

Manatee County School District

Field Trip Handbook



REVISED - November 2015

**Manatee County School District
Field Trip Handbook
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I. INTRODUCTION

- A. The School Board of Manatee County encourages the use of organized off-campus trips which will serve worthwhile educational objectives and further the School Board's mission and school goals. The School Board recognizes that the delivery of varied educational programs using the field trip as a learning medium requires coordination, risk management and financial resources.

- B. Field trips are appropriate for the following reasons:
 - 1. As an adjunct to classroom work directly related to the curriculum.
 - 2. As an adjunct to the purpose and activities of a club or organization.
 - 3. As a reward for desired behavior or accomplishments.

- C. The purpose of this Field Trip Handbook is to provide information to school administrators and staff for planning and preparing field trips. Field trips have been classified into three categories: Type "A", Type "B", and Type "C." Timelines have been established for requests, needed forms and information required before each type of field trip can be approved.

- D. In supporting field trips as an educational experience, the School Board emphasizes that the value of any trip must be assessed in the context of the amount of classroom instruction time lost, risk to student safety, the potential contribution to student learning and cost to the individual student, the school district, and the community. These procedures should enable all of those responsible for the education of our students to assure themselves that such activities undertaken during the school year meet the following requirements. Field trips must:
 - 1. Not pose a threat to student safety.
 - 2. Accommodate the special needs of students with disabilities and medical needs.
 - 3. Directly relate to the District's strategic plan.
 - 4. Be planned to achieve specific educational outcomes.
 - 5. Be organized with the provision for adequate supervision.
 - 6. Be conducted in a manner that will compliment and not discredit the student, school staff or the School Board.

II. DEFINITIONS

- A. **Field Trip** - Any school-sponsored extracurricular or curricular trip away from the school campus, including partial-day, whole-day, or overnight trips.

The following are not considered Field Trips and, therefore, are not subject to the procedures outlined in this Handbook:

1. **Certain In-County Events.** Some in-county activities, such as club meetings, debate and non-athletic competitions, conferences, etc. held at other in-county schools are not considered Field Trips and therefore, are not subject to these procedures. See your Principal or Director for clarification.
2. **Athletic Events.** Athletic events are generally governed by rules of the Florida High School Athletic Association and rules and procedures established by the school Principal and coaching staff. Thus, they are not Field Trips. Any athletic events will be coordinated by the coaching staff, and the coaching staff will ensure that any required forms are completed and turned in. School staff should note that participation in state, regional, or national extracurricular competitive qualifying events (e.g., playoffs) are difficult to plan in advance, as the ability to participate is usually contingent upon winning at a lower level. In the event a school anticipates participation in athletic tournaments or other competitive qualifying events, information should be forwarded by the Principal to the appropriate Executive Director of School Management as soon as dates and places for the event are announced.

School-organized “fan buses” in which students are transported to athletic competitions to support the team are not “athletic events” that would be exempt from the field-trip requirements. Rather, student “fan buses” are Field Trips that must meet all of the requirements of this Handbook. “Fan buses” that are not organized by the school are Privately Organized Trips as defined in Section II(A)(3) and are not Field Trips.

3. **Privately Organized Trips.** Trips having no affiliation with, or no approval of, the District are not “school sponsored,” irrespective of whether the trip has an educational component, and, therefore, do not meet the definition of Field Trip. A common example would be a trip to England, sponsored by an outside entity that agrees to give the coordinator a “free trip” in exchange for signing up a number of participants. While the rules of this Handbook do not apply to Privately Organized Trips, any District personnel participating in such a trip are still bound by School Board Policy, rules, and statutes regarding appropriate and ethical conduct. Organizers of Privately Organized Trips may not use District time, materials, funds, or computer systems to promote, or raise and collect any funds for, any Privately Organized Trip.
- B. **Type “A” Field Trip** - Partial-day or whole-day Field Trips to the following destinations when transportation will be by walking or provided by the District’s Transportation Department or a District-approved charter bus company:
1. Museums, theaters, auditoriums, aquariums, and public performing arts facilities
 2. Public and private educational institutions
 3. Government-owned buildings and parks (without swimming, boating or water-related activities)

4. Theme parks (with the exception of theme parks that include swimming, boating or water-related activities)
 5. Restaurants
 6. Manatee County Fair, Florida State Fair
 7. Locations associated with district-coordinated educational programs
 8. The areas immediately adjacent to the school or within a reasonable and safe walking distance of the school
- C. **Type “B” Field Trip** – Any partial-day or whole-day Field Trips other than a Type “A” Field Trip, including any trip in which transportation is being arranged by a private tour group. All water-related Field Trips inclusive of swimming (excluding athletic swim meets), boating, beach-going or any other recreational activity in or around a body of water, are Type “B” Field Trips. Also, all educational tour group field trips (e.g. Around the Bend Tours) are Type “B” Field Trips.
- D. **Type “C” Field Trip** - All overnight or out-of-state (but not international) Field Trips.
- E. **International Field Trip** – Any Field Trip in which travel is made beyond the borders of the continental United States during any portion of the trip.
- F. **Recurring Field Trips** – Regularly scheduled, successive, in-county extracurricular trips to one particular location or group of related locations, to participate in a recurring activity. An example would be CBI (Community-Based Instruction) Trips where ESE students go weekly to the mall, to restaurants, etc. as they learn functional living skills.
- G. **CTSO/CTE Field Trips**. Off-campus trips by Career Technical Student Organization participants and the Career and Technical Education classes that are part of District Career and Technical Education programs.
- H. **Field Trip Coordinator** – A school-based instructional employee who has been designated the responsibility of coordinating and monitoring all aspects of a particular field trip. The Field Trip Coordinator is responsible for submitting all required forms and information to obtain all needed approvals. The Field Trip Coordinator shall attend the Field Trip, serve as the Principal’s representative on a Field Trip, manage students and Chaperones, and ensure that all requirements established in this Field Trip Handbook are met.
- I. **Chaperone** – A person, **21 years of age or older**, who meets all the requirements of School Board Policy 3.10 regarding Volunteers, and who completes and agrees to the requirements of the Chaperone Guidelines & Responsibilities for Field Trips (Appendix E).
- J. **Sponsor** – An entity sponsoring, promoting, or supplying direct or indirect funding for a Field Trip. Examples include Booster Clubs, PTO, or PTA organizations.

