Through the individual commitment of all, our students will graduate with the knowledge, skills, and values necessary to be successful contributors to our democratic society.
(adopted April 14, 1992)
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Student Transportation Services Field Trip Policy Requirements

For detailed information on Educational and Extracurricular Field Studies Procedures refer to Volusia County Schools Instructional Policy #315.
All meals must be accounted for at the point of service. This means when the students actually receive their meals.

A. **Two weeks (or more) prior to a field trip:** Teachers must advise SWC Managers the field trip date that requires student bagged lunches.

B. Once parents/guardians submit permission slips, teachers must notify the SWC Manager of the approximate number of meals requested via email.

C. **Two days prior to a field trip:** The SWC Manager will send a Field Trip Accountability Form for the teacher to complete. See sample in the index.

D. **The day before the field trip:** Teachers will return the completed Field Trip Accountability Form to the SWC Manager so lunch orders may be filled accurately.

E. The packed lunch consists of: a peanut butter and jelly sandwich, carrot sticks, fresh fruit and milk. The SWC Manager will address special dietary needs for students with documented allergies.

F. **Picking up the meals from the Cafeteria**
   1. **If Students pick up their own meals in the morning after breakfast (Recommended)**
      On the morning of the field trip students may pass by the cashier after receiving their bagged meals. Students say their PIN and name to the cashier (or if the POS displays students photos, students may say their PIN only and the cashier verifies with their photos) and place their own lunches and milk into a cooler filled with ice for transport.
      - Or -
   2. **If someone else picks up all meals:**
      a. An SWC assistant packs the lunches and milk into a cooler filled with ice for transport.
      b. The SWC assistant marks a forward slash on the Field Trip Accountability Form next to the name of each student requesting a meal and signs the form. A copy of this form should be made for the manager to keep before it is sent back to the teacher to take on the trip.
      c. **During the Fieldtrip**
      d. Once on the field trip, students must say their names to the person serving the meals on the field trip. The person serving meals marks a backward slash next to each student’s name on the Field Trip Accountability Form as each student receives a meal. This will make an X next to each student name on the form who received a lunch.
      e. If a student who ordered a lunch is absent, the designee can circle the student’s name. If another student wishes to purchase the meal, this is permissible. The person serving meals records the second student as receiving the meal with an X on the roster. The student will be billed accordingly. The person serving meals must then sign the form.
      f. **After a Field Trip**
      g. Upon returning from the field trip, the signed form must be returned to The SWC Manager as soon as possible. If this form is not returned to the School Way Café Manager, the school will be charged for all meals served on the field trip, based on the second meal price. Meals served to students without appropriate documentation are not reimbursable by USDA.

G. Food should not be eaten on school district sponsored transportation buses in accordance with the student code of conduct and transportation procedures.
Field Trip Request Guidelines and Procedures
For In-County and In-State Field Trips (including overnight)

In-county day field trips, in-county overnight field trips, and out-of-county day and overnight field trips will be approved by the school principal.

Timeline for approval by Transportation requires at least twenty working days prior to the date of the trip.

Field trips are not to be planned for regularly scheduled semester or nine-week exam dates. Field trips are not to be planned for district block-out periods. Block-out dates for field trips do not apply to adjunct classrooms. See page 33 for dates.

All students will be provided with an equal opportunity to participate in field trips.

When lunch is not included in the cost of a field trip, all students must be given the opportunity to order a packed lunch from School Way Café.

The purpose, educational benefits, and school board adopted goals applicable for each field trip are to be clearly stated. (School Board-approved goals for 2012-2015 are listed on pages 41-45).

Students and their parents/guardians are to be informed by the field trip sponsor and/or principal/designee that, if field trips are canceled due to security issues, the financial responsibility, beyond what can be reimbursed, will be theirs.

Regarding the School-Related Activities Liability/Medical Waiver, use the form on page 21 which requires a notary or the form on page 22 which does not, whichever meets the needs of your school. It is strongly advised that this form be completed and on file for each student who will be participating in any field trip.

Regarding medication: When the student is away from school property on official school business (such as field trips), and administration of medication is scheduled and/or necessary, the following procedures must be adhered to:

a. Personnel administering medication must be trained per Florida Statutes and Volusia County School Board and follow stated procedures.

b. Medication should be brought in an original container with a copy of the "Authorization to Administer Medication" and "Daily Record of Medications Administered" forms.

c. Designated personnel on field trips and clinic staff must count pills prior to the field trip and upon return.

Note: It is important to let clinic staff know at least three days before the field trip so that forms and medication are ready.

A first aid kit and emergency card information should be in the possession of the field trip sponsor during each field trip.

Volusia County Schools’ employees must complete temporary duty leave forms when participating on field trips during regularly scheduled work hours.

A list of approved charter buses can be found via the Volusia County home page by accessing Departments, Purchasing, and Charter Buses.
There is not a list of approved vehicles that can be used to transport students. However, Florida Law, 1006.22 Safety and Health of Students Being Transported states in 1.(d) “When the transportation of students is necessary or practical in a motor vehicle owned or operated by a district school board other than a school bus, such transportation must be provided in designated seating positions in a passenger car not to exceed 8 students or in a multipurpose passenger vehicle designed to transport 10 or fewer persons which meets all applicable federal motor vehicle safety standards. Multipurpose passenger vehicles classified as utility vehicles with a wheelbase of 110 inches or less which are required by federal motor vehicle standards to display a rollover warning label may not be used.”

**District bus transportation costs** (subject to change without notice)
$1.70 per mile
$30.00 per hour

Note: Forms found in this manual are available on the Volusia County website. However, you cannot save your work when completing forms on the web. This manual is available as an attachment from the office of Middle and High School Services. However, no changes to the information or forms may be made as the manual has been approved by the district’s Legal Counsel and Instructional Council.

**Reminders**
- The field trip approval form must be signed by the principal.
- A detailed budget must be included in the packet.
- A program of the event showing dates must be included in the packet.
- Names and titles of chaperones must be included.
- Duties of chaperones must be included.
- Rental vehicles must be rented in accordance with School Board Policy and Procedure Requirements.
- School Way Café must be notified of upcoming field trips at least two weeks in advance and orders must be submitted prior to the day of the field trip.
Field Trip Request Guidelines and Procedures
For School Board Approved Field Trips
(Out-of-state and international)

Out-of-state field trips and international field trips require the approval of the principal and the school board.

