

FIELD TRIP MANUAL

2011-2012

Volume I, Issue 2
(Revised February 27, 2012)

POLK COUNTY PUBLIC SCHOOLS
P. O. Box 391
Bartow, FL 33831

Support Services Division



Martha Purvis, Susan Johnson, Teresa Smith and Rhonda Smith

Sherrie B. Nickell, Ed.D.
Superintendent of Schools

Fred L. Murphy
Assistant Superintendent

Polk County School Board

Frank O'Reilly, District 1
Hazel Sellers, District 3
Kay Fields, District 5

Lori Cunningham, District 2
Dick Mullenax, District 4
Debra Wright, District 6

Tim Harris, District 7

C.Wesley Bridges II, School Board Attorney

PLEASE NOTE

This manual, as well as Polk County School Board (PCSB) policies are being reviewed by a select group of PCSB employees. These employees represent all areas of the district that are involved in submitting, approving, assigning and overseeing field trips.

This manual and field trip policies are subject to change.

If and when the field trip policies or procedures are changed, you will be informed of the changes and an updated version of the Field Trip Manual will be posted to all PCSB website access locations and to the public folders within Outlook.

If you have any comments or suggestions regarding improvements to this manual or policy and/or procedural updates/changes, please email:

Rob.Davis@polk-fl.net

Thank you.

TRIP TRACKER MANUAL

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PHONE LIST

SCHOOL DAYS 7:30 AM - 5:00 PM

PLEASE CALL THE FIELD TRIP OFFICE BY ZONE

Zones A, B, C, D & E..... **Teresa Smith**534-0444 or 58324
Zones F, G & H..... **Martha Purvis**.....534-7311 or 51170
Zones I, J & K **Susan Johnson**534-0422 or 58320
Zones L, M & N **Rhonda Smith**534-0426 or 58323

AFTER 5:00 PM or WEEKENDS and HOLIDAYS PLEASE CALL:

Rob Davis Director of Operations..... Home..... 647-3197
Cell..... 860-6137
David Milhorn..... Director of Vehicle and Safety Services Home..... 299-4283
Cell..... 860-6136
Lum Thornhill Assistant Director of Operations..... Home..... 293-5730
Cell..... 860-6142
Larry Hermes Safety Specialist Cell..... 860-6138
Jim Bailey Safety Specialist Home..... 537-5599
Cell..... 860-6139
Tommy Walker Safety Specialist Home..... 537-5324
Cell..... 528-4291
Don Stephenson Supervisor of Vehicle and Safety Services Home..... 853-2987
Cell..... 528-9314
Fred Murphy..... Assistant Superintendent..... Home..... 644-2516
Cell..... 860-1213

FIELD TRIP ZONE LIST

SCHOOLS ARE IN BOLD FOR POSTING LOCATIONS

Teresa Smith
534-0444 or 58324

Zone A

Frostproof Mid/Sr
Ben Hill Griffin Elem
Frostproof Elem
McLaughlin Middle
Roosevelt Academy
Spookhill Elem
Warner Southern

Zone B

Mulberry Sr
Kingsford Elem
Mulberry Middle
Purcell Elem
Sikes Elem

Zone C

Bartow Sr/IB
Alturas Elem
Bartow Elem Academy
Bartow Middle
Compass Charter
Floral Ave Elem
Gause Academy
Gibbons St Elem
Highland City Elem
Jean O'Dell Learning Ctr
Spessard Holland Elem
Stephens Elem
Summerlin Academy
Union Academy

Zone D

George Jenkins Sr
Carlton Palmore Elem
Highlands Grove Elem
Lakeland Highlands Mid
Medulla Elem
R Bruce Wagner Elem
Scott Lake Elem
Valleyview Elem

Zone E

Fort Meade Mid/Sr
Anna Woodbury Elem
Lewis Elem

Martha Purvis
534-7311 or 51170

Zone F

Haines City Sr/IB
Dundee Elem
Dundee Ridge Middle
Karen M Siegel Academy
Lake Marion Creek Elem
Laurel Elem
Palmetto Elem
Sandhill Elem

Zone G

Winter Haven Sr
Brigham Academy
Chain of Lakes Elem
Denison Middle
Elbert Elem
Garden Grove Elem
Garner Elem
Jewett Academy
Jewett School of Arts

Zone H

Ridge Community Sr
Alta Vista Elem
Bethune Academy
Boone Middle
Daniel Jenkins Academy
Davenport School of Arts
Eastside Elem
Horizons Elem
Loughman Oaks Elem

Susan Johnson
534-0422 or 58320

Zone I

Auburndale Sr
Auburndale Central
Boswell Elem
Caldwell Elem
Lena Vista Elem
Stambaugh Middle

Zone J

Lake Region Sr
Eagle Lake Elem
Inwood Elem
Lake Shipp Elem
Pinewood Elem
Snively Elem
Wahneta Elem
Westwood Middle

Zone K

Tenoroc Sr
Crystal Academy of Sc/Eg
Crystal Lake Elem
Crystal Lake Middle
Lake Alfred-Addair Mid
Lake Alfred Elem
Polk City Elem

Rhonda Smith
534-0426 or 28323

Zone L

Lakeland Sr
Cleveland Court Elem
Harrison School of Arts
Oscar J Pope Elem
Phillip O Brien Elem
Southwest Elem
Southwest Middle

Zone M

Kathleen Sr
Blake Academy
Dixieland Elem
Griffin Elem
Jesse Keen Elem
Kathleen Elem
Kathleen Middle
Lawton Chiles Middle
Sleepy Hill Elem
Sleepy Hill Middle
Winston Elem

Zone N

Lake Gibson Sr
Churchwell Elem
Combee Elem
Doris Sanders
Dr N E Roberts Elem
Lake Gibson Middle
Lincoln Ave Academy
North Lakeland Elem
Padgett Elem
Rochelle School of Arts
Socrum Elem
Wendell Watson Elem

DEFINITION AND TYPES OF FIELD TRIPS

1. EDUCATIONAL TRIPS

Are school sponsored, off-campus, group learning activities, which supplement, extend, or enrich the regular instructional program in a manner not possible within the school setting. Educational trips add dimension to classroom learning by providing first hand experience that neither books nor conversation alone can furnish.

2. EXTRACURRICULAR TRIPS

Are off-campus trips related to school sponsored activities sanctioned by the FHSAA and/or the School Board of Polk County.

3. RECREATIONAL OR FUN TRIPS

Are other types of off-campus trips. This type trip cannot be scheduled during the regular school day.

ALL FIELD TRIPS ARE AN EXTENSION OF THE CLASSROOM.