III. FIELD TRIP APPROVAL REQUIREMENTS

- A. **Type “A” Field Trips** – Requires approval by the Principal only.
- B. **Type “B” Field Trips** -- In addition to Principal approval, Type “B” field trips require approval by the Executive Director of School Management and Director of Risk Management. The Principal must submit the School District Field Trip Request Form (Appendix A) to the appropriate Executive Director of School Management at least **30** calendar days prior to the day of the field trip for approval. In order to expedite the Type “B” approval process,

please provide as much information as possible about the Field Trip Destination/Tour Group/Water-related activity.

- C. **Type “C” Field Trips** – In addition to the approvals for a Type “B” Field Trip, these Field Trips require additional approval by the Deputy Superintendent of Instructional Services and Director of Risk Management. Approvals must be obtained at least **30 calendar days** prior to major fund-raising and making contractual commitments. **Out-of-state** Type “C” Field Trips also require the approval of the Superintendent in addition to all other approvals and Board approvals.
- D. **Recurring Field Trips** – Because these trips are by definition Type “A” Field Trips, approval by the Principal only is required. However, unlike ordinary Field Trips, “blanket” Field Trip Request Forms and Parental Permission Forms covering the entire year may be utilized. Make sure the appropriate date range is specified on all forms.
- E. **International Field Trips** – In addition to the approvals for a type “C” Field Trip, these require approval by the School Board upon recommendation by the Superintendent. Plans for an International Field Trip should be made well in advance at this level. Approvals must be obtained at a minimum of 60 calendar days before departure.
- F. **CTSO/CTE Field Trips.** All CTSO Field Trips are subject to review and approval by the Director of Adult Career and Technical Education or designee. International CTSO Field Trips will additionally require School Board approval upon recommendation by the Superintendent.

IV. GENERAL PROCEDURES & INFORMATION

- A. Arranging a Field Trip requires the use of several forms, some of which are mandatory. Each of these forms is attached as an Appendix to this Handbook as follows:
 - Appendix A – Field Trip Request Form (**Mandatory**)
 - Appendix B – Field Trip Procedures Checklist (**Mandatory**)
 - Appendix C – Parental Permission Form (**Mandatory**)
 - Appendix D – Field Trip Emergency Contact List (**Mandatory**)
 - Appendix E – Chaperone Field Trip Guidelines and Responsibilities
 - Appendix F – Release of Liability for Return Parental Transportation
 - Appendix G – School Health Field Trip Checklist (**Mandatory**)
 - Appendix H – Parent-Arranged Transportation to/from Field Trip Release and Hold-Harmless Agreement
- B. Every Field Trip is initiated by completing the Field Trip Request Form (Appendix A). This form requires various approvals depending on the type of Field Trip proposed. The timelines for obtaining these approvals also vary depending on the type of Field Trip (see Field Trip Approval Requirements above).
- C. Once all approvals are obtained on the Field Trip Request Form, the Field Trip Coordinator proceeds with planning by utilizing the Field Trip Procedures Checklist (Appendix B). This form must be completed and returned to the Principal at least **two**

- (2) days prior to the Field Trip. The Principal must then re-sign the Field Trip Request Form, this time indicating receipt and approval of the Field Trip Procedures Checklist.
- D. All individuals involved in planning and supervising Field Trips MUST familiarize themselves with this Field Trip Handbook and all rules covering the transportation of students in advance of the Field Trip. It is the District's expectation that the procedures in this Handbook will be followed for all Field Trips, regardless of their Sponsor.
 - E. Field trips should be planned to minimize the disruption of other schedules in the school. Teachers attending a Field Trip must make arrangement with administration for any of their students not participating in the Field Trip.
 - F. It is the responsibility of the Field Trip Coordinator to keep parents well-informed regarding all aspects of the Field Trip. This includes providing information on the trip itinerary, mode of transportation, scheduled activities, arrival and departure times, assignment of Chaperones, and provision of adequate supervision. Signed parental permission slips for these trips must be received prior to the trip taking place.
 - G. Any Field Trip may be canceled by the School Board, Superintendent, Deputy Superintendent of Instructional Services, Executive Director of School Management or Principal at any time, prior to, or during, the Field Trip. The school or School Board is not responsible for any refunds or reimbursements due to a canceled Field Trip. Parents are informed of this in writing on the Parental Permission Form. (Appendix C).
 - H. Travel agencies or other private organizations promoting travel study trips shall not be permitted access to the school to promote or enroll students for privately sponsored travel study programs and trips. The District does not approve any travel/study trips through privately-sponsored organizations.

