

Office of the General Counsel
Walter J. Harvey, General Counsel

SUBJECT: **INITIAL READING: PROPOSED AMENDMENTS TO POLICIES 2340, FIELD AND OTHER DISTRICT-SPONSORED TRIPS, AND 8640, TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

COMMITTEE: **PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

LINK TO STRATEGIC PLAN: **SAFE, HEALTHY, & SUPPORTIVE LEARNING ENVIRONMENTS**

At its regular meeting of April 17, 2024, the School Board approved Board Item H-16, “School Board Policies 2340 - Field and Other District-Sponsored Trips, and 8640 - Transportation for Field and Other District-Sponsored Trips,” proffered by Board Chair Maria Teresa Rojas, which directed the Superintendent to review Policies 2340 and 8640, and, as needed, update them to ensure that all aspects of the safety of students and teachers are carefully analyzed and executed. The Office of the General Counsel, along with the departments of Athletics and Activities, District Operations, Risk and Benefits Management, and School Leadership and Performance, has since reviewed the policies and their associated procedures for compliance with laws and conformity with District practices.

While the working group found that these policies and their associated procedures currently address all aspects of student and teacher safety, it also found that the policies could benefit from specificity and reformatting. The working group also agreed that the policies should be modified in light of State Board of Education rule 6A-10.085, “Field Trips, Extracurricular Activities, and Other Supplemental Programs and Activities,” adopted in 2022. The rule creates a definition for “field trips” that encompasses all “outing[s] away from the school of enrollment made by students to study or participate in an activity while in the custody of the school district,” which obviates the need to make separate references in both policies to “other District-sponsored trips.”

Policy 2340, *Field and Other District-Sponsored Trips*, is thus proposed to be amended and renamed to speak only to “field trips,” to specify current District practices, and to be reformatted to better delineate the approval process for certain field trips. Pursuant to rule 6A-10.085, the amended policy would provide: (a) that parents are notified of the details of field trips and must provide signed, written permission for students to participate in such trips; (b) that accommodations or modifications are made so that all eligible students can participate in field trips with overnight lodging; and (c) that parents’ and students’ privacy interests are protected. The amended policy would also specify the standards for participating as a trip chaperone and require that associated District procedures be reviewed annually for their effectiveness and compliance with laws.

Policy 8640, *Transportation for Field and Other District-Sponsored Trips*, is similarly proposed to be amended and renamed to refer only to “field trips,” as well as to specify how students are supervised before, during, and after field trip transportation. The amended policy would specify: (a) that, with limited exceptions, all students participating in field trips are expected to ride in a District vehicle, with at least one staff member onboard the vehicle; and (b) that students are prohibited from driving to and from field trips for which the District has provided transportation unless the principal has been provided written parent permission.

These amendments were drafted in collaboration with, and reviewed by the Superintendent, Cabinet, and District staff. The Notice of Intended Action and policy with strikethroughs and underlines are attached.

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Policies 2340, *Field and Other District-Sponsored Trips*, and 8640, *Transportation for Field and Other District-Sponsored Trips*.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on May 15, 2024, its intention to amend School Board Policies 2340, *Field and Other District-Sponsored Trips*, and 8640, *Transportation for Field and Other District-Sponsored Trips*, at its meeting of June 18, 2024.

PURPOSE AND EFFECT: Policies 2340, *Field and Other District-Sponsored Trips*, and 8640, *Transportation for Field and Other District-Sponsored Trips*, are proposed for amendment pursuant to Board action and to incorporate State Board of Education rule requirements. Policy 2340 is proposed for amendment and to be renamed, "Field Trips," in light of State Board rule 6A-10.085; to incorporate rule 6A-10.085's requirements; and to provide that procedures developed pursuant to the policy will be reviewed annually. Policy 8640 is similarly proposed to be amended and renamed, as well as to specify how students will be supervised as part of transportation.