Field trips are not to be planned for regularly scheduled semester or nine-week exam dates.

Field trips are not to be planned for district block-out periods. See page 33 for dates.

All students will be provided with an equal opportunity to participate in field trips.

The purpose, educational benefits, and school board adopted goals applicable for each field trip are to be clearly stated (School Board-approved goals for 2012-2015 are listed on pages 41-45).

Students and their parents/guardians are to be informed by the field trip sponsor and/or principal/designee that, if field trips are canceled due to security issues, the financial responsibility, beyond what can be reimbursed, will be theirs.

**Fundraising is not to occur until after school board approval of the field trip. Additionally, a provision must be in place for students who cannot afford to pay to participate in the field trip due to economic circumstances.**

Timeline for school board approval requires two school board meetings in advance with two-weeks’ lead time prior to the first school board meeting. In effect, the paperwork for out-of-state field trips must be received in the coordinator’s office at least two months in advance of the school board meeting date, and six months in advance for international field trips. In extenuating circumstances, the superintendent may approve field trips that cannot be brought forward with sufficient lead time. The School Board meeting calendar can be found on page 32.

Since field trip request forms are a matter of public record made available to the media, it is important to use correct spelling and grammar and to assure that the forms are typed and clearly legible.

Regarding the School-Related Activities Liability/Medical Waiver, use the form on page 21 which requires a notary or the form on page 22 which does not, whichever meets the needs of your school. It is strongly advised that this form be completed and on file for each student who will be participating in any field trip.

Regarding medication - when the student is away from school property on official school business (such as field trips), and administration of medication is scheduled and/or necessary, the following procedures must be adhered to:

a. Personnel administering medication must be trained per Florida Statutes and Volusia County School Board and follow stated procedures.

b. Medication should be brought in an original container with a copy of the "Authorization to Administer Medication" and "Daily Record of Medications Administered" forms.

c. Designated personnel on field trips and clinic staff must count pills prior to the field trip and upon return.

Note: It is important to let clinic staff know at least three days before the field trip so that forms and medication are ready.

A first aid kit and emergency card information should be in the possession of the field trip sponsor during each field trip.

A list of approved charter buses can be found via the Volusia County home page by accessing Departments, Purchasing, Charter Buses.
There is not a list of approved vehicles that can be used to transport students. However, Florida Law, 1006.22 Safety and Health of Students Being Transported states in 1.(d) “When the transportation of students is necessary or practical in a motor vehicle owned or operated by a district school board other than a school bus, such transportation must be provided in designated seating positions in a passenger car not to exceed 8 students or in a multipurpose passenger vehicle designed to transport 10 or fewer persons which meets all applicable federal motor vehicle safety standards. Multipurpose passenger vehicles classified as utility vehicles with a wheelbase of 110 inches or less which are required by federal motor vehicle standards to display a rollover warning label may not be used.”

**District bus transportation costs** (subject to change without notice)
- $1.70 per mile
- $30.00 per hour

Class C meal reimbursement

Note: Forms found in this manual are available on the Volusia County website. However, you cannot save your work when completing forms on the web. This manual is available as an attachment from the office of Middle and High School Services. However, no changes to the information or forms may be made as the manual has been approved by the district’s Legal Counsel and Instructional Council.

**Reminders**
- The field trip approval form must be signed by the principal.
- A detailed budget must be included in the packet.
- A program of the event showing dates must be included in the packet.
- Names and titles of chaperones must be included.
- Duties of chaperones must be included.
- Rental vehicles must be rented in accordance with School Board Policy and Procedure Requirements.
VOLUSIA COUNTY SCHOOLS
REQUEST FOR FIELD TRIP APPROVAL
(Out-of-state and international)

School ___________________________ Date submitted ___________________________

Date(s) of field trip ___________ Group ___________ Sponsor ___________

Number of students ___________ Number of chaperones ___________ Total ___________

Destination

Purpose of field trip

School Board Goals

Cost per student $________ Funds provided by: □ Self/family □ Other(explain)____________________

What is the provision made for students who cannot afford to attend?

Note: No monies may be collected nor any fund-raising projects begun without prior school board approval. Private or commercial carrier insurance is required. The school principal or originator of the field trip shall verify proper liability insurance coverage.

□ Request permission for swimming (The school principal will attach rationale.)
□ Parent permission forms are to be signed and on file at the school or site.

TRANSPORTATION INFORMATION

□ Commercial airline Name of airline: ___________________________

□ Commercial bus line Name of school-board approved bus line:

If a sub-contracted carrier must be used, the sub-contracted carrier must also be school board approved.

□ Other (please explain) ___________________________

Departure information: (include name of airport, if applicable)

Departing from: ___________________________ Date: ___________ Departure time: ___________

Stop-overs: ___________________________ Departure time: ___________

Arrival destination: ___________________________ Date: ___________ Arrival time: ___________

Return information:

Departing from: ___________________________ Date: ___________ Departure time: ___________

Stop-overs: ___________________________ Departure time: ___________

Arrival destination: ___________________________ Date: ___________ Arrival time: ___________

Vicinity travel will be provided by: (vehicle/driver): ___________________________

APPROVAL PROCESS:
Signature indicates compliance with all requirements of School Board Policy 315.

Signature of Principal ___________________________ Date ___________

Date of School Board Approval ___________________________

Revised 9/16/2004
Distributed by: Middle School Services

2005-021-VCS

Updated: July 2014
REQUEST FOR FIELD TRIP
OUT-OF-STATE/INTERNATIONAL
CHECKLIST  (Must be submitted as cover sheet)

SCHOOL: ___________________________ GROUP/SPONSOR: ___________________________

TRIP DATE: _________________________

☐ Received in coordinator’s office
   Date _________________________

Prior to submission for school board approval, the following must be completed:

- Form # 2005-021-VCS signed by principal
- Form is neatly typed and complete
- Form contains no abbreviations (spell out all words)
- Form contains no misspelled words
- District goals are identified with specific objectives
- Carrier name is provided (coach and/or airlines)
- Detailed budget (costs) is included
  - Statement as to provision for student who cannot afford to pay is included
- Detailed itinerary is attached
- Chaperone package is included (names and titles, duties, etc.)
- Completed, accurate packet submitted two months prior to date of departure (6 months for international)
- Does trip include any district test dates?
- Does trip include any school days?
- An in-district or in-state trip would not meet the same educational/enrichment criteria?
- Recommendation of Coordinator of Secondary Services
  - Comments:
  - ✔ Returned to school for corrections  Date _________________________
  - ☐ Submitted to BoardDocs  Date _________________________