V. STUDENT PARTICIPATION

- A. Field trips may be attended only by students who are then enrolled in the District.
- B. Students with disabilities must be afforded the same rights to attend Field Trips as all students. They cannot be excluded from a Field Trip due to added costs for a special bus. Further, parents cannot be asked to transport these students to the field trip destination. When planning a Field Trip, please determine if a special bus will be required for students in wheelchairs. Field Trip Coordinators shall be responsible for addressing any requests for special accommodations due to disabilities.
- C. No student shall be excluded from participation in a Field Trip because of legitimate financial reasons. See section XIII of this Handbook regarding "Funding Field Trips" for specific guidance.
- D. Students with special medical needs shall be permitted to participate in Field Trips to the same extent as other students. See section IX of this Handbook regarding "Medical Needs of Students" in this Handbook for specific guidance.
- E. Students may be excluded from participating in Field Trips due to any disciplinary issues. Any student excluded from a Field Trip shall have no right to reimbursement of any monies paid in advance of the Field Trip.
- F. Any student whose disciplinary history reflects that he or she is likely to present a discipline problem on a field trip that may jeopardize his or her safety or the safety of others may be prohibited from attending the Field Trip at the discretion of the Principal.

- G. All students participating in Field Trips must conform their behavior to the Code of Student Conduct. Any student violating the Code of Student Conduct shall be promptly returned home at parent expense.

VI. SAFETY & SECURITY

- A. Student safety and security come first. The Field Trip Coordinator is primarily responsible for ensuring student safety and that the provisions of this Handbook are followed; however, all adult participants in a Field Trip, whether District personnel or Chaperones, shall take all reasonable measures to ensure the safety and security of all students on a Field Trip.
- B. Prior to departure and during a Field Trip, the Field Trip Coordinator shall become aware of, and heed all travel advisories, including severe weather advisories, to ensure the safety of all participants in the Field Trip.
- C. The Field Trip Coordinator shall have a working cellular telephone in his or her possession during the Field Trip in case of emergencies, as should each Chaperone. The Field Trip Coordinator shall create a “call list” consisting of the cellular telephone numbers of the Field Trip Coordinator, all Chaperones, and the bus driver, if applicable, and shall provide copies of the call list to each Chaperone, the bus driver, and the Principal or designee not on the field trip. Please note that special arrangements may need to be made to ensure that cellular telephones function during International Field Trips.
- D. Elementary students shall always be with District personnel or a Chaperone. Secondary students shall always be with District personnel or a chaperone or be in groups of three or more with designated check-in times.
- E. On any Field Trip, the Field Trip Coordinator shall establish a “home base” for anyone who is injured, sick, separated from the group, or requires any other assistance.
- F. The Field Trip Coordinator shall provide the Field Trip Emergency Contact List (Appendix D) to the school administration and the bus driver (if applicable) and be in possession of a copy at all times during the Field Trip.
- G. The Manatee County School District reserves the right to cancel or reschedule any Field Trips in the event of severe weather or catastrophic events or threats that could endanger the health, safety, or welfare of the participants.

VII. CHAPERONES

- A. The Field Trip Coordinator shall state the number of proposed Chaperones on the Field Trip Request Form. The Principal has ultimate authority to dictate the number of Chaperones required on a Field Trip. There is no required student-to-Chaperone ratio. However, a minimum ratio of one Chaperone per ten students is generally recommended. In determining the appropriate number of Chaperones, consideration should be given to the nature of the event, the ages of the students participating, the means of transportation, and whether the trip will be same-day or overnight.

- B. All Chaperones traveling on Field Trips must have been cleared and approved using the School Board's Policy 3.10 regarding School Volunteers. The Field Trip Coordinator must also insure that Chaperones read, agree to, and sign the Chaperone Guidelines and Responsibilities for Field Trips form (Appendix E).
- C. The Field Trip Coordinator shall supply all Chaperones on a Field Trip a copy of the District's Code of Student Conduct which shall be reviewed by the Chaperone.
- D. At least one Chaperone in each group of assigned students must carry a cellular telephone and provide that telephone number to the Field Trip Coordinator, who will share that number with all other Chaperones.
- E. District personnel on Field Trips shall supervise all Chaperones who are not District personnel at all times. Chaperones must follow the directives of District personnel.
- F. In regard to overnight Field Trips only, Chaperones who have children enrolled in Manatee County Schools (K-12) may, upon express approval of the Principal, have their own children who are enrolled in the District participate in the overnight Field Trip.
- G. When transportation is by other than walking, an adequate number of Chaperones should ride on each vehicle. Chaperones should be seated throughout the vehicle in order to maintain supervision of all students.

VIII. OVERNIGHT FIELD TRIPS

- A. The Field Trip Coordinator shall meet with parents in advance of any overnight Field Trip to ensure that parents fully understand the scope and purpose of the Field Trip. All requirements regarding travel expenses, sleeping accommodations, clothing, personal needs, behavior, and responsibility for missed work, as well as a detailed itinerary must be presented to the parent in advance of the Field Trip.
- B. Absent express written consent from a student's parent, District personnel or a Chaperone shall not sleep in the same room with only one student unless the student is that person's son or daughter.
- C. District personnel or a Chaperone shall not sleep in the same room with a student(s) of the opposite sex.
- D. Male and female students shall not share the same room and should preferably be located in separate buildings or on separate floors. If this is not possible, the male sleeping areas should be separated from the female sleeping areas as much as possible.
- F. District personnel or Chaperones shall have their hotel rooms dispersed among the hotel rooms occupied by students to ensure maximum supervision.
- G. Overnight Field Trips are not permitted for grades K-4.
- H. All volunteers on an overnight trip must pass a Level II screening.