ALL PERSONS SHALL CONDUCT THEMSELVES IN AN EXEMPLARY MANNER, AT ALL TIMES.

GENERAL INFORMATION

1. Field trips cannot be made mandatory for students. Grades shall not be affected if a student chooses not to participate.
2. The cost of field trips should be covered from school field trip budget accounts, internal accounts, contributions from PTA groups, etc. When funds are not otherwise available, students may pay for all or part of the costs related to the trip such as admission, charges, transportation, etc.
3. **Field Trip Charges:**
 - a. **\$15.86 per hour per driver: Schools shall be charged a maximum of 30 minutes before and 30 minutes after a field trip for the driver's traveling time.**
 - b. **\$9.61 per hour per attendant: Schools shall be charged a maximum of 30 minutes before and 30 minutes after a field trip for the attendant's traveling time.**
 - c. **Mileage is charged at the rate of \$1.16 per mile, per bus.**
 - d. **Mileage for a split trip on school days is equal to one round trip only.**
 - e. **Mileage for a split trip on non-school day is equal to two round trips.**
 - f. **There is a two hour, per bus minimum on non-split trips. There is a four hour, per bus minimum on split trips.**
 - g. **Schools will be billed the minimum charge of two hours, per bus, if cancellation is made less than 24 hours prior to the date and time of the trip. School holidays and weekends are not counted in the cancellation time period.**
4. Provisions must be made to enable participation by students who cannot afford the cost of the trip. No student should be denied such an opportunity due to inability to pay the expense involved on trips that occur during the school day.
5. Under no circumstances should a student be charged for more than the cost involved in a trip. Any money collected from students should be used to cover expenses only and must not be a source of raising funds.
6. Trip sponsors should be aware that the School Board will not be responsible for reimbursing groups for cost incurred for trips that are cancelled. Any arrangements concerning reimbursement for cancelled trips shall be between the traveling group and the provider of services being cancelled. Most airlines will reimburse you for the price of airfare if you cancel a trip due to the instability of the political climate of the country that you are visiting. There must be an official bulletin, issued by the US Department of State, warning against travel, for you to be eligible for such refunds. Make sure you are aware of all refund policies prior to booking your trip.
7. The District highly recommends that the sponsor consider purchasing "Trip Insurance" to protect the group against unexpected financial losses due to unexpected, emergency cancellations. Most travel agents will factor in the cost of insurance with your travel package if requested to do so.

8. At least one teacher/administrator **MUST** accompany the group on all trips. At least one approved adult chaperone **MUST** be on each bus. This is in addition to the assigned bus driver or attendant. It is recommended that the chaperone to student ratio be no less than 1 chaperone per 25 students with special consideration given to the age of the students and type of trip. Please note: **Follow district guidelines for approved chaperones.**
9. Recreational or fun trips should not be planned for the expressed purpose of swimming. If swimming is permitted by the sponsor as a side activity of any trip, a certified water safety instructor must be available.
10. The principal is responsible for the return transportation of the student to the school, from a school sponsored event, unless a written request from the student's legal parent or guardian is received and approved by the principal or his/her designee, except when the students have provided their own transportation.
11. School Board personnel shall not make arrangements for, nor authorize students to transport other students to any school related activity.
12. When a student is ill or injured and must be taken home, or to a medical treatment facility under non-emergency situations, the school must attempt to contact the parent or guardian. If a parent or guardian is unavailable or cannot provide transportation, the student may then be transported subject to the following provisions:
 - a. Transportation must be approved by the school principal or his/her designee.
 - b. Proper adult supervision must be available at the destination.
 - c. Continuous effort must be made to contact the parent or guardian.
13. It is the responsibility of the school principal to notify the parents if their child will be transported in any vehicle other than a school bus.
14. It is the responsibility of the sponsor/school to verify directions to the destination with the bus driver. It is also the responsibility of the sponsor/school to review bus loading and return time with the bus driver prior to departing from the sponsor's location.

TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES

The following excerpt from School Board Policy 6GX53-7.001 controls the use of privately owned vehicles.

- A) **Approval:** The school principal, acting as the School Board's designee, may approve transporting students in privately owned motor vehicles on a case-by-case basis, subject to the provisions outlined below:
1. **Illness or Injury:** Under non-emergency situations when a student is ill or injured and must be taken home or to a medical treatment facility.
 - a) The school must attempt to contact the parents/guardians.
 - b) If the parents/guardians are unavailable or unable to provide transportation, the student may then be transported in a privately owned motor vehicle, subject to the following provisions:
 - (i) Approval of the principal or designee.
 - (ii) Proper adult supervision must be available at the destination.
 - (iii) The school shall continue efforts to contact the parents/guardians.
 2. **School Functions:** Transportation is not available as a practical matter using a school bus or a district owned car. Students may be transported in privately owned vehicles to a school function or event which the district or school is sponsoring or participating in upon adhering to the following stipulation:
 - a) **Single Event:** The function or event must be a single event, not part of a scheduled series or sequence of events to the same location, such as but not limited to:
 - (i) Field trips.
 - (ii) Recreational outing.
 - (iii) Interscholastic competition.
 - (iv) Extracurricular activity.
 - (v) Program related event such as job interview in a co-op program.
 - b) **Parental Consent:** The student's parents/guardians must be notified in writing and give written consent prior to the student being transported.
 3. **Duties of Employment:** Students may be transported in privately owned vehicles when the school board requires employees, such as school social workers and attendance officers, to use their own motor vehicles to perform duties of employment, and such duties include the occasional transportation of students.
- B) **Requirements:** Authorized student transportation in privately owned vehicles shall require designated seating positions and use shall be as recommended by automobile manufacturer.

- C) **Personal Liability:** Parents, guardians, or other responsible adults who provide approved transportation in privately owned vehicles shall have the same exposure to, and protections from risks of personal liability as do school district employees acting within the scope of their employment.
- D) **Emergency Situation:** School personnel may take whatever action is necessary in an emergency situation that constitutes an imminent threat to a student’s health or safety.
6(Please see Appendix E, Page Number 22) for the full text of School Board Policy 6Gx53-7.001)

IDENTIFYING THE VEHICLE TYPE
 (and wheelbase, if an MPV sport utility vehicle)

The only positive method for determining whether a particular vehicle falls within the allowable statutory exceptions to the use of a School Bus is to confirm the type (*Title 49 CFR, Part 567.4 and Part 571.3) listed on the manufacturer’s data plate or label, usually located on the driver’s door or door jamb. For the sport utility vehicle subcategory of the MPV vehicle type, it is also necessary to confirm the vehicle wheelbase. Any sport utility vehicle MPV with a wheelbase of ≤ 110 ”, such as those listed below, may not be owned or operated by a school district or charter school for student transportation. For other vehicle types, the wheelbase is not a factor in their acceptability for use. The vehicle type and wheelbase can be confirmed either by physical observation of the vehicle’s federal certification label and physical measuring of the wheelbase (distance from the centerline of the front wheels to the centerline of the rear wheels), or by requiring that the manufacturer dealer verifies these items.