SUMMARY: Policy 2340, *Field and Other District-Sponsored Trips*, is proposed for amendment and to be renamed in light of the broad definition of "field trips" now provided in State Board of Education rule 6A-10.085, as well as to incorporate that rule's requirements regarding parental notifications and permission, accommodations or modifications for eligible students to participate in trips with overnight lodging, and protection of student and parent privacy. The amended policy would additionally clarify the approval process for each field trip, set out the standards for becoming a trip chaperone, and require District procedures to be reviewed annually for effectiveness and compliance with laws. Policy 8460, *Transportation for Field and Other District-Sponsored Trips*, is similarly proposed to be revised and renamed in light of rule 6A-10.085 and to specify that students will be expected to board District vehicles on field trips, with no fewer than two students in a given vehicle, and that staff members will be expected to take attendance and perform a head count before any vehicle departs from a trip.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: Fla. Stat. ss. 1001.41(1)–(3), 1001.42, 1001.43(3).

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: Fla. Stat. ss. 1001.43, 1002.22, 1003.02, 1003.22(9), 1006.15; Fla. Admin. Code r. 6A-10.085, 6A-10.089.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF June 18, 2024, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by June 12, 2024, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by the School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes.)

COPIES OF THE PROPOSED BYLAW are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.



Book Policy Manual
Section May 15, 2024 - Initial Reading
Title FIELD AND OTHER DISTRICT SPONSORED TRIPS
Code 2340
Status Initial Reading

2340 - **FIELD AND OTHER DISTRICT SPONSORED TRIPS**

I. Introduction

A. Field trips are approved outings away from the school of enrollment made by students to study or participate in curricular or extracurricular activities while under the direct supervision and control of an authorized staff member (the "sponsor").
~~is any planned journey by one or more students away from District premises which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.~~

~~A. _____~~

~~_____ Other District sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.~~

B. Field trips should supplement and enrich classroom proceduresthe educational program by providing learning experiences in an environment outside the schools, arousinge new interests among students, helping students relate school experiences to the reality of the world outside of school, bringing the resources of the community—
—natural, artistic, industrial, commercial, governmental, educational—
—within the student's learning experience, and affording students the opportunity to study real things and real processes in their actual environment.

II. Limitation of Liability

The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on any trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the District facilities or ~~on the~~ school grounds ~~of the District, and or may not~~ use District field trip forms for these trips, without permission from the Superintendent. Permission to solicit District students for a trip neither grants nor implies approval of the trip. Field trip approvals must be obtained according to this policy and the District's administrative procedures.

III. Development of Procedures

A. The Superintendent shall prepare administrative procedures for the operation of ~~both~~ field ~~and other District-sponsored~~ trips, including athletic field trips, which shall address ensure:

- A.
- ~~B.1.~~ 1. the safety and well-being of students while in the District's custody;
 - 2. that parental notifications and parent permission forms comply with State Board rule 6A-10.085, and that laws on parental rights are complied with (see Policy 5780, Parents' Bill of Rights);
 - ~~C.3.~~ 3. that parental permission is sought and obtained in writing before any student ~~leaves the District or~~ participates in a field trip;
 - ~~D.4.~~ 4. that field trips are properly planned ~~ing of each trip, and that a field trip is~~ integrated with the curriculum, evaluated for effectiveness, and followed ~~by~~ with appropriate activities which enhance ~~its~~ their usefulness;
 - ~~E.5.~~ 5. that the effectiveness of field trip activities ~~judged is measured~~ by demonstrated learning outcomes;

~~1. that students on field trips are properly supervised of students by school employees staff members and other approved chaperones;~~

~~6.~~

~~7. that~~

~~Parents are permitted to assist in such student supervision on field trips as chaperones, if appropriately approved as volunteers (see Policy 2430.01, School Volunteers); The adult/student ratio shall be 1:15 or less.~~

~~8. that accommodations or modifications are made so that all eligible students have the opportunity to participate in field trips with overnight lodging;~~

~~F.9. that students behavior while on all field trips complies with the Student Code of Student Conduct and on all other trips complies /or with an approved code of conduct for the trip;~~