IX. MEDICAL NEEDS OF STUDENTS

- A. General Requirements.
 - 1. The Field Trip Coordinator will provide the school nurse with a list of students who will be participating in the trip at least 20 calendar days prior to the trip. In advance of the Field Trip, coordinate with the school nurse any training

necessary to serve student medical needs.

2. The school nurse will address medical concerns of individual students with the Health Services Specialist. When necessary, the Health Services Specialist will contact physicians, Risk Management, and the Legal Department concerning any unresolved issues.
3. A suitably equipped first-aid kit, as approved by your school nurse, must be accessible at all times during a Field Trip.
4. Field Trip Coordinators shall be responsible for addressing any requests for special accommodations due to medical conditions.

B. Medical Training and Assignment

1. Nurses will train District personnel in advance of a Field Trip on how to appropriately manage the medical needs of students participating in the Field Trip.
2. Unless otherwise approved by the Health Services Specialist or Risk Management, nurses or clinic staff shall not leave their school to attend a Field Trip to care for an individual student. If medical care of an individual student cannot be arranged, the Field Trip shall be canceled.
3. The Field Trip Coordinator shall ensure that the employee trained to provide medical services does not delegate his or her responsibilities to an untrained person during the Field Trip.
4. To the extent practicable, a student with medical needs will be assigned to the group being supervised by the District personnel trained to manage the medical issues of that student.
5. District personnel trained to assist students possessing any special medical device for severe medical conditions (e.g., epinephrine pens) must remain in the vicinity of the student throughout the Field Trip.

C. Medication

1. A separate Medication Authorization Form must be completed for each medication (prescribed and over-the-counter medications) to be administered during the Field Trip. If an authorization form is already on-file in the clinic (for daily or as-needed medications), a copy can be obtained from the school nurse.
2. The Field Trip Coordinator will consult with clinic staff in advance of the Field Trip to collect the medication and medical supplies needed during the Field Trip.
3. The District personnel who has been trained on the medical issues will carry medications in a secured container at all times, document the time medication/procedures were administered/preformed during the trip, and document the medication/procedures provided in the log books in the school clinic immediately after returning from a Field Trip.

4. The Field Trip Coordinator is responsible for documenting the medications/procedures administered during the Field Trip and returning the documentation to the clinic.
 5. The Field Trip Coordinator is responsible for coordinating with the school nurse the receipt of the medications/medical supplies from the parents prior to the Field Trip and returning unused medications/supplies to the parents after the Field Trip.
- D. Medical Equipment
1. Specialized clinic equipment, e.g., Automated External Defibrillator (AED), must remain on the school campus.
 2. Individualized medical equipment will be sent on Field Trips with the student to whom the equipment has been assigned.

X. TRANSPORTATION

- A. In most instances, the District should arrange for transportation to and from Field Trips, whether by walking, District buses or vehicles, or private charter. However, in an appropriate circumstance, the District may conduct a Field Trip without making any provision for transportation. For example, a Field Trip to a local library might be arranged such that students meet at the library via parent-arranged transportation. Parents may also arrange for transportation of their child to Field Trips even when the District is providing transportation to other students.
- B. Students transported via parent-arranged transportation as described in Section X. (A) above are not a part of the Field Trip until they are safely transported to the destination and physical custody is knowingly assumed by the Field Trip Coordinator or a Chaperone. Any parent arranging transportation of a child to a Field Trip must complete the Parent-Arranged Transportation Release Form (Appendix H) and submit it to the Field Trip Coordinator along with the Parental Permission Form (Appendix C). Note, the Field Trip type (Type “A,” Type “B,” etc.) does not change because one or more parents opt to arrange for transportation of their children.
- C. Students using a means of transportation other than that arranged by the Field Trip Coordinator and approved pursuant to this Handbook are not part of the Field Trip and, therefore, are not the responsibility of the School District.
- D. Field Trip Coordinators requesting school buses for a field trip must submit a work order to the Transportation Department at least **30 calendar days** in advance of the trip. Submission of a work order alone does not guarantee the reservation of a school bus. School bus transportation is based on the availability of school buses and must be confirmed by the Transportation Department before planning other details of the field trip.
- E. When transportation for a Field Trip will be made using chartered buses, the company must be on the District’s approved commercial carrier list. All commercial carriers must be approved by the District’s Purchasing Department. Applications for the

Commercial Carrier Contract can be requested through the District's Purchasing Department.

- F. All passengers must wear seat belts (if available) at all times when the bus is in operation. They must also be instructed on the location of emergency exits and how to safely exit the bus during an emergency.
- G. Adequate seating shall be provided for all Field Trip participants. The rated capacity of the vehicle shall never be exceeded.
- H. Students shall observe the Code of Student Conduct at all times while in transit to, from, and during a Field Trip.
- I. Vehicles other than school buses used to transport students must comply with current requirements established by the Florida Department of Education. If transportation is to be provided by a contracted transportation service other than a school bus or District-approved charter bus company then the Field Trip Request Form must be completed and forwarded to the Risk Management Department for approval at least **20 days** prior to the day of the field trip. Please ensure that relevant contact information for the transportation provider is included, so that Risk Management may reach the provider.
- J. Parents may pick up their child from a Field Trip location after completing and returning to the Field Trip Coordinator the Release of Liability Return Parental Transportation Form (Appendix F). However, if the student pick-up has not been prearranged through the Principal, identity of the student's parent must be reasonably confirmed by the Field Trip Coordinator or other staff prior to releasing the student. If identity of the parent cannot be reasonably established, the student must not be released, and the student will return with the other students as originally planned.

