

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### EDUCATIONAL FIELD TRIPS AND EXTRA-CURRICULAR TRIPS 4.43+

Any trip which is directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip. A field trip will be approved only when related to the instructional program of the school. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

A trip which is not directly related to the instructional program, but which is related to a school sponsored or school connected activity shall be considered an extra-curricular field trip.

- A. Buses may be used for educational field trips and extra-curricular trips.
- B. Approval of the Superintendent and School Board must be received for an educational field trip or an extra-curricular trip that has a round trip distance that exceeds 200 miles, requires an overnight stay, or requires travel out of state. This includes trips using a school bus or a chartered bus operated by a commercial line. (EXCEPTION: Activities contracted and approved by the F.H.S.A.A., including band, cheerleading, or other such groups attending the sanctioned activity.)
- C. If a trip requires approval of the Superintendent and School Board, the written request must be submitted at least thirty-one (31) days in advance of the planned trip. For trips not requiring board approval, written requests for use of school buses must be submitted to the principal at least five (5) school days in advance of the planned trip. Approval of the trip shall be received prior to the completion of arrangements for the proposed trip.
- D. No individual school will be permitted to own and operate a bus. All buses for educational field trips and extra-curricular trips shall be owned and operated or contracted by the School Board.
- E. The parent or guardian shall be notified prior to any extra-curricular or educational field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time of return to the school. Any student making a trip shall present a note from his or her parent or guardian giving permission for the student to make the trip. All documents needed in case of emergency should be provided before the trip and should be in the possession of the School Board employee in charge of the trip. Medication administration

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procedures shall be followed in accordance with the medication disbursement guidelines established.

- F. The School Board shall be responsible for paying the driver for any educational field trip or extra-curricular trip where a school bus is used. The school shall be responsible for reimbursing the school board for salaries as determined by the Board. Any school which uses a bus for a trip shall reimburse the School Board at the mileage rate established by the School Board from the location of the school to the destination and return to the school. Transportation costs of educational field trips and extra-curricular trips shall be paid from the school-based budget or from internal accounts. Educational field trips shall not be of a prohibitive cost to the students.
- G. Requests for use of vehicles may be denied to individuals who do not follow established policies concerning use and care of vehicles, safety regulations, or the prompt return of the vehicle. When using private vehicles to transport students, refer to Policy 8.36.
- H. No person shall be eligible for transportation on an educational field trip or extra-curricular trip unless he or she is authorized by the principal or designee.
- I. The Superintendent shall develop procedures to be followed relating to educational field trips and extra-curricular field trips.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1006.21, 1006.22, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

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