~~10. that a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge responsible for each trip;~~

~~G.11. that the privacy of student educational records and privacy interests of all students and parents are protected;~~

~~H.12. that provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school; and~~

~~I. that provisions have been made during transportation and at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.~~

~~13.~~

~~B. Administrative procedures developed pursuant to this policy shall be reviewed annually for their effectiveness and compliance with applicable laws and State Board rules.~~

IV. Approval and Planning Requirements

~~A. For students to participate in any field trip, a staff member must prepare and submit a field trip application request to the principal along with a A roster is to be submitted along with the field trip application request that includes the names, addresses, and telephone numbers of all students who are eligible to participate in the field trip, regardless of the student's decision to participate in the trip.~~

~~A.~~ Principals are authorized to approve in-county trips not requiring sleeping arrangements (e.g., hotel accommodations) or vehicle rentals. Before these trips are planned, they must be approved by the principal. If an in-county trip requires sleeping arrangements or vehicle rentals, the trip must also be approved by the Region in advance.

~~B.~~

~~C.~~ Principals are authorized to approve the following out-of-county field trips. ~~Permission for students to participate in any of the following events within the sState without Board or Region approval may be granted by the principal:~~

~~1.~~ scheduled Florida High School Athletic Association events;

~~1.~~

~~2.~~ scheduled vocational student organization events; ~~and~~

~~2.~~

~~3.~~ scheduled interscholastic athletic events.

~~If any of these trips requires sleeping arrangements or vehicle rentals, the trip must also be approved by the Region in advance.~~

~~A.~~

~~B.~~ Requests for ~~students to attend out-of-county trips within the state student groups~~ other than those indicated above ~~or pre-approved by the Board to leave the county for events,~~ shall be ~~directed~~ recommended by the principal to the Region Superintendent for approval ~~or disapproval~~ prior to the ~~formulation of plans for the trip~~ trip being planned.

~~D.~~

~~E.~~ An ad hoc task force consisting of a representative from the Miami-Dade Council of Parent-Teacher Association/Parent-Teacher--Student Association, the Family and Community Involvement Advisory Committee, the United Teachers of Dade, Region and District administration, students, and principals, will be appointed annually, by the Superintendent, or his/her designee, to develop a list of recommended out-of-county and out-of-state trips ~~for submission to~~ submit to the Board for ~~action approval~~ prior to ~~the 1st of~~ September 1st. ~~Field trips on the list approved by the Board are authorized to be taken if Approval of this list by the Board would permit students to~~

~~participate, providing the trip is~~ recommended by the principal. If the trip requires sleeping arrangements or vehicle rentals, the trip must also be reviewed by the Region in advance.

~~C. All other~~ out-of-state and out-of-country field trips other than those recommended by the ad hoc task force must be recommended by the Superintendent and approved by the Board will require specific Board approval and shall be directed to the Superintendent and include the recommendation of the Administrative Director of the Division of Athletics/Activities and Accreditation.

F.

~~D. Field~~ Field trips requesteds to be approved by the Board may be submitted to the Administrative Director of the Division of Athletics and, Activities and Accreditation at any time, but no later than thirty forty-five (4530) school days before the Board meeting prior to the anticipated trip. In cases of emergency the Board may, upon request, permit exceptions to this requirement.

G.

~~E. In the planning of field~~ trips should be planned such that, absences from school should beare restricted to the least number of school days possible. The educational purpose and length of the fieldeach trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field on approved field trips must comply with procedures outlined in Policy 5200, Attendance.

H.

~~F. Students shall not be denied the privilege of participating in a field trip because of financial need. A roster is to be submitted along with the field trip application request that includes the names, addresses, and telephone numbers of all students who are eligible to participate in the field trip regardless of the student's decision to participate in the trip. Clubs and/or organizations shall provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fund-raising activities. Those students participating in the fund-raising efforts shall receive commensurate credit toward the trip.~~

I.