XI. EMERGENCIES

- A. The Field Trip Coordinator shall immediately report any safety concerns, accidents, incidents, injuries or illnesses to the school Principal, who shall in turn report this information to Risk Management by calling the School District Critical Incident Hotline (941) 870-8670.
- B. If an emergency occurs at a field trip location, the Field Trip Coordinator shall follow the host facility's emergency procedures.
- C. If an emergency occurs while traveling by a District-owned school bus or charter bus, the Field Trip Coordinator shall follow the directives provided by the school bus driver.
- D. If a transportation accident occurs during a Field Trip, 911 must be called so that all students can be evaluated and treated by EMS.
- E. If a medical emergency involves the need to transport District personnel or a student to a hospital or clinic, a staff member should, if possible, go to the hospital or clinic in order to maintain contact with the Principal until a parent, guardian, spouse or relative arrives.

XII. INTERNATIONAL FIELD TRIPS

- A. All international Field Trips must be approved by the School Board upon recommendation by the Superintendent.

- B. The implications of any Field Trip outside the United States are varied and should be given serious consideration well in advance.
- C. Special consideration should be given to matters regarding student health insurance (which may not be recognized by the host country), electronic communications such as cellular telephones (which may not work internationally), disciplinary issues (costs and means to return disruptive students), the applicability of the host country's laws (in matters where students may commit crimes) and other contingencies.

XIII. FUNDING FIELD TRIPS

- A. It is the responsibility of the Field Trip Coordinator to determine accurately the costs to be incurred for the Field Trip.
- B. The funding source of the Field Trip must be identified (inclusive of any costs to the students) and the Field Trip Coordinator must insure that adequate funds are available to pay for the Field Trip.
- C. A funding source should be established to meet the needs of students with financial difficulties.
- D. The Principal and other field trip approvers should carefully review the budgetary section of the Field Trip Request Form before signing approval.

XIV. RECORDS RETENTION

- A. The Field Trip Coordinator must ensure that all records used to organize and conduct the Field Trip, as well as any records regarding any expenditures made regarding the Field Trip, are preserved and returned to the school after the Field Trip for safe keeping in accordance with the District's records retention policies.
- B. At a bare minimum, the Field Trip Request Form (Appendix A), all Parental Permission Forms (Appendix C), Release of Liability for Return Parental Transportation forms (Appendix F), if any, and any financial documentation must be saved and returned to the school. However, best practice is to preserve all documentation and return it to the school in a single packet for preservation.
- C. The required time for retention of a particular Field Trip record depends on the nature of that particular record. Please consult the District's Records Management Handbook or the District's Records Management Department for more details.

Appendix A

(Manatee County School District Field Trip Request Form)

Manatee County School District

Field Trip Request Form – Mandatory Form

Today's Date: _____ Field Trip Date: _____ School: _____

Date / Time of Departure from school: _____

Date / Departure time from field trip location: _____

Arrival time back at school: _____

Field Trip Coordinator _____

Trip Destination – Name: _____

Address: _____

Phone: _____ Website: _____

Brief Description/Educational Purpose of the Trip:

Field Trip Type:

- _____ Type "A" (single or partial day trip in pre-approved category)
- _____ Type "B" * (single or partial day trip that requires District pre-approval)
- _____ Type "C"* (all overnight or out of state trips require additional approvals as defined in the signature section below)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: _____ # of Students: _____

of Chaperones: _____

Type of Transportation:

_____ School Bus (bus requisition 20 days prior to trip)

_____ Special Needs Bus Is Required

_____ District Vans/Cars

_____ Walking

If Walking, define route: _____

Are there sidewalks and pedestrian crossings? _____

_____ Charter Bus from Purchasing Department Approved List (Contact Purchasing)

_____ Rental Vehicle

_____ Educational Tour Group Name: _____ Contact Info: _____

_____ Other _____

The following information must be included for non-District transportation providers:

Name of Transportation Provider: _____

Address of Transportation Provider: _____

Phone # Transportation Provider: _____

Year, Type, & Make of Vehicles: _____

Proof of personal automobile liability insurance, copy of driver's license and proof of successful completion of defensive driving course through Staff Development must be attached for all drivers.