***NOTE:** This list is intended as a guide to identify Multipurpose Passenger Vehicles (MPVs) that are not statutorily permitted to be owned or operated by school districts or charter schools for student transportation (Section 234.02, 2000 Florida Statutes). The list below has not been verified as accurate or all-inclusive and may not apply to other year models of these or other vehicles.*

PROHIBITED SPORT UTILITY VEHICLES

(w/ wheelbase of ≤ 110 ”, required to have rollover-warning label, see page 10)

- | | |
|--------------------------------------|--------------------------|
| Chevrolet Blazer (2 door and 4 door) | Land Rover Discovery |
| Chevrolet Tracker | Land Rover Range Rover |
| Ford Escape | Lexus RX300 |
| GMC Jimmy (2 door and 4 door) | Mazda Tribute |
| Honda CR-V | Mitsubishi Montero |
| Honda Passport | Mitsubishi Montero Sport |
| Hyundai Santa Fe | Nissan Pathfinder |
| Infiniti QX4 | Nissan Xterra |
| Isuzu Amigo | Oldsmobile Bravada |
| Isuzu Rodeo | Pontiac Aztek |
| Isuzu Trooper | Subaru Forester |
| Isuzu VehiCross | Suzuki Vitara |
| Jeep Cherokee | Suzuki Grand Vitara |
| Jeep Grand Cherokee | Toyota 4Runner |
| Jeep Wrangler | Toyota RAV4 |
| Kia Sportage | |

ACCEPTABLE VEHICLE TYPES

(subject to requirements of Section 234.02, FS)

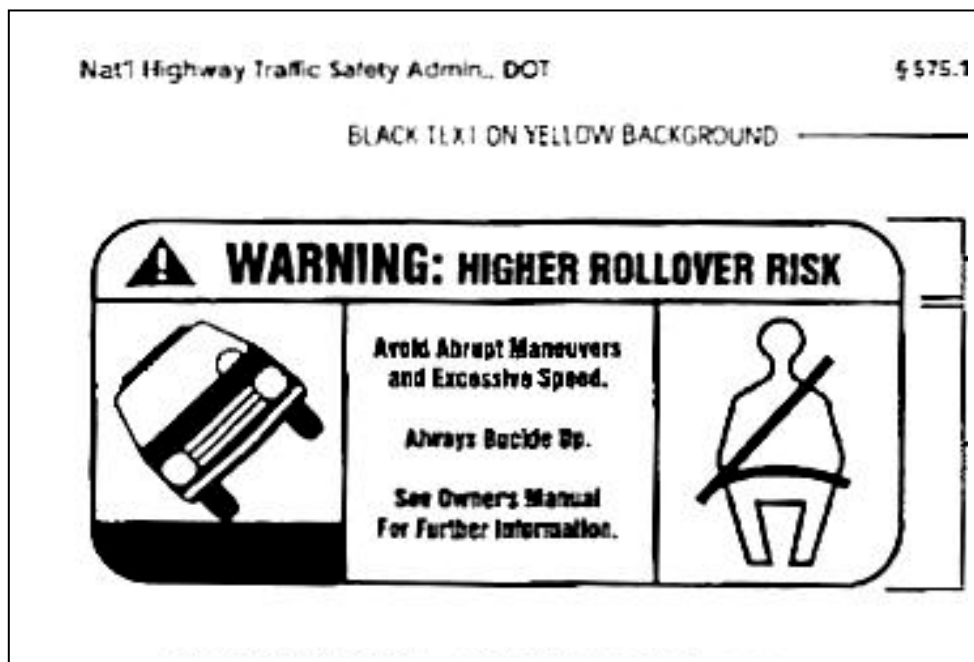
Acceptable vehicles meeting Section 234.02 criteria are only those that are classified by the manufacturer under the following federal definitions:

- 1) **School Bus** - Meeting all Federal Motor Vehicle Safety Standards and Florida Specifications applicable to School Buses
- 2) **Passenger Car** - Any wheelbase; includes, in part, sedans, coupes, hatchbacks and wagons
- 3) **Multipurpose Passenger Vehicle** – **Includes:** minivans and larger sport utility vehicles, **Excludes:** MPVs such as the ones listed previously (commonly known as “sport utility vehicles”) that have a wheelbase of 110 inches or less. These short wheelbase, utility vehicle MPVs are required, federally, to contain a rollover warning label under * Title 49 CFR, Part 575.105, affixed to either side of the driver’s sun visor, and may not be owned or operated by school districts or charter schools for student transportation under Section 234.02, FS.

OTHER PROHIBITED VEHICLE TYPES

Other prohibited vehicle types (as defined in * Title 49 CFR, Part 571.3) that **may not** be owned, leased or operated by school districts or charter schools for student transportation include:

- 1) **Truck** - Light trucks, such as small or large pickups; medium-duty trucks or heavy trucks
- 2) **Bus or Limousine** - any non-school bus vehicle designed to transport more than ten persons; examples include full-size vans, shuttle buses, stretch limousines and other types of buses that are not school buses meeting all Federal Motor Vehicle Safety Standards and Florida Specifications for School Buses.
- 3) **Motorcycle**
- 4) **Trailer**



