

SOCIAL EVENTS/STUDENTS

FILE: JJB

TITLE: Chaperons for School Functions

POLICY:

All school social functions and recreational activities such as picnics, parties, excursions and similar activities under the sponsorship of the school shall have one chaperon for every 10 students unless otherwise established herein. At least one chaperon shall be a member of the school staff. Activities sanctioned by the Florida High School Activities Association, Inc. shall be governed by the regulations of that association.

LAWS IMPLEMENTED:

Sections 1006.07; 1003.31, Florida Statutes

ADOPTED: 11/17/08

SOCIAL EVENTS/STUDENTS - cont'd

FILE: JJB

TITLE: Social Functions

POLICY:

- (1) A principal is legally responsible for all school-sponsored activities. A school-sponsored activity is any activity planned at school and supervised by the school personnel.
- (2) Any school-sponsored activity shall be approved by the principal prior to being scheduled.
- (3) A school-sponsored party involving students given at the private residence of any teacher shall be subject to the written approval of the principal and shall comply with school rules regarding conduct and adult chaperons.
- (4) Participation in water sports, including swimming, boating and skiing at school-sponsored parties shall be prohibited with the exception of the following:-

- A. K-5: participation in school based water days such as : sprinklers, kiddie-pools, etc. activity. Each activity shall require review and approval by the Principal and Area Superintendent
- B. K-12: swimming in a municipally owned or YMCA pool or theme park approved by the Area Superintendent. In the event the activity is planned as such venue, the Municipality or YMCA shall be the sole authority regarding the number of lifeguards or other safety requirements needed for the event. In no event, shall there be less than one (1) chaperone for five (5) students for the event
- C. Participation in a car/boat ride at a licensed theme park or state operated nature preserve

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- (5) Any school social function shall be chaperoned by at least one instructional staff member. Parents shall be encouraged to be additional chaperons.
- (6) Dances sponsored by the school or held on school property shall be subject to the following conditions:
 - (a) attended by the school principal or designee
 - (b) chaperoned by the number of chaperons determined by the principal
 - (c) restricted to students of the school sponsoring or holding the dance, except as otherwise approved by the principal
- (7) A school may lose any and all privileges under this rule if students are unable to behave pursuant to the Code of Student Conduct as determined by the principal.
- (8) Any exceptions to the preceding rules shall be approved in advance in writing by the superintendent.

LAWS IMPLEMENTED:

Sections 1006.07; 1012.28; 1001.54;
1003.31; 1012.53, Florida Statutes

| ADOPTED: 4447/08 July 14, 2009

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

FILE: EEAG

TITLE: Transporting Students to and from Field Trips/Student Activities in Private Vehicles

POLICY:

- (1) If transportation is provided outside the State of Florida, students shall be transported by either common carriers who are in the business of providing public transportation for a fee or by a car or minivan leased/rented from a licensed rental car company provided the trip and the use of the vehicle and driver is authorized by the student's parent/guardian.
 - (a) The number of students transported in a vehicle shall not be greater than the number for which the vehicle was designed to carry.
 - (b) Each student shall be seated in an appropriate seat.
 - (c) Each student shall be required to use the vehicle's occupant crash protection system.
 - (d) The insurance of the owner of the vehicle shall provide primary coverage in case of an accident.
 - (e) Each student's parent or guardian shall give prior written consent (Authorization and Request for Transportation of Student in Privately Owned Vehicle and Release of Liability Form) to the transportation of a student in a privately-owned vehicle.
- (2) If transportation is provided within the state of Florida, passenger cars or multi-purpose passenger vehicles (MPV) as defined in 49CFR, Part 571, of the Federal Code for transporting eight students or less, may be used or leased.
 - (a) The number of students transported in a vehicle shall not be greater than the number for which the vehicle was designed to carry.
 - (b) Each student shall be seated in an appropriate seat.
 - (c) Each student shall be required to use the vehicle's occupant crash protection system.
 - (d) If the vehicle is leased, it shall be leased in the name of the school district or the individual school.
- (3) If transportation, as a practical matter, is not available through the use of a district-owned vehicle, students may be transported in privately-owned vehicles driven by adult OCPS employees, parents/guardians of students or regular school volunteers. Students shall not be transported by other students.
 - (a) The number of students transported in a vehicle shall not be greater than the number for which the vehicle was designed to carry.
 - (b) Each student shall be seated in an appropriate seat.