(Appendix A – continued on next page)

Funding/Costs _____
Transportation Cost _____
Other Cost _____
Total cost of the trip _____

Internal Account# _____
Admission Fee _____ Cost per
student _____

How Trip is Funded:

_____ Discretionary _____ Students Pay _____ District
_____ Internal Accounts _____ Other

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

Signature of Field Trip Coordinator

Date

*Principal Signature/Date
(Initial Approval of Request)*

Signature of Sponsor/Date

Signature Depart./Team Chair/Date

*Final Principal Signature/Date
(Acknowledgement that Field Trip
Checklist form has been returned
two days prior to Field Trip.)*

Signature Activities Dir.(H.S.)/Date

Type “B” and “C” Signature Approvals Below

Executive Director of School Management (Required for Type “B” and “C” Field Trips)

Director of Risk Management (Required for Type “B” and “C” Field Trips)

Deputy Superintendent of Instructional Services (Required for Type “C” Field Trips)

Superintendent (Required for Out-of-State Field Trips. International Field Trips require Board approval)

***After receiving all necessary approvals for the Field Trip,
complete the Field Trip Procedures Checklist (Appendix B) and
return all documentation to the Principal at least two days prior to the trip.***

Appendix B

(Manatee County School District Field Trip Procedures Checklist)

Manatee County School District Field Trip Procedures Checklist – Mandatory Form

Person responsible for each of the activities below must verify that he/she has addressed the item by initialing where indicated. ALL FORMS, INCLUDING THIS CHECKLIST, MUST BE COMPLETED AND SUBMITTED TO THE PRINCIPAL TWO DAYS PRIOR TO THE TRIP.

STAFF— INITIAL AND DATE TO INDICATE TASK IS COMPLETE. PERSON RESPONSIBLE FOR EACH AREA MUST INITIAL – NOT JUST THE FIELD TRIP COORDINATOR PLEASE NOTE THAT THESE ARE RECOMMENDED TIMELINES

SIX WEEKS PRIOR

_____ Complete Manatee County Field Trip Request Form (See Appendix A in the
Field Trip Coord. Field Trip Handbook)

_____ Begin overnight field trip procedures (if necessary).
Field Trip Coord.

_____ Submit transportation requests to the bookkeeper/designee. (20 calendar days)
Bookkeeper Work Order # _____

FIVE WEEKS PRIOR

_____ Review finance/transportation procedures with bookkeeper.
Bookkeeper

FOUR WEEKS PRIOR

_____ Review list of students going on the trip with the school nurse. (20 calendar
School Nurse days) Failure to submit the list to the nurse in a timely manner will result in disciplinary action.

_____ Submit any necessary contracts to the bookkeeper.
Bookkeeper

THREE WEEKS PRIOR

_____ Complete/submit ATD forms/sub requests to senior secretary
Senior Secretary

TWO WEEKS PRIOR

_____ Distribute parental permission forms (which include details of trip).
Field Trip Coord. (See Appendix C in the Field Trip Handbook) No student will be allowed to participate without a completed and signed parental permission form.

_____ Bus requisition forms are completed, approved, and attached
Bookkeeper/Designee (special needs of students were considered; i.e. wheelchairs). Emergency contact list needs to be provided to the Field Trip Coordinator, Bus Driver(s), the Transportation Office and left with the Principal on the morning of the trip (See Appendix D in the Field Trip Handbook).

(Appendix B – continued on next page)

Attendance Clerk

List of students attending is given to Attendance Clerk.

Cafeteria Manager

List of students attending is given to Cafeteria Manager along with lunch requests.

Cafeteria Manager

The manager prints the “Manager Alert Report” and reviews it with the teacher for students with allergies. If a student is listed with a peanut allergy, “Meal 1” is not an option for the entire class. If a student is listed with other allergies, an appropriate meal will be prepared according to the student’s needs. Put none in the column if a student does not have any allergies. Failure to check the allergy record will result in disciplinary action.

Field Trip Coord.

Parent Chaperones have completed the Volunteer Packet and a list of chaperones is attached.

Nurse/Clinic Staff

Medication/special provisions for health-related issues have been discussed/arranged with clinic staff. School Health Field Trip Checklist is completed/attached. (See Appendix G).

Bookkeeper

All finance forms are submitted to the bookkeeper.

ONE WEEK PRIOR

Office Staff

RAPTOR List of all chaperones given to office. (Office to run RAPTOR check)

Field Trip Coord.

Chaperones have read and signed the Chaperone Guidelines And Responsibilities for Field Trips Form. (See Appendix E in the Field Trip Handbook)

Field Trip Coord

All fully approved ATD’s are submitted to the Principal or designee at the school

Field Trip Coord.

Any necessary substitute lesson plans are in place.

Field Trip Coord.

Last minute changes/additions made to student information.

Bookkeeper

All financial arrangements have been taken care of. Provisions have been made for those students who could not afford to contribute.

Field Trip Coord.

All affected teachers have been notified of the field trip via weekly calendar, e-mail, etc. (special areas such as art, music, p.e., etc.).

Field Trip Coord.

This Field Trip Checklist to this point has been completed and has been submitted to the Principal for approval at least two days prior to the Field Trip.

This form is mandatory. The above portion must be completed and returned to the Principal for approval at least two (2) days prior to the Field Trip.

The Field Trip Coordinator shall report immediately to the Principal any knowledge of accidents, injuries, or illnesses that occur on the trip. The Principal will in turn notify the Director of Risk Management.

The Field Trip Coordinator should meet with the Principal within *ONE WEEK AFTER* the trip to review any concerns with the trip and to turn in any required paperwork for records retention, including permission forms.