INSTRUCTIONS FOR REQUESTING AND PROCESSING FIELD TRIPS

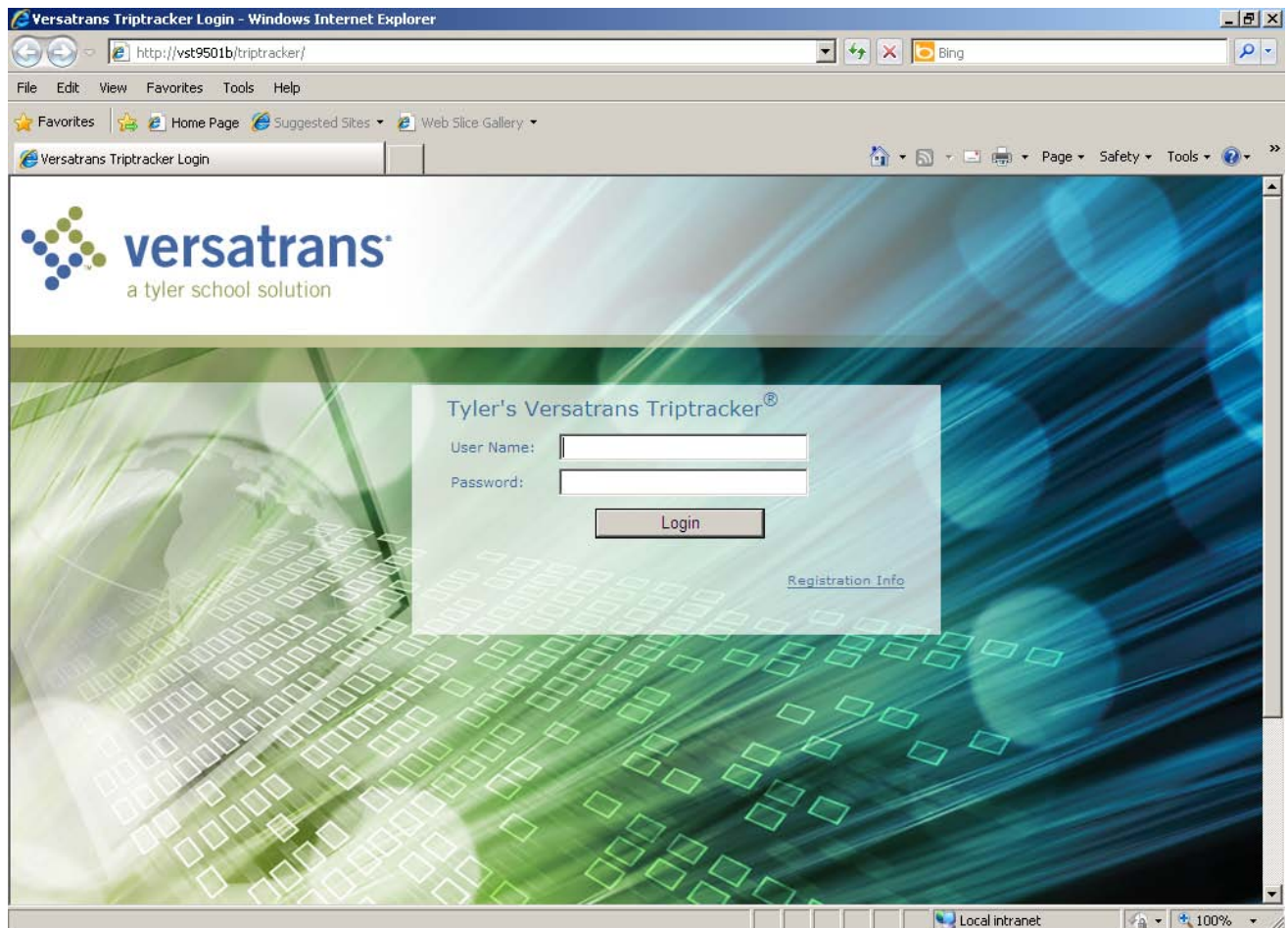
ALL SCHOOL BASED PERSONNEL, INVOLVED IN THE PROCESS OF REQUESTING OR APPROVING FIELD TRIPS, MUST INFORM SUPPORT SERVICES IMMEDIATELY UPON A CHANGE IN WORK LOCATION.

1. **In-County Travel:** All requests for in-county travel will be required to go through an approval process based on the nature of the trip.
2. **Out-of-County Travel:** All requests for out-of-county travel will be required to go through an approval process based on the nature of the trip.
3. **Out-of-State Travel:** Every effort shall be made to schedule extended travel out-of-state so as not to interrupt other school functions.
 - a. **Winter Break/Spring Break:** These activities should be conducted during a time when school is not in regular session, such as the Winter Break or Spring Break.
 - b. **Approval:** All requests for out of state travel must be requested **6 months** prior to date of travel. These trips will be required to go through an approval process based on the nature of the trip. All requests for out-of-state travel also must be reviewed by the District Field Trip Oversight Panel, prior to being submitted to the Superintendent for approval and recommendation to the School Board. Approval by the School Board must be obtained before any fund raising activities occur.
4. **Overnight Stay:** All requests for trips requiring an overnight stay will require approval by the Assistant Superintendent for Support Services.
5. Blanket Field Trip Permission Forms may be used for routine trips of a recurring nature, such as athletic trips, band trips etc. (See Appendix A, Page Number 17)
6. Individual Field Trip Permission Forms are required for educational field trips of a non-recurring nature, such as a one-time trip to a museum or MOSI. (See Appendix B, Page Number 18)
 - a. **In-county trips:** A Field Trip Permission Form that authorizes medical treatment, acknowledges that the School Board has made available to the student the opportunity to purchase student accident insurance, and waives liability should be used for each student for each trip.
 - b. **Out-of-county trips:** A Field Trip Permission Form that authorizes medical treatment, acknowledges that the School Board has made available to the student the opportunity to purchase student accident insurance, and waives liability should be used for each student for each trip. Additionally, a notarized Medical Treatment Authorization Form must accompany all Field Trip Permission Forms for out-of-county trips. Please note that the notarized Medical Treatment Authorization Form may be a blanket form covering all field trips for the school year and that the form should not be required for students who will not be making field trips. (See Appendix C, Page Number 19)

7. Students who have no insurance protection may not be denied field trip participation.
8. A Notification and Permission to Transport Student in Privately Owned Vehicle form is **REQUIRED** for ANY field trip, when students will be transported in privately owned vehicles, as defined in pages 8-10. (See Appendix D, Page Number 20)
9. **ALL FIELD TRIPS MUST BE REQUESTED THROUGH THE TRIP TRACKER SYSTEM LOCATED ON THE STAFF SECTION OF THE PCSB WEB SITE.**

USING TRIP TRACKER

1. Open Internet Explorer @ www.polk-fl.net
2. Click on STAFF.
3. Scroll to the Online Services box in the left column.
4. Click on **Trip Tracker**. (Requests should be made at least 14 working days prior to the field trip date. (See Figure 1) Most usernames are first initial+lastname. Please email teresa.smith@polk-fl.net to verify an unknown username and password.
5. Click “Request a Trip” and fill out the request page. (See Figures 2 and 3) Click “Submit”



Log In Screen
Figure 1

In County Trip

For video guideline on how to submit a trip go to:
<http://74.127.28.157/Support/vtsupport/upload/Requestor.wmv>

Request a Trip
View Calendar
Today

Trip Request

Status: Unsubmitted

Trip Details
Trip Estimate
Directions
Scheduling
Completion
Invoicing
Payment
Trip History

Trip Details

Trip Name: Trip Date:

Trip Type: Activity Type:

Reason for Trip:

Account: Requester:

Expand Requester List

Account Notes:

Origin:

Departure Date: Departure Time:

Return Date: Return Time:

Destinations:

Destination:

Can't find your destination in the list?
[Click here to add a new location...](#)

Date: Time:

Date: Time:

Click "Add" to add the select location to the list of destinations for this trip.