Created: 4/13/2012
Owner: Middle and High School Services

2012-017-VCS
Print Locally

Updated: July 2014
# Field Trip Meal Accountability

**Site:** ABC ELEMENTARY  
**Customer Group:** All (Active)  
**Homeroom:** 1HR1 to 1HR1

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>BarCode</th>
<th>Alpha ID</th>
<th>Lunch Ordered</th>
<th>Milk Choice</th>
<th>Student Rec'd Meal</th>
<th># Entered into POS</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEWART, MARTHA</td>
<td>7</td>
<td>AAAA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAY, RACHEL</td>
<td>62</td>
<td>BBBB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAGASSE, EMERIL</td>
<td>70</td>
<td>CCCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOYARDEE, CHEF</td>
<td>78</td>
<td>DDDD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLAY, BOBBY</td>
<td>93</td>
<td>EEEE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEEN, PAULA</td>
<td>164</td>
<td>FFFF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BROWN, ALTON</td>
<td>159</td>
<td>GGGG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of Field Trip:**

---

**Instructions for student pickup:**
1. Prior to the day of the field trip, SWC Manager sends this form to the teacher.
2. The teacher places a checkmark next to each student requesting a lunch, indicates the desired milk choice and returns the form to the SWC Manager.
3. On the day of the field trip, students pick-up meals and say their names and PINs to the cashier (or if the POS displays pictures, students may say their PIN only) and cashier enters PINs into the Point of Sale.

**Instructions for one person picking up all meals:**
Follow instructions 1-3 above.
4. SWC Employee packs the appropriate number of lunches and milks into a cooler and signs this form.
5. Using this form at lunchtime, the teacher serves meals to each student and marks the 'Student Rec'd Meal' column with a checkmark as each student is served a meal.
6. Upon returning to school, the teacher signs and returns this form to the School Way Café Manager.
7. SWC Employee/Manager enters each student PIN into the POS and marks the column #Entered into POS with a check mark and signs the form. Attach a copy of the Transaction Log pages showing entries.

---

**Teacher Signature**  
**SWC Employee Signature**
VOLUSIA COUNTY SCHOOLS
REQUEST FOR FIELD TRIP

Send to: **Appropriate Transportation Office** to request school buses or district-owned vehicles
(When using private or commercial carriers, complete and keep on file at the school site.)

<table>
<thead>
<tr>
<th>School</th>
<th>Date submitted</th>
<th>Date(s) of field trip</th>
<th>Organization</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Target group</th>
<th># of students</th>
<th># of chaperones</th>
<th>Total</th>
</tr>
</thead>
</table>

Destination

Educational purpose of field trip

Cost per student $

Funds provided by: [ ] Self/family [ ] Other (explain)

What is the provision made for students who cannot afford to attend? __________________________

Type of field trip

[ ] In-county day [ ] In-county overnight

[ ] Out-of-county (in-state) day [ ] Out-of-county (in-state) overnight

Private or commercial carrier insurance is required. The school principal or originator of the field trip shall verify proper liability insurance coverage.

[ ] Request permission for swimming (The school principal will attach rationale.)

[ ] Parent permission forms are to be signed and on file at the school or site.

TRANSPORTATION INFORMATION:

Type of vehicle: [ ] Activity bus [ ] District-owned vehicle

[ ] Private carrier/vehicle [ ] Commercial carrier – name of carrier

[ ] School bus - # of buses needed [ ] # of wheelchairs

Is the carrier school board approved? _______ If a sub-contracted carrier must be used, is the sub-contracted carrier school board approved? _______

Do you need a driver? _______

Will the driver remain overnight? _______

What is the pick up location? ________________________________ Time ___________________ AM / PM.

What is the departure location? ________________________________ Time ___________________ AM / PM.

What is the return location? ________________________________ Time ___________________ AM / PM.

What stops will be made en route? ____________________________

Account coding:

| Fund | Function | Object | Organization | Unit | Project |

Transportation Department Use Only (A) (B) (C) (D) (S) (N)

Trip Number ____________________________

APPROVAL PROCESS:

Signature indicates compliance with all requirements of School Board Policy 315.

Signature of Principal ____________________________ Date ___________ 

Note: This signed form may be scanned or faxed to Transportation; however, hard copies with original signatures must be forwarded to Transportation ASAP.

Revised: 5/16/2014

2003-020-1CS

Distributed by: Middle School Services

Updated: July 2014
FIELD TRIP CRITERIA

1. **Rigor** - The field trip needs to maintain the same level of curriculum rigor.

2. **Appropriateness** - The field trip must be appropriate to the curriculum and align with Common Core.

3. **Fidelity to Instructional Time** - Consider the travel time and the amount of instructional time lost - does time lost balance out with what they are getting out of the experience?

4. **Student Engagement vs. Passive Learning**

5. **An Extension of the Classroom**
   - All students will be provided with an equal opportunity to participate in the field trip.

6. **Safety** - Consider the following:
   - Student Supervision
   - Open environment vs. enclosed environment
   - Student contact with other adults
   - No petting zoos
   - Certified Lifeguard if near water

➢ Field Trips not on the approved county list can take place, with the principal’s approval, only on a non-academic day.

➢ Field Trips requested but not on the approved county list will be held for consideration and potential addition to the Field Trip Guide for the following school year.
FIELD TRIP CHAPERONE GUIDELINES

All chaperones must have a completed volunteer form on file and must be on the cleared county volunteer list.

Your willingness to participate as a chaperone for your child’s educational activities is a wonderful opportunity and we know you will understand the importance of following these guidelines.

☐ An approved Volusia County Schools Volunteer Application must be on file with the volunteer coordinator before a chaperone attends a field trip.

☐ There will be a minimum of one (1) chaperone to ten (10) students.

☐ Chaperones will be designated by the teacher and should be 21 or over and on the volunteer list.

☐ Chaperones will be responsible for a group of students assigned by the teacher.

☐ Chaperones will be responsible for contacting the teacher twice during a full day field trip or once during a half-day field trip.

☐ Chaperones will keep the safety of the students in mind at all times.

☐ Chaperones will ride the school bus or the transportation provided by the school (any exceptions must be approved by the principal well in advance of the field trip).

