

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Athletics/Activities and Accreditation

Field Trip Handbook



Miami-Dade County Public Schools
giving our students the world

Overview

- In accordance with Board Rule 6Gx13-~~6A-1.22~~, field trips for students are permitted which have value in meeting educational objectives and are directly related to the curriculum or are necessary to the fulfillment of obligations to the interscholastic athletic and activity program.
- A school-sponsored field trip is recognized as one that 1) meets the criteria specified in Board Rule 6Gx13- ~~6A-1.22~~; 2) is properly authorized by the school principal, other M-DCPS administrator, and/or the School Board, as applicable; and 3) generally transpires during the course of the regular school year.
- Trips should be planned so that students are not absent from school. In the event this is not possible, absences shall be limited to the least number of school days possible.
- Only the sponsor, chaperones and students on the field trip roster may participate in a field trip. No other persons may travel with the group or participate in the field trip.
- School-sponsored trips involving students traveling by air must be with an FAA-certified air carrier. All trips that involve transporting students by water must be approved by the Department of Safety and the Office of Risk Management. (See FM-6614 and FM-6646 for information and details)
- Provisions must be made for the proper supervision of students by school employees. Volunteers are permitted to assist in such supervision as long as they have been cleared by the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip. (See Chaperone/Volunteer information for details)
- The adult/student ratio shall be a minimum of 1:15 or less.
- All chaperones must be at least 21 years of age and cleared as school volunteers at the level appropriate for the trip. (See Chaperone/Volunteer information for details)
- If a student group has members of each sex then chaperones of each sex should accompany the group.
- Guidelines established by travel agencies for issuing scholarships to students and gratuitous tickets to parent chaperones for approved field trips must be strictly adhered to by the sponsor, principal, and Regional Center staff.
- Students must have valid health insurance when traveling out of the country.
- Do not vary from approved itinerary except in the event of an emergency, but devise an alternative plan if a situation should arise that would create a disruption of the normal routine.
- The sponsor should personally check each hotel room with the hotel representative to assess for additional charges, etc. at the time of check-out for overnight trips.
- Students are not permitted to transport other students on field tips.