Destination	Arrival Date/Time	Departure Date/Time	
AUBURNDALE SR HIGH	9/23/2011 9:00:00 PM	9/23/2011 10:00:00 PM	Remove Edit

Adults:

Students:

Wheelchairs:

Vehicles:

Special Accommodations

Contact Name: Contact Phone:

Notes:

In County Trip
 Figure 2

Out of County Trip

For video guideline on how to submit a trip go to:
<http://74.127.28.157/Support/vtsupport/upload/Requestor.wmv>

Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete
- Approve
- Reject

Trip Details

Trip Name: Varsity Baseball | Trip Date: 9/23/2011 | Trip Type: Out of County | Activity Type: Athletic | Reason for Trip: Baseball Game

Account: Lakeland Senior High | Requester: Everett, Ann

Origin: Lakeland Senior | Departure Date: 9/23/2011 | Departure Time: 4:30 PM | Return Date: 9/23/2011 | Return Time: 10:30 PM

Destinations:

Destination	Arrival Date/Time	Departure Date/Time	Remove	Edit
ARMWOOD HIGH SCHOOL	9/23/2011 5:30:00 PM	9/23/2011 9:30:00 PM		

Number Of: Adults: 4 | Students: 25 | Wheelchairs: 0 | Vehicles: 1 | Special Accommodations

Contact Name: Teresa Smith | Contact Phone: 534-0444

Notes: (Account Number HERE) Please contact Coach Davis with any questions. (Phone Number HERE) This is a state playoff. If we win this game, we will need to return.

Express Trip | Submit | Cancel

Out Of County Trip
Figure 3

5. Trip Tracker will assign numbers to the requested trips, automatically, district wide.
6. Information to remember when requesting buses:
 - A. Please remember that buses may not be loaded beyond the legal rated capacity of the particular vehicle. We currently utilize 84, 77, 71 and 65 capacity rated buses. Capacity is based on 3 students per seat. We cannot guarantee that the larger capacity buses will be assigned to your trip.
 - B. **School buses are available from 9:00 AM - 1:00 PM (See Example 1) and after 4:30 PM (See example 2). All drivers are required to confirm the bus loading and return times prior to departure from the sponsor's location. Any timing conflicts must be resolved before departure.**

Example 1 - Standard Field Trip: If school A scheduled a trip to Bok Tower with a departure time of 9:00 AM and a return time of 1:00 PM (*the time they will return to your school*) this would be considered a regular field trip. The driver would take the students to the destination and stay with them. The students **MUST** load the bus early enough to arrive back to School A by 1:00 PM.

Example 2 - Split-Trip: If school B scheduled a trip to MOSI with a departure time of 9:00 AM and a return time of 4:30 PM this would be considered a split trip. The driver would take the students to MOSI, drop them off and return after the driver's afternoon run. However, the return time of 4:30 PM is not feasible. Most of the drivers do not complete their normal school routes until after 4:30 PM. Therefore, if your school has a split trip out of county, the return time (*the time they will return to your school*) should be between 6:30 PM and 7:30 PM.

- C. **Charter buses may only be hired from the PCSB Approved Charter Bus List.** The PCSB Approved Charter Bus List can be found at the following link. <http://www.polk-fl.net/districtinfo/departments/supportservices/charterbus.htm>. There are also links on the PCSB website under Staff/Resources and District/Departments/Support Services. **You still MUST enter a field trip request through Trip Tracker for ANY trip taken using charter bus services.**
- D. **Departure time is the time the bus will leave the departure location.**
- E. **Estimated return time is the time the bus will arrive back at the departure location.**
- F. Place the Cost Center and G/L Account Number to be charged in the “NOTES” section of the request. If it is charged to an organization or person, the complete address **MUST** be listed as well.
- G. The Transportation Department recommends that all out of county field trips, or any field trip that requires more than 45 minutes traveling time, one way, be made a split trip.

ALL FIELD TRIP requests shall be sent using TRIP TRACKER and will be sent through the approval process based on the nature of the trip.

7. A field trip confirmation will be sent to the schools by Trip Tracker acknowledging the trip, date and bus assignment. **(No school bus will be scheduled, if private vehicles or charter buses are specified in the fieldtrip request. YOU must make those arrangements.)** Please make sure all personnel involved with the trip verifies the trip information on the confirmation page sent from Trip Tracker. If a field trip confirmation has not been received within **2** days of the requested trip, you must call to confirm that the request has been processed. Failure to receive a field trip confirmation within **2** days is a strong indication that your request has not been received or processed (*See Figure 4*).

Please DO NOT reply to this email. The Triptracker email account is unattended. Thank you!

RE: JV Football

This field trip was approved and is scheduled for 4/28/2011.

The trip has the following itinerary:

Location	Arrival Time	Departure Time
Auburndale High School	N/A	4/28/2011 4:30 PM
SEBRING HIGH SCHOOL	4/28/2011 5:00 PM	4/28/2011 10:00 PM
Auburndale High School	4/28/2011 11:00 PM	N/A

We will ensure that the bus or buses has/have room for 66 passengers as requested.

To view the details of this trip, please click [here](#).

Sincerely,

The Transportation Office

Trip Confirmation
Figure 4

IMPORTANT NOTICE
FIELD TRIPS CANNOT BE EDITED,
ONCE THEY HAVE BEEN SUBMITTED.

You **MUST** email your school's respective Field Trip office to request **ANY** adjustments to any previously submitted Field Trip request.

**THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
BLANKET FIELD TRIP PERMISSION FORM**

TO WHOM IT MAY CONCERN:

_____ has my permission to participate in all field trips to be taken
by
(Name of Student)

_____, during the _____ school year.
(Name of Organization/Group) (Year)

As parent/guardian I acknowledge the following:

1. School officials are authorized to obtain emergency medical treatment for this student as necessary.
2. The School Board has made available to this student the opportunity to purchase student accident insurance.
3. During this field trip, that the School Board will not be liable for injury to this student as result of the negligence, errors, and omissions of others (i.e., charter bus owners and drivers, or amusement park owners or workers), their agents, heirs, employees or assigns either through their action or inaction.
4. If your child takes personal belongings on this field trip, he or she will be responsible for them. The School Board accepts no responsibility for personal items, such as watches, purses, money, cameras, and wallets, etc. If a student stores personal items in a locker at an amusement park, that entity may be responsible for any loss or damage.