☐ Chaperones will be responsible for following the field trip procedures as outlined by the teacher.

☐ Chaperones will refrain from smoking in the presence of students.

☐ Additional children/siblings cannot accompany chaperones on the field trip.

☐ Family members not designated as chaperones by the teacher are not allowed on school provided transportation.

☐ Family members not designated as chaperones by the teacher may not participate in the field trip.

I have read and will abide by the chaperone guidelines.

______________________________  ________________
CHAPERONE’S SIGNATURE           DATE
### APPROVED KINDERGARTEN FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Bicentennial Youth Park
  - Lyonia Preserve
  - Rose Bay
- Art Centers
- Auditoriums/Performing Art Centers
- Community Malls
- Daytona 500 Experience
- Farms, High School Agricultural Farms
- Fire Stations
- Grocery Stores
- Historic Preservation Sites
- Museums
- Parks
- Pioneer Settlement for the Creative Arts
- Planetariums
- Plays/Musicals
- Police Stations
- Public Libraries
- Pumpkin Patches
- Restaurants
- Senior Centers
- Volusia County Fair
- World Golf Center Educational Programs
- YMCA Swimming
- Zoos

### APPROVED FIRST GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Bicentennial Youth Park
  - Lyonia Preserve
  - Rose Bay
- Airports
- Art Centers
- Daytona 500 Experience
- Farms, High School Agricultural Farms
- Grocery Stores
- Historic Preservation Sites
- Hospitals
- Kennedy Space Center
- Museums
- Parks
- Performing Arts Centers
- Pioneer Settlement for the Creative Arts
- Planetariums
- Post Office
- Public Libraries
- Restaurants
- Wildlife Refuge Parks
- World Golf Center Education Programs (St. Augustine)
- YMCA Swimming
- Zoos

### APPROVED SECOND GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Bicentennial Youth Park
  - Lyonia Preserve
  - Rose Bay
- Art Centers
- Community Malls
- Cultural Festivals
- Daytona Cubs-Education Day
- Daytona 500 Experience
- Historic Preservation Sites
- Marine Centers
- Museums
- Nurseries (Foliage)
- Performing Arts Centers
- Pioneer Settlement for the Creative Arts
- Planetariums
- Ponce Inlet Lighthouse
- Restaurants
- State Parks
- World Golf Center Education Programs (St. Augustine)
- Zoos
## APPROVED THIRD GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Bicentennial Youth Park
  - Lyonia Preserve
  - Rose Bay
- Aquatic Center (DBCC)
- Art Centers
- Daytona 500 Experience
- Daytona Cubs-Education Day
- EPCOT
- Historic Preservation Sites
- Kennedy Space Center
- Marine Centers
- Museums
- Orlando Science Center
- Performing Arts Centers
- Pioneer Settlement for the Creative Arts
- Planetariums
- Ponce Inlet Lighthouse
- Restaurants
- Sea World
- Silver Springs
- Solid Waste Management
- State & National Parks
- World Golf Center Education Programs (St. Augustine)

## APPROVED FOURTH GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
- Bicentennial Youth Park
  - Legendary Florida
  - Lyonia Preserve/Scrub Jay Habitat
  - Rose Bay
- Art Centers
- Daytona 500 Experience
- Daytona Cubs-Education Day
- Epcot
- Government Buildings
- Historic Preservation Sites
- Kennedy Space Center
- Marine Centers
- Movies (Special Science/History Events)
- Museums
- Orlando Science Centers
- Performing Arts Centers
- Pioneer Settlement for the Creative Arts
- Planetariums
- Ponce Inlet Lighthouse
- Sea World
- Silver Springs
- Solid Waste Management
- St. Augustine
- State & National Parks
- World Golf Center Education Programs (St. Augustine)

## APPROVED FIFTH GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Bicentennial Youth Park
  - Lyonia Preserve/Scrub Jay Habitat
  - Rose Bay
- Art Centers
- Daytona 500 Experience
- Daytona Cubs-Education Day
- Epcot
- Government Buildings
- Historic Preservation Sites
- Kennedy Space Center
- Marine Centers
- Movies (Special Science/History Events)
- Museums
- Orlando Science Center
- Performing Arts Centers
- Pioneer Settlement of the Creative Arts
- Planetariums
- Ponce Inlet Lighthouse
- Sea World
- Silver Springs
- Solid Waste Management
- St. Augustine
- State & National Parks
- World Golf Center Education Programs (St. Augustine)
VOLUSIA COUNTY SCHOOLS
FIELD TRIP PARENT PERMISSION FORM
ELEMENTARY

Complete the form in its entirety. It should be on file at the school/site at least five days prior to departure.

My son/daughter ____________________________, __________________ has permission to participate in

__________________________________________ on ____________________________

from _____ A.M./P.M. to _____ A.M./P.M at ________________________________

Cost to student is $_________________

I understand that my son/daughter will travel by:

☐ Activity bus  ☐ District-owned vehicle  ☐ School bus  ☐ Private carrier/vehicle
☐ Commercial carrier - name of carrier ________________________________

Signature of Sponsor ____________________________ Date ____________________________

Signature of Principal ____________________________ Date ____________________________

PARENT INFORMATION
I realize that the teacher in charge will exercise precaution for the safety of students involved in this event, and I agree to assume full responsibility for any unforeseen accident which might occur during travel or while participating in this program. I further assure that my son/daughter has been instructed to comply with the regulations of the school, teachers, sponsors, and/or chaperones who are in charge of the activity.

Note: Should the field trip be canceled for security reasons, students and their parents/guardians will incur the financial expense beyond what can be reimbursed. Should it become necessary to send my son/daughter home early from this field trip due to inappropriate behavior, I realize that I will incur the financial responsibility of this action.

Parent/Guardian Signature ____________________________ Date ____________________________

Home Phone Number ____________________________ Emergency Phone Number ____________________________

Parent/Guardian, please check all that apply.

☐ I am willing to chaperone and have an approved volunteer application on file.
☐ My child will be purchasing lunch (Peanut Butter and Jelly Sandwich, Carrot Sticks, Fresh Fruit, and Milk) from the cafeteria.
☐ My child will be bringing a lunch from home. I understand the lunch must be in a disposable bag.

Parent/Guardian, keep this section as your reminder.

