

MIAMI SOUTHRIDGE SENIOR HIGH

FIELD TRIP PROCEDURES

(ALL FORMS MUST BE TYPED)

Field trips 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 inter-scholastic athletic and activity program.

Only the sponsor, approved 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 trip (This includes children/friends of staff members and chaperones).

ON-LINE FORMS

You can complete and print field trip forms on-line.

1. www.miamisouthridge.com (under Faculty Folder, Fieldtrip Forms)

2. Forms Needed:

0000 Field Trip Check List

6688 Water Related Parent Permission Form

2431 Field Trip Permission Request Packet

6298 Request for Approval to Use Private Vehicle

6614 Request Form for Water Related Trip (Safety Office)

7235 Field Trip Reconciliation

6646 Water Related Field Trip Permission Request Form

The <u>Field Trip Check List</u> must be <u>completed</u> and turned in with every request.
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IN-COUNTY FIELD TRIPS

1. Complete **Field Trip Permission Request Packet, FM-2431**, (signed by Department Head). Attach the following information and submit to the **Activities Office** for approval **15 business days** prior to the trip; The activities office will forward the forms to the principal for signature:
 - a. **Field Trip Roster**. (Make a copy to keep for yourself).
 - b. **Chaperone Roster**. The maximum ratio of 15:1 applies to chaperones aged 21 or older.
 - c. **Parent Permission Form** original.
2. Upon approval, a signed field trip packet will be placed in your mailbox so that the Parent Permission Form can be duplicated and distributed to students.
3. Ensure that adequate funding is procured to fund the trip.
4. Secure completed and signed **Parent Permission Form** from each student who will participate in the field trip. Emphasis should be placed on complete medical information.
5. Ensure that the **Field Trip Roster** and the **Parent Permission Forms** are accessible to the chaperones.
6. Prior to departing, update the roster and inform the Attendance Office of any students not attending.
7. **After the trip, return the Parent Permission Forms (alphabetized by last name) to the Activities Office. These must be kept on file for one year.**

OUT-OF-COUNTY FIELD TRIPS

Out-of-county field trips listed as pre-approved must be submitted to the **Activities Office** to be forwarded to the Region Office for approval **30 business days** prior to the trip. All out-of-county field trips not specifically listed on the pre-approved list must have Board approval. Requests must be submitted to the **Activities Office** to be forwarded to the Division of Athletics/Activities and Accreditation with all supporting documentation and signatures no later than **45 business days** preceding the Board meeting prior to the anticipated trip.

1. Complete **Field Trip Permission Request Form, FM-2431**, (signed by Department Head). Attach the following information and submit to the **Activities Office** for approval; The activities office will forward the forms to the principal for signature:
 - a. Letter of invitation (if applicable).
 - b. Objectives of the trip.

- c. Complete itinerary including coordination of transportation.
 - d. **Field Trip Roster.** (Make a copy to keep for yourself).
 - e. **Chaperone Form.** The maximum ratio of 15:1 applies to chaperones aged 21 or older.
 - f. **Parent Permission Form** original.
2. Upon approval, a signed field trip packet will be placed in your mailbox so that the Parent Permission Form can be duplicated and distributed to students.
 3. Secure completed and signed **Parent Permission Form** from each student who will participate in the field trip. Emphasis should be placed on complete medical information.
 4. Ensure that the **Field Trip Roster** and the **Parent Permission Form** are accessible to the chaperones.
 5. Prior to departing update the roster and inform the Attendance Office of any students not attending.
 6. **After the trip, return the Parent Permission Forms (alphabetized by last name) to the Activities Office. These must be kept on file for one year.**

MONEY COLLECTION FOR FIELDTRIPS

1. If under \$15.00, on a *Recap of Collections* form, list the name of each student, the amount of money paid and what the money is for.
2. Turn money into the treasurer **DAILY**; along with the *Recap of Collections* form.
3. Money must be counted, totaled and placed in denomination sequence; coins should be separated and rolled.
4. If over \$15.00, see the treasurer for a receipt book and further instructions.
5. Complete the **Field Trip Reconciliation FM 7235** and submit to treasurer.

TRANSPORTATION FOR FIELD TRIPS

- Please see our website for a list of approved private bus companies, as well as a link to approved charter bus lists.
- If using private vehicles (**not recommended**) a **Request For Approval To Use Private Vehicle Transportation Form** must be completed for **each adult** driver, attach a copy of the driver's license and insurance card.
- If fewer than 10 students are traveling, students may drive **themselves ONLY**. If 10 or more students are traveling, you **MUST** use chaperone drivers or bus transportation.
- If a student is driving his or herself, the parent must indicate knowledge of this on the parent permission form.
- **UNDER NO CIRCUMSTANCE ARE STUDENTS ALLOWED TO DRIVE OTHER STUDENTS.**

CHAPERONES

- **Chaperone Form (FM-6802)** must accompany every field trip request.
- All chaperones must be registered as a DCPS volunteer. Allow **30 days** for level 2 processing. Level 3 processing requires fingerprinting and therefore requires more time.
- All chaperones must be cleared as Level II or III. They may not chaperone if they are listed as Pending.
- Day trips require only a level 2 classification.
- Overnight trips involving a hotel stay or similar accommodations require a level 3 classification.
- All chaperones must be able to show you the Miami Southridge Volunteer Card.
- If a chaperone is an employee of Southridge use the Southridge employee number as the volunteer number on the Chaperone Form.
- **Employees of DCPS other than Southridge must complete a volunteer form.**