

## TRIPS AND EXCURSIONS

**FILE: IJOA**

**TITLE: Trips and Excursions**

- (1) Trips and excursions, offered to students by the district or school taking them off campus, shall be for the purpose to focus on student achievement, shall designate an OCPS employee as the “trip organizer,” and must obtain approval from the appropriate Division of Learning designee in accordance with the Field Trip Handbook.
- (2) Trips and excursions, hereinafter collectively referred to as a “Field Trip,” shall be classified as follows:
  - (a) Educational Field Trips - Any Field Trip which is directly related to a unit of instruction being studied by that particular group of students
  - (b) Extracurricular Trips - A Field Trip which is not directly related to the instructional program, but is related to a school-sponsored or connected activity in accordance with School Board Policies JJ, JJA, and/or JJI.
- (3) Before any Field Trip is planned and promoted to students and families, the trip organizer shall work with a school-based field trip coordinator to submit a Field Trip Request Form to the appropriate Division of Learning designee for approval in accordance with the Field Trip Handbook.
- (4) The principal shall have responsibility for appropriate staffing and supervision of any Field Trip.
- (5) Field Trips should always be planned to avoid conflicts with testing schedules and other planned events.
- (6) Risk Management and Division of Learning designees shall establish a Field Trip Handbook to ensure the safety of students, employees, and chaperones and to address procedures to be followed for all Field Trips. The Field Trip Handbook shall include, but not be limited to, the following:
  - (a) Written permission from the appropriate Division of Learning designee is required for Field Trips that involve overnight, out-of-state, or international travel.
  - (b) Establish a form by Risk Management to acquire written permission and waiver from the parent/legal guardian for Field Trips that shall be kept on file at the school.
  - (c) Risk Management shall require additional insurance coverage for out-of-state and international travel.
  - (d) Proper arrangements and approvals regarding activities, transportation, and supervision of students for the duration of the Field Trip from departure through the return to school. This shall include approval by Risk Management.
  - (e) One (1) adult (parent/legal guardian or otherwise) chaperone shall be required for each ten (10) students participating in an in-county Field Trip or out-of-county day

trip; and one (1) chaperone shall be required for every five (5) students for overnight, out-of-state, or International Field Trips. Exceptions to or additional limitations to the chaperone ratio shall be determined at the discretion and approval from Risk Management.

- (f) Schools must provide written notification to parents/legal guardians regarding the refund policy.
- (7) Students shall not be denied the opportunity for a Field Trip as a disciplinary action except in situations where the principal deems the student's participation to be a danger to the health or welfare of self or others or when students are serving in-school or out-of-school suspension.
- (8) No student shall be denied participation in a Field Trip during class time because of an inability to pay cost of admission or other incurred expenses.
- (9) Proper arrangements shall be made for any students who do not attend a Field Trip.
- (10) Activities of Career and Technical Student Organizations ("CTSO" – formerly known as vocational student organizations) shall be governed by the State Board of Education Rules. CTSOs, when provided, shall be an integral part of the instructional program, with the activities of such organizations defined as part of the curriculum.

**SPECIFIC AUTHORITY:** Sections 1001.43; 1001.51; 1006.21; 1006.28; 1012.28, Florida Statutes

**TITLE:** Extended Educational Trips/Extracurricular Trips

- (1) Extended educational or extracurricular trips, hereinafter referred to as "Extended Field Trips," include all overnight Field Trips (whether within or outside of Orange County), sports-related field trips not recognized by the Florida High School Athletic Association ("FHSA"), and/or vocational field trips not published in the State Department of Education CTSO Activities Calendar.
- (2) Requests shall be submitted to the appropriate Division of Learning designee prior to the scheduling/booking of the anticipated Field Trip. All plans are tentative until the appropriate Division of Learning designee approves the Field Trip.
- (3) Written permission is required from the appropriate Division of Learning designee for Extended Field Trips.
- (4) All requests for Extended Field Trips shall include the following information:
  - (a) Students Identify eligible students who may take the trip
  - (b) Purpose State the purpose and objectives of the proposed trip
  - (c) Funds Submit a detailed explanation of plans, procedures, and sources for obtaining funds

- (d) Itinerary State the proposed itinerary as applicable by the date and time, including the method of transportation, schedule of stopping places for activities, and places of lodging
  - (e) Chaperones Give specific information on chaperones, including the number, names, addresses, and positions (such as teachers, parents/legal guardians, etc.).
- (5) International Field Trip requests shall also include the following:
- (a) Supervision Provide specific information regarding supervision of students – especially in the evening hours. State how mixed-gender groups will be supervised at night.
  - (b) Emergency Contact Provide addresses and phone numbers of the sponsoring agency (if applicable) and a contact for the sponsoring group(s).
  - (c) Medical Services Provide assurances regarding the availability of emergency medical facilities.
  - (d) Conduct Provide assurances that the OCPS Code of Student Conduct will take precedence over local customs if they are in conflict (alcohol consumption, smoking, etc.)
  - (e) Risk Schools will notify parents of the risks associated with international travel.
- (6) All persons involved shall recognize that plans are tentative until and unless final approval is received from the appropriate Division of Learning designee.
- (7) Commercial agencies or other non-school agencies shall not use the name of an individual school or the school district or any of its resources to organize or promote Field Trips.
- (8) On a voluntary and individual basis, students and teachers, outside the regular instructional programs, may make occasional trips of varying duration to foreign countries. Such activities, when conducted, are strictly between the individual participants and any supporting agency and shall neither be endorsed nor supported by the School Board. Since the School Board shall not be involved in the curriculum, itinerary, or selection of advisors for such trips, all publicity, literature, and advertisements shall not infer official sponsorship nor include the name or logo of either the individual school or the School Board. Class time shall not be used for the planning, promotion, or enactment of such trips, nor will academic credit for participation be awarded.

**SPECIFIC AUTHORITY:**

Sections 1001.43; 1006.21, Florida Statutes

ADOPTED: 11/17/08  
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