Child’s name ____________________________

Field trip name ____________________________

Date of field trip ____________________________

Cost of field trip ____________________________

Lunch (cafeteria or from home in disposable bag) ____________________________
VOLUSIA COUNTY SCHOOLS
FIELD TRIP PARENT PERMISSION FORM
SECONDARY

Complete the form in its entirety. It should be on file at the school/site at least five days prior to departure.

My son/daughter ________________________________________ has permission to participate in _____________ on _____________

__________________________ (event) ________________ (date(s))

from _____ A.M./P.M. to _____ A.M./P.M at ____________________________

(address)

Cost to student is $_________________.

☐ My child will purchase lunch (Peanut Butter and Jelly Sandwich, Carrot Sticks, Fresh Fruit, and Milk) from the cafeteria.

I understand that my son/daughter will travel by:

☐ Activity bus   ☐ District-owned vehicle   ☐ School bus   ☐ Private carrier/vehicle

☐ Commercial carrier - name of carrier ____________________________

Signature of Sponsor ____________________________ Date ____________________________

Signature of Principal ____________________________ Date ____________________________

PARENT INFORMATION

I realize that the teacher in charge will exercise precaution for the safety of students involved in this event, and I agree to assume full responsibility for any unforeseen accident which might occur during travel or while participating in this program. I further assure that my son/daughter has been instructed to comply with the regulations of the school, teachers, sponsors, and/or chaperones who are in charge of the activity.

Note: Should the field trip be canceled for security reasons, students and their parents/guardians will incur the financial expense beyond what can be reimbursed. Should it become necessary to send my son/daughter home early from this field trip due to inappropriate behavior, I realize that I will incur the financial responsibility of this action.

Parent/Guardian Signature ____________________________ Date ____________________________

Home Phone Number ____________________________ Emergency Phone Number ____________________________

STUDENT INFORMATION

I realize that it is my responsibility to determine what school work is missed and to complete it outside of regular class time and within the time guidelines set by the teacher. I understand that the Code of Student Conduct shall be applicable for the duration of all field trips.

Student Signature ____________________________ Date ____________________________

Home Address

Teacher, this form is to be completed and in the appropriate office prior to leaving for the field trip. This field trip has been approved by the principal and/or school board. The student has the right to complete, within the teacher’s time schedule, any class work missed, without penalty, due to this field trip.

<table>
<thead>
<tr>
<th>Block/period</th>
<th>Teacher’s signature</th>
<th>Block/period</th>
<th>Teacher’s signature</th>
<th>Block/period</th>
<th>Teacher’s signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td></td>
<td>Block 2</td>
<td></td>
<td>Block 3</td>
<td></td>
</tr>
</tbody>
</table>

Revised: 07/09/2012
Distributed by: Middle & High School Services

2005-022-VCS

Updated: July 2014
VOLUSIA COUNTY SCHOOLS
PARENTAL PERMISSION FOR SWIMMING

This form must be completed in its entirety and on file at the school/site at least five days prior to departure.

I, __________________________________________________, declare by my signature
(name)
below that my son/daughter, _______________________________________, has my
(name)
permission to swim while participating in the approved field trip,

________________________________________________________________________
(event/place)

which leaves on __________________ and returns on ___________________.
(day/month/year) (day/month/year)

I understand that a certified lifeguard will be present while my child is swimming.

_________________________________________  ________________________________
Parent/Guardian Signature                    Date

Revised 9/16/2009                             2005-023-VCS
Created by MS Services                       Updated: July 2014
VOLUSIA COUNTY SCHOOLS
SCHOOL-RELATED ACTIVITIES LIABILITY/MEDICAL WAIVER

| Name of Student | ____________________________ | Emergency Phone Numbers | ____________________________ |
| Name of School | ____________________________ | Current School Year | ____________________________ |
| Date of Birth | ____________________________ | Place of Birth | ____________________________ |

For high school students only – I voluntarily choose to participate in one or more school-related activities during the current school year. The School-Related Activities Agreement for the above school is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the school and Florida High School Athletics Association (FHSAA).

_________________________________________________________________________________
___________________________
Student’s Signature Date

PARENT/GUARDIAN INFORMATION
RELEASE WAIVER OF LIABILITY – I, the undersigned parent/guardian, give permission for the above-named student to participate in any school-related activities. I hereby release, waive, discharge and covenant not to sue the School Board of Volusia County, its directors, officers, agents and employees all for the purpose hereby referenced as “releases,” for all liability to the above-named student and/or undersigned, for any and all loss, injury, damage, and any actions, claims, demands, damages, costs or expenses therefore, which the above-named student or I may have against releases arising out of, or in any way connected with, the above-named student’s participation in any school-related activity. The insurance company that covers any medical expenses related to injuries sustained as a result of the above-named student’s participation in any school-related activity follows.

Medical Insurance Company Name ___________________________________Policy # ______________

SPECIAL HEALTH CARE INFORMATION (allergies, medications, treatments, etc.)
__________________________________________________________________________________
__________________________________________________________________________________

NOTARY SECTION - This form must be signed in front of a notary and is valid for the current school year. I understand that it is my responsibility to notify the school of any changes to this agreement.

__________________________________________________________________________________
___________________________
Parent/Guardian Signature Date

The foregoing instrument was acknowledged before me by (parent/guardian) __________________ who is personally known to me or who has produced (type of ID) __________________ as identification and who executed the foregoing instrument and he/she acknowledged before that he/she executed the same.

___________________________
Notary Public, State of Florida

___________________________
Notary Commission Number

___________________________
Type, print or stamp notary name

___________________________
My commission expires
# VOLUSIA COUNTY SCHOOLS
## SCHOOL-RELATED ACTIVITIES LIABILITY/MEDICAL WAIVER

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Emergency Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Current School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td>_________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td>______________________________</td>
</tr>
</tbody>
</table>

For high school students only – I voluntarily choose to participate in one or more school-related activities during the current school year. The School-Related Activities Agreement for the above school is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the school and Florida High School Athletics Association (FHSAA).

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td></td>
</tr>
</tbody>
</table>

## PARENT/GUARDIAN INFORMATION

RELEASE WAIVER OF LIABILITY – I, the undersigned parent/guardian, give permission for the above-named student to participate in any school-related activities. I hereby release, waive, discharge and covenant not to sue the School Board of Volusia County, its directors, officers, agents and employees all for the purpose hereby referenced as “releases,” for all liability to the above-named student and/or undersigned, for any and all loss, injury, damage, and any actions, claims, demands, damages, costs or expenses therefore, which the above-named student or I may have against releases arising out of, or in any way connected with, the above-named student’s participation in any school-related activity. The insurance company that covers any medical expenses related to injuries sustained as a result of the above-named student’s participation in any school-related activity follows.

