

**Instruction - Elementary and Secondary****FIELD TRIPS**

Trips for students are permitted which have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs.

In the planning of field trips, absences from school should be restricted to the least number of school days possible. The educational purpose and length of the field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Board Rule 6Gx13- 5A-1.04 -- Student Attendance. A signed parental permission form must be on file at the school prior to student's participation.

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

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

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

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

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

Provisions must be made for the proper supervision of students by school employees. Parents are permitted to assist in such supervision. The adult/student ratio shall be 1:15 or less.

Permission for students to participate in any of the following events within the

state may be granted by the principal:

- Scheduled Florida High School Activities Association Events
- Scheduled Vocational Student Organization Events
- Scheduled Interscholastic Athletic Events

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

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

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

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(6) and (8) F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Amended: 11-4-77; 7-25-79; 8-25-82; 9-19-84; 1-8-86; 4-19-89; 5-25-94; 10-5-94; 8-26-98