(Signature of Parent/Guardian)

(Date)

NOTES:

1. THIS BLANKET FORM MAY BE USED FOR TRIPS OF A SIMILAR NATURE, WHICH ARE REPEATED DURING THE SCHOOL YEAR.
2. FOR ALL OUT-OF-COUNTY TRIPS, A NOTARIZED MEDICAL TREATMENT AUTHORIZATION FORM MUST ALSO BE AVAILABLE. THE MEDICAL FORM MUST BE COMPLETED PRIOR TO THE STUDENT'S FIRST OUT-OF-COUNTY TRIP AND SHOULD BE RETAINED FOR USE DURING THE REMAINDER OF THE SCHOOL YEAR.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
FIELD TRIP PERMISSION FORM
(ONE TIME TRIP USE)

TO WHOM IT MAY CONCERN:

_____ has my permission to participate in the school sponsored
(Name of student)

field trip being taken by _____ on _____
(Name of Organization/Group) (Date)

to _____
(Destination of Field Trip)

As parent/guardian I acknowledge the following:

1. School officials are authorized to obtain emergency medical treatment for this student as necessary.
2. The School Board has made available to this student the opportunity to purchase student accident insurance.
3. During this field trip, that the School Board will not be liable for injury to this student as result of the negligence, errors, and omissions of others (i.e., charter bus owners and drivers, or amusement park owners or workers), their agents, heirs, employees or assigns either through their action or inaction.
4. If your child takes personal belongings on this field trip, he or she will be responsible for them. The School Board accepts no responsibility for personal items, such as watches, purses, money, cameras, and wallets, etc. If a student stores personal items in a locker at an amusement park, that entity may be responsible for any loss or damage.

(Signature of Parent/Guardian)

(Date)

NOTE:

1. FOR ALL OUT-OF-COUNTY TRIPS, A NOTARIZED MEDICAL TREATMENT AUTHORIZATION FORM **MUST** ALSO BE AVAILABLE. IT SHOULD BE COMPLETED PRIOR TO THE STUDENT'S FIRST OUT-OF-COUNTY TRIP AND RETAINED FOR THE REMAINDER OF THE SCHOOL YEAR.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
MEDICAL TREATMENT AUTHORIZATION FORM

TO WHOM IT MAY CONCERN:

I the undersigned parent/guardian of _____ hereby authorize any
(Name of Student)
necessary medical treatment for this student while participating in field trips conducted under the
sponsorship of _____, during the _____ school year,
(Name of School) (Year)
and guarantee payment of all charges incurred as a result of this medical treatment.

INFORMATION:

ALLERGIES TO FOOD, MEDICATION, ETC. (If none, so state.) - _____

SPECIAL MEDICAL CONDITIONS (If none, so state.) - _____

FAMILY PHYSICIAN - _____

OFFICE ADDRESS - _____ PHONE NO _____

PARENT/GUARDIAN NAME - (Please print) _____

PARENT/GUARDIAN HOME ADDRESS - _____

HOME PHONE _____ (Street Address)

WORK PHONE _____

(City) (State) (Zip)

(Insurance Company)

(Policy No. or Group No.)

PARENT/GUARDIAN SIGNATURE _____ DATE _____

STATE OF FLORIDA, COUNTY OF _____

I hereby certify that the foregoing was executed before me this _____ day of _____,
by _____, who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

Notary Public, State of Florida

THIS FORM IS TO BE USED FOR ALL OUT-OF-COUNTY FIELD TRIPS EXCEPT ATHLETIC
ACTIVITIES. THE FORM SHOULD BE COMPLETED PRIOR TO THE STUDENT'S FIRST OUT-
OF-COUNTY TRIP AND RETAINED ON FILE FOR THE REMAINDER OF THE SCHOOL YEAR.
THIS FORM IS TO BE TAKEN ON ALL FIELD TRIPS.

Appendix D

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O Box 391 - 1915 SOUTH FLORAL AVE - BARTOW, FLORIDA 33831
863-534-0500 Suncom 549-0500 (Fax) 863-534-0705

**NOTIFICATION AND PERMISSION
TO TRANSPORT STUDENT IN PRIVATELY OWNED VEHICLE**

This letter is to serve as written notification that the below named student is being transported to and from the listed student events in a privately owned vehicle. The driver of the privately owned vehicle has the same protection from risks of personal liability as do school district employees acting in this same capacity. **UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO DRIVE A PRIVATELY OWNED VEHICLE AND TRANSPORT STUDENTS.**

The privately owned vehicle has designated seating positions and is equipped with the occupant crash protection system provided by the vehicle manufacturer.

(Name of Student)

(School Year)

(Name of School)

(Event)

Yes, I received this written notification of travel in a privately owned vehicle, and give my permission by checking this box.

(Signature of Parent/Guardian)

(Date)

This permission slip should be kept on file in the office of the principal.

Appendix E

6Gx53-7.001 STUDENT TRANSPORTATION:

- I. **School Board Responsibility:** The responsibilities of the School Board for student transportation are set forth in State Board of Education (SBE) Regulations 6A-3 and Florida Statutes 234, and include the following:
 - B. **Regulations Understood and Observed:** Make sure that SBE regulations are known and understood and observed by all who have responsibility for student transportation.
 - C. **Regulations in Harmony:** Ascertain and insure that all transportation regulations and statements of policy are in harmony with regulations of the State Board and are fully observed.
- II. **Regulations:** Adopt, after considering recommendations of the Superintendent, and cause to be placed in the minutes book additional regulations and statements of policy in harmony with law and with regulations of the State Board advisable for achieving the defined purpose and maintaining the requirements of adequate transportation.
- III. **Motor Vehicles Owned or Operated by the School Board:** When the School Board provides transportation other than by a school bus, such transportation is limited to passenger cars not to exceed eight students in designated seating positions. The occupant crash protection system provided by the vehicle manufacturer shall be used unless the student's physical condition prohibits such use. Students under the age of twelve (12) years old will not be transported in the front seat of any vehicle equipped with a passenger side air bag restraint system unless the system has been deactivated.
- IV. **Privately Owned Motor Vehicles:**
 - A. **Approval:** The school principal, acting as the School Board's designee, may approve transporting students in privately owned motor vehicles on a case-by-case basis, subject to the provisions outlined below:
 1. **Illness or Injury:** Under non-emergency situations when a student is ill or injured and must be taken home or to a medical treatment facility.
 - a) The school must attempt to contact the parents/guardians.
 - b) If the parents/guardians are unavailable or unable to provide transportation, the student may then be transported in privately owned motor vehicle, subject to the following provisions:
 - (1) Approval of the principal or his/her designee
 - (2) Proper adult supervision must be available at the destination.
 - (3) The school shall continue efforts to contact the parents/guardians.