<table>
<thead>
<tr>
<th>Medical Insurance Company Name</th>
<th>Policy #</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td>________</td>
</tr>
</tbody>
</table>

SPECIAL HEALTH CARE INFORMATION (allergies, medications, treatments, etc.)

<table>
<thead>
<tr>
<th>______________________________________</th>
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<tr>
<td>______________________________________</td>
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<td>______________________________________</td>
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<tr>
<td>______________________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td></td>
</tr>
</tbody>
</table>
PRIVATE VEHICLE INFORMATION

This form must be completed in its entirety and on file at the school/site at least five days prior to departure.

School Name___________________________________________________

School-Related Activity/Field Trip ______________________________________________________

Date of Activity/Field Trip ___________________ Sponsor _________________________________

Name of Driver (must be 21 years of age or older) ________________________________

Names of students who will be transported in this private vehicle:

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date of Birth</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vehicles used to transport students on school-sponsored activities, including privately-owned vehicles, shall meet federal safety standards for passenger cars or school buses. State Board of Education Rules prohibit the use of multi-purpose vehicles, including vans, mini-vans, pick-up trucks and four-wheel drive vehicles, which do not meet the federal safety standards for passenger cars or school buses to transport students on school-sponsored activities.

Motor vehicles with a gross vehicle weight (GVW) of 10,000 pounds or less must provide seatbelts for each occupant.

Each vehicle must be occupied by eight or fewer passengers with each having a seatbelt securely fastened at all times the vehicle is in operation.

**School Board Policy and Procedure Requirements**

*Prior to school-related activity/field trip, drivers will provide a certificate of liability (copy of insurance policy) to the school principal or designee which clearly indicates the group(s) liability coverage with minimum limit of $25,000/$50,000 for any claim or occurrence.*

Make of vehicle ____________________________   Model of vehicle _________________________

Year of vehicle _____________________________

Attached is the required copy of my driver’s license and insurance policy. I am providing this transportation on a voluntary basis, and recognize that I will receive no compensation for the service, nor will I be covered by any of the school district’s liability programs. I understand that should an accident occur, any claims riders may have will be submitted on my insurance.

__________________________________  ________________________
Signature of Driver                  Date

Owner: Legal
Local Reproduction

Revised: 5/23/2012
2006-193-VCS

Updated: July 2014
SCHOOL-RELATED ACTIVITIES/FIELD TRIP RELEASE

Today’s Date: ____________________________

I, _______________________________________________________________ hereby accept my student, ______________________________________________ into my care and safekeeping. This releases the Volusia County School District from any duty or liability with respect to the transportation of my student to and/or from today’s school-related activity/field trip.

Initial one or more:

[ ] I will transport my student to the school-related activity/field trip.
[ ] I will transport my student from the school-related activity/field trip.
[ ] I give permission for my student to drive him/herself to and from the school-related activity/field trip.
[ ] I give permission for my student to be driven to the school-related activity/field trip by another parent (who has submitted the required Private Vehicle Information form #2006-193 VCS).

_______________________________________ __________________________
Parent/Guardian Signature Date

_______________________________________ __________________________
Principal/Designee Signature Date (Indicating approval)

Note: It is recommended that all students be transported via school/site arrangements. It is the principal’s discretion whether or not to allow students to be transported via another means of transportation. If the student is transported via means other than arranged by the school, the parent releases the School District of Volusia County from any and all liability that may arise as a result of this alternate means of transportation.
Volusia County Schools
Office of Professional Standards
Application to Drive County Vehicles
(Governed by Policy 505)
Category I

Category I. Applicants who will be operating non-commercial school board owned/leased vehicles and WILL be transporting students must possess a valid appropriate class Florida driver's license and meet the following minimum standards.

Denial of clearance is based on but not limited to the criteria listed below:

- Conviction of any felony with a motor vehicle
- Conviction of leaving the scene of a crash resulting in personal injury
- Conviction of two or more traffic misdemeanors within the past five years
- Conviction of DUI within the past ten years
- Conviction of reckless driving within the past ten years
- Conviction of leaving the scene of a crash resulting in property damage within the past five years
- Conviction of speeding in a school zone within the past five years
- Conviction of passing a stopped school bus within the past five years
- Conviction of speeding 25 MPH or over the posted speed limit within the past five years
- Accumulation of 12 or more points against your driver's license within the past five years
- Failure to submit to a breath, blood and/or urine test for alcohol, chemical substances or controlled substances within the past five years
- Failure to submit to two or more breath, blood and/or urine test for alcohol, chemical substances or controlled substances within the past ten years

A yes to any of the above criteria automatically disqualifies the applicant for the specified time period which is calculated from the date of application into the past.

Created: 7/2009
Owner: Professional Standards

2006-287-VCS
Print Locally

Updated: July 2014
Volusia County Schools
Office of Professional Standards
Application to Drive County Vehicles
(Governed by Policy 505)
Category I

The following information must be completed in its entirety for identification purposes when checking driving history records. It is confidential and will not be used for any other purpose.

Please Print Clearly:  Social Security #:

Print Full Name: __________________ Date of Birth: ________ Sex: Male □ Female □

Position Currently Held: __________________ Worksite: __________________

Current Driver’s License Number: __________________ Issuing State: ______ Class: _____

Other Driver’s License Number: __________________ Issuing State: ______ Class: _____

Print other names you have used: __________________________________________________________

____________________________________________________________
Dates used:

____________________________________________________________
Address: __________________________ (Street) __________________________ (City)

____________________________________________________________
(State) __________________________ (State) __________________________ (Zip Code)

Authorization and Release

During the application process and at any time during my employment, I hereby authorize the School Board of Volusia County to procure a Division of Motor Vehicle Driving History Report, which I understand will be used to assess my qualifications and driving history to operate vehicles owned and/or leased by the School Board of Volusia County.

__________________________________________  ________________  __________
Applicant’s Signature  Printed Signature  Date

The applicant must obtain his or her supervisor’s approval to apply to operate school board owned and/or leased vehicles.

__________________________________________  ________________  __________
Supervisor’s Signature  Printed Signature  Date

Created: 7/2009  2006-287-VCS
Owner: Professional Standards  Print Locally

Updated: July 2014
Category II. Applicants who will be operating non-commercial school board vehicles and will NOT be transporting students must possess a valid appropriate class Florida driver’s license and meet the following minimum standards.