MIS 41-01013, Expires 5/20/2016
School Management

Appendix C

**(PARENT GUARDIAN FIELD TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM)**

**PARENT GUARDIAN FIELD TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

School: _____

I hereby grant permission for _____ to participate in a field/trip activity to
Student
 _____ on _____ and to make authorized or emergency
Location *Date*
 stops as necessary. Time of Departure (Approx) _____ Time of Return (Approx) _____

Students will be traveling in the following manner: Walking School Bus Charter Bus
 Rental Vehicle Other

As the parent/guardian, I have read the field trip itinerary and details presented to me and understand that there are risks, including inherent risks, of physical injury or death associated with my child's participation in this field trip. I acknowledge and agree that this field trip is a school-sponsored, non-commercial, activity. To the fullest extent permitted by applicable law, I, as parent/guardian of the above named student, on my own behalf as parent and on behalf of my child, hereby release, hold harmless, and indemnify the School Board of Manatee County, Florida, its officers, employees and volunteer chaperones, from any and all liability for any and all claims I or my child may have arising from any act, omission, incident, accident, or injury suffered as a result of the above-named student's participation in this field trip, including, but not limited to, any injury or illness sustained as a result of consuming any food or beverage prepared by a commercial food service/outlet establishment. I also agree to immediately report to the School Principal any injuries or illness that the above-named student may have been sustained as a result of attending this field trip.

All provisions of the Code of Student Conduct apply to field trips and related activities. To ensure student safety and compliance with the Code of Student Conduct, I hereby irrevocably and unconditionally consent to the search of my child's luggage, belongings, and rooms by District personnel or chaperones at all times during this field trip, including all times of transit. I also acknowledge and agree that this field trip may be cancelled at any time within the sole discretion of School Board personnel, and that the School Board will not provide, and has no liability for, refunds or reimbursement in the event of a canceled field trip.

I authorize school representatives to obtain medical treatment for the above-named student, which includes required emergency transportation, in case of serious illness or injury and agree to pay for such treatment. I understand that the clinic staff usually dispenses medications at the school and are not typically present on field trips. Medications will instead be dispensed by a trained staff member. I agree it is my responsibility to provide to school administration information regarding any known allergies, medical conditions and/or required medications my child needs to take before, during and after the field trip. I have documented below all precautions/instructions regarding my child's medication. I have also noted any special health-related conditions or allergies regarding the above-named student.

Allergies: _____

Medical Conditions: _____

Medical Procedures/Medications: _____

Signature of Parent/Guardian Home Phone Work Phone Cell Phone

Alternate Emergency Contact Home Phone Work Phone Cell Phone

Appendix D

(FIELD TRIP EMERGENCY CONTACT LIST)

FIELD TRIP EMERGENCY CONTACTS MANDATORY FORM

BUS # _____

Bus Driver Name: _____ **Cell:** _____

Field Trip Coordinator Name: _____ **Cell:** _____

Back-Up Contact Name: _____ **Cell:** _____

Field Trip Destination: _____ **Phone:** _____

Student/Staff/Chaperones Name	Date of Birth	Name of Emergency Contact	Emergency Contact Phone

Appendix E

(CHAPERONE GUIDELINES & RESPONSIBILITIES FOR FIELD TRIPS)

CHAPERONE GUIDELINES & RESPONSIBILITIES FOR FIELD TRIPS

The following guidelines have been developed for field trip chaperones in order to ensure a safe and successful trip.

GUIDELINES

- Chaperones must complete a Volunteer Application Form in the front office, present photo ID and be cleared through the Raptor System at least one week prior to the date of the Field Trip. (Chaperones on overnight trips require a Level II screening).
- Chaperones are always under the supervision of School Board personnel and must follow their directives.
- Chaperones need to be at school by _____ am/pm.
- Chaperones must be 21 or older.
- For overnight field trips, Chaperones who have children enrolled in Manatee County Schools (K-12) may, upon express approval of the Principal, have their own children who are enrolled in the District participate in a Field Trip. Please see the Principal.
- Students are responsible for all personal items that are brought on trips.
- Chaperones and their groups must be prompt returning to the buses at the end of the trip. Chaperones will return to buses or departure waiting area by _____ am/pm.
- Please dress appropriately for the school trip.
- Use appropriate language.
- Alcoholic beverages/illegal drugs are not to be possessed or consumed by Chaperones or students.
- Do not purchase items for the students even if they ask.
- Use of tobacco products is not permitted by students or Chaperones during the field trip.
- Chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.
- Chaperones shall not provide any prescription or over the counter medications to students.
- Chaperones shall be seated throughout the vehicle (if applicable) in order to help maintain supervision.

RESPONSIBILITIES

- Chaperones are responsible for ALL of the children in their assigned group-not just the chaperone's own child.
- Please stay with the group assigned at all times.
- Please touch only your own child.
- Treat all children for whom you are responsible fairly and equally.
- Review and enforce the Code of Student Conduct.
- Report any accidents, disciplinary issues, or problems to the Field Trip Coordinator immediately.
- A Chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
- Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform their assigned duties.

Field Trip Destination: _____ Field Trip Date: _____

Chaperone Name _____ Date of Birth: _____

Emergency Contact Name & Phone No. _____

Student Name _____ Teacher Name _____

I have read the Chaperone guidelines and responsibilities above, agree to adhere to them, and hereby acknowledge receipt of a copy of the Code of Student Conduct, which must be enforced on this field trip.

Signed by Chaperone: _____

Thank you for assisting us today!!!!

Appendix F

(Release of Liability for Return Parental Transportation)

Release of Liability for Return Parental Transportation

I, _____ am taking my child(ren):
Parent/Guardian

Child's Name

Child's Name

Child's Name

from the following field trip location:

Field Trip/Event Location

on this date _____ and time _____ and effective immediately hereby release, hold
mm/dd/yy *hr/min*

harmless, and indemnify the School Board of Manatee County from any and all responsibility for my child(ren) as well as for any and all liability for any injuries that may occur to my child(ren) during, or as a result of, my transportation of my child(ren).