6Gx53-7.001 STUDENT TRANSPORTATION: (continued)

2. **School Functions:** Transportation is not available as a practical matter using as school bus or a district owned car. Students may be transported in privately owned vehicles to a school function or event which the district or school is sponsoring or participating in upon adhering to the following stipulations:
 - a) **Single Event:** The function or event must be a single event, not part of a scheduled series or sequence of events to the same location, such as, but not limited to:
 - (1) Field Trips
 - (2) Recreational outing
 - (3) Interscholastic competition
 - (4) Extracurricular activity
 - (5) Program related event such as job interview in a co-op program
 - b) **Parental Consent:** The student's parents/guardians must be notified in writing and give written consent prior to the student being transported.
3. **Duties of Employment:** Students may be transported in privately owned vehicles when the School Board requires employees such as school social workers and attendance officers to use their own motor vehicles to perform duties of employment, and such duties include the occasional transportation of students.
 - a) **Requirements:** Authorized student transportation in privately owned vehicles shall require designated seating positions and use of the occupant crash protection system provided by the vehicle manufacturer.
 - b) **Personal Liability:** Parents, guardians, or other responsible adults who provide approved transportation in privately owned vehicles shall have the same exposure to, and protections from risks of personal liability as do school district employees acting within the scope of their employment.
 - c) **Emergency Situation:** School personnel may take whatever action is necessary in an emergency situation that constitutes an imminent threat to a student's health or safety.

General Authority: 230.22, F.S.

Law Implemented: 234, F.S.

Adopted: 7-26-72

Amended: 12-18-74; 12-12-89; 10-13-92

Readopted: 4-28-98

Appendix F

6Gx53.8.011 STUDENT TRAVEL/SCHOOL SPONSORED:

School sponsored travel consists of those activities which have been properly approved and which have both educational and recreational value to the students, such as the Polk County Youth Fair, Science Fair, Arts Events, Spelling Bee, Academic Tournaments, certain athletic functions, etc.

- I. **Participation:** School sponsored travel is considered an extension of the classroom and all persons shall conduct themselves in an exemplary manner at all times.
 - A. **Students:** Student participation shall be voluntary, however, certain activities delineated at the beginning of the semester with prior approval of the Principal may be compulsory in order to fulfill grade requirements.
 1. **Permission Forms:** Before a student can participate in a school-sponsored trip, the forms required by the School Board must be properly executed by the parent and on file with the school.
 2. **Student Code of Conduct:** Students who do participate in a school-sponsored trip shall be subject to the rules, regulations, and procedures set forth in the Student Code of Conduct.
 - B. **School Board Personnel:** All school-sponsored travel must be conducted under the supervision of a Faculty Sponsor.
 1. **Responsibility:** The Faculty Sponsor shall assume responsibility for the proper conduct of all students participating.
 2. **Supervision:** The appropriate number of adult supervisors shall be determined by the building Principal. It is recommended that there be no less than one professional staff member per 25 students, with special consideration given to the age of students and type of trip.
 3. **Compensation from Travel Agencies or Private Organizations:** School Board employees shall not receive compensation from travel agencies or private organizations involved in school sponsored travel, with the exception of free passage and other related expenses may be granted for supervisory duties.
 - C. **Parents/Chaperones:** Chaperones shall be selected from the list of approved school volunteers.
 - D. **District Field Trip Oversight Panel:**
 1. The Superintendent shall appoint an oversight panel to evaluate the educational and recreational appropriateness of all out-of-state and foreign travel. The panel will evaluate all requests and submit a written recommendation to the Superintendent for consideration. The School Board will not consider request(s) for out-of-state or foreign travel without the consideration of the panel and recommendation by the Superintendent.

6Gx53.8.011 STUDENT TRAVEL/SCHOOL SPONSORED: (continued)

2. The panel shall be comprised of members of at least the following Divisions or departments:
 - a) Area Assistant Superintendent
 - b) Athletics Education
 - c) Elementary Education
 - d) Fine Arts Education
 - e) Legal Services
 - f) Secondary Education
 - g) Transportation Services
 - h) Vocational Education

II. **Guidelines:** The requirements and procedures for school- sponsored travel are set forth in the Field Trip Manual and shall be strictly adhered to when making such request.

A. **In-County Travel:** All requests for in-county travel must be approved by the building principal.

B. **Out-of-County Travel:** All requests for out-of-county travel must be approved by the building principal and the Assistant Superintendent for Support Services.

C. **Overnight Stay:** All requests for travel requiring an overnight stay must be approved by the Assistant Superintendent for Support Services.

D. **Out-of-State Travel:** Every effort shall be made to schedule extended travel out-of-state so as not to interrupt other school function.

1. **Winter Break/Spring Break:** These activities should be conducted during a time when school is not in regular session, such as the Winter Break or Spring Break.

2. **Approval:** All requests for such travel must be approved by the building principal, Superintendent and School Board. All requests for out-of-state travel must be reviewed by the District Field Trip Oversight Panel, prior to being submitted to the Superintendent for approval and recommendation to the School Board. Approval by the School Board must be obtained before any fund raising activities occur.

E. **Foreign Travel:** While the School Board does not encourage foreign travel due to the uncertainty of the political climate and terrorist activities in many countries, it does recognize that there are certain educational and social gains derived from such travel. Foreign travel will be considered only in extraordinary circumstances.

1. **Extraordinary Circumstances:** Are defined as an extraordinary educational opportunity that would otherwise not be obtainable, without the travel experience. The added educational value should significantly outweigh the perceived risk or liabilities. Such trips will be allowed only after being reviewed by the District Field Trip Oversight Panel and obtaining the approval of the Superintendent and the School Board.