Denial of clearance is based on but not limited to the criteria listed below:

| Conviction of any felony with a motor vehicle | Y | N | N |
| Conviction of leaving the scene of a crash resulting in personal injury | Y | N | N |
| Conviction of two or more traffic misdemeanors within the past five years | Y | N | N |
| Conviction of two or more DUIs within the past ten years | Y | N | N |
| Conviction of DUI within the past five years | Y | N | N |
| Conviction of reckless driving within the past five years | Y | N | N |
| Conviction of leaving the scene of a crash resulting in property damage within the past five years | Y | N | N |
| Conviction of speeding in a school zone within the past five years | Y | N | N |
| Conviction of passing a stopped school bus within the past five years | Y | N | N |
| Conviction of speeding 25 MPH or over the posted speed limit within the past five years | Y | N | N |
| Accumulation of 12 or more points against your driver’s license within the past 12 months; 18 or more points within the past 18 month period or 24 points within the past 36 months | Y | N | N |
| Failure to submit to a breath, blood and/or urine test for alcohol, chemical substances or controlled substances within the past five years | Y | N | N |
| Failure to submit to two or more breath, blood and/or urine test for alcohol, chemical substances or controlled substances within the past ten years | Y | N | N |

A yes to any of the above criteria automatically disqualifies the applicant for the specified time period which is calculated from the date of application into the past.
Volusia County Schools
Office of Professional Standards
Application to Drive County Vehicles
(Governed by Policy 505)
Category II

The following information must be completed in its entirety for identification purposes when checking driving history records. It is confidential and will not be used for any other purpose.

Please Print Clearly:  
Social Security #.

Print Full Name: _______________ Date of Birth: ________ Sex: Male ☐ Female ☐

Position Currently Held: _______________ Worksite: __________________________

Current Driver's License Number: ______________________ Issuing State: ______ Class: ______

Other Driver’s License Number: ______________________ Issuing State: ______ Class: ______

Print other names you have used:

________________________________________________________________________

Dates used:

________________________________________________________________________

Address ___________________________ __________________________

(Street) ___________________________ (City)

(State) ___________________________ (Zip Code)

Authorization and Release

During the application process and at any time during my employment, I hereby authorize the School Board of Volusia County to procure a Division of Motor Vehicle Driving History Report, which I understand will be used to assess my qualifications and driving history to operate vehicles owned and/or leased by the School Board of Volusia County.

Applicant’s Signature ___________________________ Printed Signature ___________________________ Date __________

The applicant must obtain his or her supervisor’s approval to apply to operate school board owned and/or leased vehicles.

Supervisor’s Signature ___________________________ Printed Signature ___________________________ Date __________

Created: 7/2009
Owner: Professional Standards

2006-288-VCS
Print Locally

28

Updated: July 2014
Volusia County Schools
Office of Professional Standards

Application to Drive County Vehicles
(Governed by Policy 505)

Category III

Category III. Applicants who operate Commercial School Board Vehicles and/or School Buses must possess a valid appropriate class Florida driver's license and meet the following minimum standards.

Denial of clearance is based on but not limited to the criteria listed below:

- Conviction of any felony with a motor vehicle any time in the past
- Conviction of leaving the scene of a crash resulting in personal injury any time in the past
- Conviction of two or more traffic misdemeanors within the past five years
- Conviction of one DUI within the past ten years
- Two or more convictions of DUI
- Conviction of reckless driving within the past ten years
- Two or more convictions of driving while license suspended, revoked or cancelled if the suspension is due to prior violations committed by the driver.
- Conviction of speeding 25 MPH or over the posted speed limit within the past five years
- Conviction of leaving the scene of crash resulting in property damage within the past ten years
- Conviction of speeding in a school zone within the past five years
- Conviction of passing a stopped school bus within the past five years
- Two or more convictions of any one or combination of the following infractions within the past three years:
  - Speeding in excess of 15 mph within the past ten years
  - Improper or erratic lane change
  - Following too closely
  - Careless driving
  - Failing to stop at a railroad crossing
- Two or more refusals to submit to an alcohol/drug test as required by a state's implied consent laws/regulations
- One failure to submit to an alcohol/drug test as required by a state's implied consent laws/regulations within the past ten years
- Accumulation of 12 or more MVR points within the past five years

A yes to any of the above criteria automatically disqualifies the applicant for the specified time period which is calculated from the date of application into the past.
Volusia County Schools
Office of Professional Standards
Application to Drive County Vehicles
(Governed by Policy 505)
Category III

The following information must be completed in its entirety for identification purposes when checking driving history records. It is confidential and will not be used for any other purpose.

Please Print Clearly: Social Security #: ____________________________

Print Full Name: ____________________________ Date of Birth: __________ Sex: Male □ Female □

Position Currently Held: ____________________________ Worksite: ____________________________

Current Driver’s License Number: ____________________________ Issuing State: ______ Class: _____

Other Driver’s License Number: ____________________________ Issuing State: ______ Class: _____

Print other names you have used:

________________________________________________________________________________________

Dates used:

________________________________________________________________________________________

Address ____________________________ (Street) ________________ (City) ____________________________

________________________________________ (State) ____________________________ (Zip Code)

Authorization and Release

During the application process and at any time during my employment, I hereby authorize the School Board of Volusia County to procure a Division of Motor Vehicle Driving History Report, which I understand will be used to assess my qualifications and driving history to operate vehicles owned and/or leased by the School Board of Volusia County.

Applicant's Signature ____________________________ Printed Signature ____________________________ Date ____________________________

The applicant must obtain his or her supervisor's approval to apply to operate school board owned and/or leased vehicles.

Supervisor's Signature ____________________________ Printed Signature ____________________________ Date ____________________________

Created: 7/2009
Owner: Professional Standards

2006-289-VCS
Print Locally

Updated: July 2014
VOLUSIA COUNTY SCHOOLS
ATTENDANCE VERIFICATION

SCHOOL NAME:_______________________________________________________

This form must be completed and in the attendance office prior to departure, if the school wishes to use it.

Teacher/Sponsor Name ________________________________________________
Field Trip/Activity _________________________________________________
Destination _________________________________________________________
Date(s) of Field Trip/Activity _________________________________________

List student names (or attach a roster) with alpha identification numbers.