- (c) Each student shall be required to use the vehicle's occupant crash protection system.
- (d) The insurance of the owner of the vehicle shall provide primary coverage in case of an accident.
- (e) Each student's parent or guardian shall give prior written consent (Authorization and Request for Transportation of Student in Privately Owned Vehicle and Release of Liability Form) to the transportation of a student in a privately-owned vehicle.

LAWS IMPLEMENTED:

Sections 1006.21; 1006.22; 1006.24; 1006.25,
Florida Statutes

STATE BOARD OF EDUCATION RULE:

6A-3.017, 6A-3.018

ADOPTED: 03/24/09

SCHOOL TRIPS AND EXCURSIONS

FILE: IJOA

TITLE: School Trips

POLICY:

- (1) Special school trips shall be classified as follows.
 - (a) Educational Field Trips - Any trip which is directly related to a unit of instruction being studied by a particular group of students
 - (b) Extracurricular Trips - A trip which is not directly related to the instructional program but is related to a school-sponsored or connected activity
- (2) The principal shall have responsibility for approving any field trip.
- (3) School trips may not be scheduled during the last two weeks of school and should always be planned to avoid conflicts with testing schedules and other planned events.
- (4) Written permission from the area superintendent or designee is required for trips that involve overnight, out-of-state, out-of-county, or international travel.
- (5) All field trips require written permission from the parent or guardian that shall be kept on file in the principal's office. Written permission is not required for district-sponsored activities such as The Orlando Science Center, Loch Haven Art Center, ballet, etc. Parents, however, will be notified in advance of the trip and given an opportunity to request that their student not attend.
- (6) Proper arrangements shall be made for any student(s) who does not attend a field trip.
- (7) No student shall be denied participation in a school trip during class time because of an inability to pay cost of admission or other incurred expenses.
- (8) School must provide written notification to parents regarding the refund policy.
- (9) Students shall not be denied the opportunity for a school 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.
- (10) An adult (parent or otherwise) chaperon shall be required for each 10 students participating in an in county field trip or out-of-county day trip; one chaperon for every 5 students for overnight, out-of-state or international field trip. Exception to the above ratio may be allowed for a

districtwide event involving large numbers of students, such as symphony concerts.

- (11) Activities of vocational student organizations shall be governed by State Board of Education Rules. Vocational education student organizations, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum.

LAWS IMPLEMENTED: Sections 1006.28; 1006.21; 1012.28; 1001.54, Florida Statutes

ADOPTED: 11/17/08

SCHOOL TRIPS AND EXCURSIONS – cont'd

FILE: IJOA

TITLE: Extended Educational Trips/Extracurricular Trips

POLICY:

- (1) Extended educational or extracurricular trips are those trips outside of Orange County, or those not recognized as Florida High School Athletic Association (FHSA), or sponsored by vocational student organizations, as published annually in the State Department of Education Vocational Student Organization Activities Calendar. Requests shall be submitted to the area superintendent not less than 30 days prior to the anticipated trip. The area superintendent shall make a recommendation to the superintendent for final action. All plans are tentative until the area superintendent makes the recommendation to the superintendent for approval.

- (2) Written permission is required from the area superintendent or designee for trips that involve overnight, out-of-state, out-of-county or international travel.

- (3) All requests for extended educational or extracurricular trips overnight, out-of-county, or out-of-state shall include the following information:

Students	Identify eligible students who may take the trip
Purpose	State the purpose and objectives of the proposed trip
Funds	Submit a detailed explanation of plans, procedures and sources for obtaining funds
Itinerary	State the proposed itinerary as applicable by the date and time, including the method of transportation, schedule of stopping places for performances and sight-seeing or lodging and places of lodging

Chaperons Give specific information on chaperons, including the number, names, addresses and positions (such as teachers, parents)

(4) International trip requests shall also include the following:

Supervision Provide specific information regarding supervision of students – especially in the evening hours. State how mixed-gender groups will be supervised at night.

Emergency Contact Provide addresses and phone numbers of the sponsoring agency (if applicable) and a contact for the sponsoring group(s).

Medical Services Provide assurances regarding the availability of emergency medical facilities.

Conduct Provide assurances that the OCPS Student Code of Conduct will take precedence over local customs if they are in conflict (alcohol consumption, smoking, etc.)

Risk Schools will notify parents of the risks associated with international travel.

(5) All persons involved shall recognize that plans are tentative until and unless final approval is received from the area superintendent.

(6) 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 educational or extracurricular trips.

(7) 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 of Orange County. 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 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.

LAWS IMPLEMENTED:

Sections 1003.28; 1006.21, Florida Statutes

ADOPTED: 11/17/08