6Gx53.8.011 STUDENT TRAVEL/SCHOOL SPONSORED: (continued)

2. **Travel Planning Activities:** All foreign travel plans should be approved at least six (6) months prior to the anticipated travel. Approval by the School Board must be obtained before any fund raising activities occur. The principal shall be responsible for obtaining monthly travel advisories for the United States State Department (http://travel.state.gov/travel_warnings.html) or any other appropriate source. The principal will be responsible for submitting, in writing to the Superintendent, the political climate, travel warnings and any perceived risks, on a monthly basis. The final report to the Superintendent should occur no more than ten (10) days prior to the commencement of the travel. The Superintendent has the authority to cancel the foreign travel if in his or her opinion, the political or security climate has changed since the initial approval of the trip.
 3. **School Organization Sponsor:** Such trips must be sponsored by a recognized school organization such as Band Boosters, Spanish Club, French Club, etc. A school administrator will be required on all field trips outside of the United States. Such administrator will not be required to pay their own expenses. Provided further, that only students affiliated with and involved with the sponsoring organization will be entitled to go on any such field trip.
- III. Privately Sponsored Travel: Privately sponsored travels are those activities, which have not been properly approved by the School Board of Polk County, Florida.
- A. **Non-School Sponsored:** Such travel is not sponsored by the Board and shall not be construed to be school related.
 - B. **Solicitation:** There shall be no solicitation or fund raising through the school for non-school sponsored travel.
 - I. **Travel Agencies/Private Organizations:** Travel agencies or other private organizations promoting student travel shall not be permitted access to the school to promote or enroll students for privately sponsored travel programs and trips.
 - II. **School Premises:** All planning for such trips will take place off the school grounds and outside the use of school facilities. School employees, while acting in their capacity as an employee, will not actively participate in the planning of non-school-sponsored trips.
 - C. **Liability:** It shall be made clear to all concerned that the School Board does not sponsor nor assume any liability for such travel.

General Authority: 230.22, F.S.

Adopted: 7-26-72

Amended: 12-18-74; 4-23-80; 10-28-81; 2-26-90; 2-26-91; 5-27-97; 10-26-99

Readopted: 4-28-87

Appendix G

OUT OF STATE MUSIC/ ARTS GROUPS:

- I. Co-curricular high school music/ arts groups will be eligible for an out-of-state educational trip once during the four-year cycle equivalent to the number of grades in each of the district high schools. A group may be eligible to take a trip, in addition to the four-year cycle, if the trip meets the following criteria:
 - A. The invitation is extended based on criteria, which is directly related to the accomplishments of the group.
 - B. The invitation is issued by an organization, which represents and promotes arts education (MENC, ACDA, ASTA, FATE, NAEA, Midwest Band and Orchestra Clinic, etc.).
 - C. The sponsoring organized does not profit from student trip funds.

The determination for eligibility for trips with the “honor” designation and taking the group out of the four-year educational cycle will be made in consultation with the area assistant superintendent, principal, teacher and district fine arts director.

- II. The group must prove financial stability to the principal and the principal must refer that condition in the request for trip approval.
 - A. The report should reflect sources of revenue for the routine operation of the program with current balances in all accounts at the time of the request. This should include booster group accounts, internal accounts; trust accounts and general fund commitments to operate the program. The rationale is to insure that the group is able to continue to meet the responsibilities of the program as well as take on the additional responsibilities of fund raising for the proposed trip.
 - B. The request should outline the cost for each student and provisions made to permit students to earn monies toward the trip.
 - C. The total cost of the trip for the full group should be shown to outline the impact on the community.
 - D. The request should specify “at no cost to the Board”.
- III. Those teachers who are supplemented and work directly with the traveling group will be provided substitutes as needed.

OUT OF STATE MUSIC/ ARTS GROUPS: (continued)

IV. All music groups are encouraged to provide opportunities for local vendors to bid on the tour services. Specifications for the trip should be in writing and may include a requirement that the bidder show proof of previously having been capable of providing services of this magnitude.

V. Elementary and middle school music/arts groups

Elementary and middle school music/arts groups are not encouraged to travel outside the state. However, the Superintendent and School Board recognize that there may be occasion for elementary or middle school arts groups that have been identified as exemplary arts programs to perform outside the state. **Fundraising efforts may not begin until after School Board approval. The trip will be at no cost to the Board.**

Appendix H

OUT OF STATE/COUNTY DRILL TEAM/ DANCE TEAM COMPETITIONS:

If a drill team/dance team is extended an invitation to participate in an out-of-state or out-of-county competition during the school year, the following guidelines will be as followed:

- A. No fund raising, advertisement, etc. may be initiated until approval is received from the Superintendent and/ or School Board.
- B. Expenses for the competition will be paid by the sponsoring organization.
- C. No more than two competitions are permitted each school year for competitions that exceed the travel radius of the Orlando/ Tampa Bay Area.
- D. The competition will be at no expense to the school or School Board.
- E. The team or sponsors will incur no loss of school time.
- F. The Polk County School Code of Conduct and the Field Trip Manual for Polk County Schools will be strictly adhered to during the duration of the competition, which includes traveling to and from the site.
- G. The principal and sponsor are responsible for seeing that proper supervision is by school board employees and School Board approved chaperones at all times during the trip and competition. Refer to the Field Trip Manual for further information regarding these responsibilities.

Appendix I

OUT OF STATE/COUNTY ATHLETIC INVITATIONAL CONTESTS

If an athletic team is extended an invitation to participate in an out of state or out of county athletic contest(s), the following guidelines will be followed:

- A. No fund raising, advertisement, etc. may be initiated until approval is received for the Superintendent and/or the School Board.
- B. Expenses for the invitational contest(s) will be paid by the booster club or by the organizing host who issued the invitation.
- C. No more than two invitations can be accepted each school year.
- D. The invitation will be at no expense to the school or the School Board.
- E. The athletes or coaches will incur no loss of school time.
- F. The invitation must be sanctioned and approved both by the FHSAA and the NFHS in order for a school to participate in such a contest.
- G. The Polk County School Code of Conduct will be strictly adhered to during the duration of the event, which includes traveling to and from the site.
- H. The principal is responsible for seeing that proper supervision is by school board employees at all times during the event.
- I. All FHSAA rules will be adhered to even if the contest is held in another state.
- J. These guidelines apply to all out of county invitational contests that exceed the travel radius established for all athletic teams.
- K. Participation in any type of athletic competition during the summer is not considered a school function and no use of equipment, supplies, uniforms or facilities is permitted without written permission of the principal.

Appendix J

OUT OF STATE/COUNTY CHEERLEADING COMPETITIONS

If a cheerleading team is extended an invitation to participate in an out of state or out of county cheerleading competition during the school year, the following guidelines will be followed:

- A. No fund raising, advertisement, etc. may be initiated until approval is received from the Superintendent and/or School Board.
- B. The booster club will pay expenses for the cheerleading competition.
- C. No more than two competitions are permitted each school year.
- D. The competition will be at no expense to the school or School Board.
- E. The cheerleaders or coaches will incur no loss of school time.
- F. The Polk County School Code of Conduct will be strictly adhered to during the duration of the competition, which includes traveling to and from the site.
- G. The principal is responsible for seeing that proper supervision is by school board employees at all times during the competition.
- H. These guidelines apply to all out of county competitions that exceed the travel radius established for all athletic teams.
- I. Participation in any type of cheerleader competition and/or camps during summer is not considered a school function and no use of equipment, supplies, uniforms, or facilities is permitted without written permission of the principal.