J. ~~A n instructional~~ staff member shall not change a planned itinerary while the a field trip is in progress, except where the health, safety, or welfare of the students in his/her the staff member's charge is imperiled or where changes or substitutions beyond his/her the staff

member's control have frustrated the purpose of the trip. When alteration of the itinerary is necessary, the ~~instructional~~ staff member in charge shall notify ~~the his or her~~ administrative ~~superior supervisor~~ immediately.

V. Student Supervision

- A. Students participating in authorized field trips shall remain subject to the control and direction of chaperones.
- B. Chaperones on all field trips shall:
 - 1. be responsible adults, twenty-one (21) years of age or older;
 - 2. register as school volunteers and complete a background check before participating in each trip;
 - 3. be approved in advance by the principal; and
 - 4. conduct themselves in an exemplary manner at all times.
- C. No person who has been convicted of a crime that would disqualify him or her from employment with the District under Board policy shall be accepted as a chaperone.
- D. The required ratio between chaperones and students on each trip shall be specified in the District's administrative procedures.
- E. Failure to comply with these requirements may result in a chaperone's immediate removal from a trip and may preclude the chaperone from participating in future trips.

VI. Travel Requirements

All student travel associated with a field trip shall comply with state and federal law, State Board rules, and Board Policies 8640 and 8660.

~~School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration-certified air carrier.~~

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~~School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.~~

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~~School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.~~

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~~School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety. Local and intrastate~~

trips involving students traveling by bus must comply with Florida law and Board policies.

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Effective 7/1/11

Legal References:

F.S. 1001.43

[F.S. 1006.15](#)

[F.S. 1006.22](#)

[F.A.C. 6A-3.0171](#)

[F.A.C. 6A-10.085](#)

[F.A.C. 6A-10.089](#)

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8640 - **TRANSPORTATION FOR FIELD ~~AND OTHER DISTRICT SPONSORED TRIPS~~**

The District is authorized to use school buses, regular, or special-purpose school vehicles for transportation on field trips approved pursuant to Policy 2340, *Field Trips*. Transportation for these trips must be provided in accordance with state and federal laws, State Board rules, and Policy 8660, *Alternative Transportation Methods*.

I. Approved Vehicles

~~A.~~ Regular or special-purpose school vehicles shall be used for transportation on field ~~and other District sponsored~~ trips. These vehicles shall be owned or approved by the District and driven by approved drivers.

~~A.~~

~~B.~~ School sponsored Out-of-state field trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must comply with Florida law and School Board policies.

~~B.~~ SchoolField sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.-

~~C.~~

~~C.~~ SchoolField sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

~~D.~~

SchoolField-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

E.

~~D. School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.~~

~~I. School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must comply with Florida law and School Board policies.~~

II. Student Supervision During Transportation

A. All students are expected to ride in the approved vehicle to and from each activity field trip. Any exceptions to this requirement must be requested by the parent to the principal in writing in accordance with Policy 8660, *Alternative Transportation Methods*, special request must be made to the principal by the parent, in writing or in person, to allow an exception and are subject to the principal's written approval.

~~A.~~ All Students being transported on field trips shall be supervised by at least one (1) members of the staff staff member, who must be present at all times students are in the vehicle. Any time students are in the vehicle, at least one (1) staff member or chaperone is also expected to ride in the vehicle. At least one (1) staff member must also to supervise students upon return to the District and while they are waiting for rides home.

B.

~~B.A.~~ All students are expected to ride in the approved vehicle to and from each activity. A special request must be made to the principal by the parent, in writing or in person, to allow an exception.

C. All persons being transported shall conduct themselves in an exemplary manner at all times.

~~C.~~ District students not affiliated with the trip activity, non-District students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

D.

E. No student is allowed to drive on any trip for which the District has provided transportation. An exception may be made by the principal

on an individual basis provided the student has written parental permission.

Effective 07.01.2011

Legal References:

F.S. 1006.21

[F.A.C. 6A-3.0171](#)

Adoption Date: 05.11.2011