences for employment.

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

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of
Education Office for Civil Rights or:
Office of Civil Rights Compliance (CRC) District Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net **Website:** https://hrdadeschools.net/civilrights