Parent/Guardian's Signature

STOP and READ! Prior to releasing any student to a parent, District personnel must verify the parent's identity and initial in the space below. If identity cannot be verified, the student **MUST NOT** be released and the student must return along with the other field trip participants.

Initials Parent/Guardian identity has been confirmed by photo ID, personal knowledge, or by reference to other reliable and verifiable information.

COMPLETE AND RETURN THIS FORM TO THE FIELD TRIP COORDINATOR

MIS 41-01017, Expires 5/20/16
School Management

Appendix G

(School Health Field Trip Checklist)

School Health Field Trip Checklist – Mandatory Form

School Nurses will review this list with the Field Trip Coordinator. When medication training and other student medical issues have been resolved, the nurse will initial the checklist which will then be submitted for the principal's approval.

Trip Destination: _____

Field Trip Coordinator: _____ Date of Field Trip: _____

School Nurse: _____ Date Submitted/Approved: _____

- _____ 1) Medication training completed by the employee designated to administer and maintain medications (including inhalers, epi-pens, etc).
- _____ 2) Necessary arrangements/training made for any students needing procedures (i.e. caths, tube feedings, etc).
- _____ 3) Necessary arrangements/training for students with special medical conditions (i.e., diabetes, asthma, seizure disorders, cardiac condition, etc).
- _____ 4) Arrangements have been made for special equipment needed (i.e. all-terrain wheelchair for the beach).
- _____ 5) Arrangements have been made for access to EMS.
- _____ 6) Lunch/snack arrangements have been made in consideration of students with food allergies.
- _____ 7) School Nurse recommendations on additional supplies needed (first aid kit, water, sunscreen, etc).
- _____ 8) Nursing care plans provided to field trip coordinator as needed.
- _____ 9) Other medical or safety issues addressed, including inspection of First Aid Kit

Principal's Approval

Appendix H

PARENT-ARRANGED TRANSPORTATION TO FIELD TRIP RELEASE AND HOLD-HARMLESS AGREEMENT

(see next page)

**PARENT-ARRANGED TRANSPORTATION TO/FROM FIELD TRIP
RELEASE AND HOLD-HARMLESS AGREEMENT
(This form must be completed and returned to the Field Trip Coordinator)**

I, _____, parent or guardian (herein "I," "me," or "my") of the following minor child _____, (herein "Child"), on my own behalf and on behalf of my Child, do hereby agree with The School Board of Manatee County, Florida ("School") to all the terms and conditions below regarding transportation of my child to/from the school field trip to be held on _____ at _____ ("Field Trip"):

1. _____ **(initial)** I have arranged for transportation of my Child to/from the destination at which the Field Trip will be held. This document serves as my written notice that I am knowingly and affirmatively declining the option to participate in school-provided transportation to/from the Field Trip, if any.
2. _____ **(initial)** The means of transportation I will use to transport my Child to/from the Field Trip has been selected by me alone without consideration, consultation, authorization, approval, or recommendation by the School. I have determined the means of transportation to be both appropriate and safe for my Child. Evidence of required licensure and insurance for lawful transportation of my Child has been provided to my satisfaction, and the School has made no representation in that regard.
3. _____ **(initial)** During any period in which my Child is being transported to/from this Field Trip, my Child is not part of the Field Trip and is not in the care, custody, or control of the School, but rather is within my care, custody, and control. The Field Trip begins for my Child only after the following two conditions are satisfied by me: (1) my Child is physically transported to the Field Trip destination by the means I have arranged; and (2) the Field Trip Coordinator or an approved Chaperone has knowingly and with affirmative acknowledgement assumed care, physical custody, and control of my Child at the Field Trip destination.
4. _____ **(initial)** It is my responsibility to ensure that the Field Trip Coordinator or an approved Chaperone has knowingly and with affirmative acknowledgement assumed care, physical custody, and control of my Child at the Field Trip destination. Dropping my Child off at the Field Trip destination does not constitute an adequate transfer of care, custody, and control of my Child to School personnel.
5. _____ **(initial)** I ASSUME FULL RESPONSIBILITY FOR ANY AND ALL RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE related to or arising from transportation of my Child to/from the Field Trip.
6. _____ **(initial)** To the fullest extent permitted by applicable law, I hereby forever RELEASE, WAIVE, DISCHARGE, AGREE TO INDEMNIFY, HOLD HARMLESS AND COVENANT NOT TO SUE THE SCHOOL, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND ASSIGNS, FROM ALL LIABILITY TO ME, MY CHILD, OUR PERSONAL REPRESENTATIVES, ASSIGNS, HEIRS, AND NEXT OF KIN, FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIMS OR DEMANDS THEREOF, ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF MY CHILD, RELATED TO OR ARISING FROM TRANSPORTATION OF MY CHILD TO/FROM THE FIELD TRIP.
7. _____ **(initial)** If any portion of this Agreement is held invalid, the balance of the Agreement shall continue in full legal force and effect. Any action brought to enforce this Agreement shall be brought exclusively in an appropriate court in and for Manatee County, Florida, and Florida law shall govern any such action. The School, as an agency of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in § 768.28, Florida Statutes. No provision of this Agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.

PARENT/GUARDIAN'S SIGNATURE

PRINTED NAME

DATE