<table>
<thead>
<tr>
<th>Alpha</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Revised 9/16/2004
Created by Middle & High School Services
## VOLUSIA COUNTY SCHOOLS
### SCHOOL BOARD CALENDAR
#### 2014

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>January 28</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>February 10 (Monday)</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>February 25</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>March 11</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>April 8</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>April 22</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>May 13</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>May 27</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>June 10</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>June 24</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>July 22</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>August 12</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>August 26</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>September 9</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>September 23</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>October 14</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>October 28</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>November 12 (Wednesday)</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>November 18</td>
<td>9:00 a.m.</td>
<td>Board Room - Organizational Meeting</td>
</tr>
<tr>
<td>December 9</td>
<td>4:00 p.m.</td>
<td>Board Room</td>
</tr>
</tbody>
</table>

2015 dates will be available on the district home page under School Board after November 18th meeting.

**Please note:**
Timeline for school board approval requires two school board meetings in advance with two-weeks’ lead time prior to the first school board meeting. In effect, the paperwork for out-of-state field trips must be received in the coordinator’s office at least two months in advance of the school board meeting date, and six months in advance for international field trips.
2014 - 2015 School Year

Block-out Dates

FCAT

*February 16 – March 13 and March 30 – May 1

- No temporary duty should be approved for a teacher that requires the teacher to have a substitute.
- No staff development that requires a teacher to miss class should be scheduled.
- No student should participate in an activity that prevents them from taking a required part of the FSA/FCAT/EOC exam.
- Field studies not directly connected to the classroom should not be scheduled. Trips to our adjunct classrooms are allowed; they include Rose Bay, Lyonia Preserve, and Legendary Florida.
- Co-curriculum activities such as music competitions, science fairs, FFA competitions are allowed.
- On non-test days, field studies for grades K-2 and 12th grade (non-testing grade levels/non-EOC exam courses) follow normal field studies approval process.

Regular field trips may resume March 16-20

In addition to above guidelines, the collective bargaining agreement between the School Board and VTO contains the following restrictions on Paid Personal Leave:

Paid Personal Leave shall not be used during the week prior to the FSA ELA writing component, ELA, math, and NGSSS science being administered, or on a day in which those assessments are being administered, excluding make up days, without the specific approval of the principal.

End of School Year Field Trips

May 21st - June 3rd (last 10 days of school)

Student enrolled in EOC courses should not be off campus the week prior to the test.

- Field trips not permitted
- Trips to our adjunct classrooms are allowed; they include Rose Bay, Lyonia Preserve, and Legendary Florida.
- Secondary Schools:

| April 2-10, 2015       | US History & Civics | End of Course Exam |
| April 27 – May 15, 2015 | Biology             | End of Course Exam |
| April 27 – May 22, 2015 | Algebra I           | End of Course Exam |

* The Civics EOC is given in Middle School
* The Algebra 1 EOC is given in Middle and High Schools

Any modifications to these guidelines must be approved by your Area Superintendent
Educational and Extracurricular Field Trips

Trip Procedures
STUDENT TRANSPORTATION SERVICES

EDUCATIONAL AND EXTRACURRICULAR FIELD TRIPS

I. Educational and Extra Curricular Field Study Trip Request:
   A. The school must submit a Field Study Trip request through the “T.O.M. Webtrip” program [http://webtrips.volusia.k12.fl.us] at least 21 working days prior to the trip.
   B. Request for approval and assignment must be submitted to the appropriate transportation office that services your school through the T.O.M. Webtrip program as indicated below:

<table>
<thead>
<tr>
<th>AREA ONE</th>
<th>AREA TWO</th>
<th>AREA THREE</th>
<th>AREA FOUR</th>
<th>AREA FIVE</th>
<th>AREA SIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANN Ext. 50506 Office Specialist</td>
<td>MADELINE Ext.50510 Office Specialist</td>
<td>Router – Jeannine 50554</td>
<td>Router - Jeannine x50554 Router - Becky x50552</td>
<td>Router – Becky x50552</td>
<td>Router – Regina x50553 Router - Betsy x50555</td>
</tr>
</tbody>
</table>

1. AMIKids (VCMI)  
2. Champion  
3. Easter Seals  
4. Daytona  
5. Hinson MS  
6. Holly Hill K-8  
7. Mainland HS  
8. Ormond Bch Elem  
9. Ortona Elem  
10. Osceola Elem  
11. Palm Terrace Elem  
12. Pathways Elem  
13. Pine Trail Elem  
14. Seabreeze HS  
15. Tomoka Elem  
16. Westside Elem  

1. Atlantic HS  
2. Campbell MS  
3. Chiles Academy  
4. Creekside MS  
5. Horizon Elem  
6. Longstreet Elem  
7. Port Orange Elem  
8. Riverview Learning  
9. Silver Sands MS  
10. South Daytona Elem  
11. Spruce Creek Elem  
12. Spruce Creek HS  
13. Sugar Mill Elem  
14. Sweetwater Elem  
15. Turie T. Small  
16. Burns Science &Tech  
17. Chisholm Elem  
18. Coronado Elem  
19. Cypress Creek Elem  
20. Edgewater Elem  
21. Indian River Elem  
22. NSB HS  
23. NSB MS  
24. Read Pattillo Elem  
25. Samsula Charter  
26. Blue Lake Elem  
27. Citrus Grove Elem  
28. DeLand HS  
29. DeLand MS  
30. Freedom Elem  
31. George Marks Elem  
32. McInnis Elem  
33. Pierson Elem  
34. Southwestern MS  
35. Starke Elem  
36. Taylor M/H  
37. Woodward Avenue  
38. Deltona MS  
39. Discovery Elem  
40. Enterprise Elem  
41. Forest Lake Elem  
42. Friendship Elem  
43. Heritage MS  
44. Osteen Elem  
45. Pine Ridge HS  
46. Pride Elem  
47. Sunrise Elem  
48. DeBary Elem  
49. Deltona HS  
50. Deltona Lakes Elem  
51. Galaxy MS  
52. Highbanks Learning  
53. Ivy Hawn Charter  
54. Manatee Cove Elem  
55. Orange City Elem  
56. Reading Edge Academy  
57. River Springs MS  
58. Spirit Elem  
59. Timbercrest Elem  
60. University HS  
61. Volusia Pines Elem  

GIS/Routing Office - (386) 258-4677  
Student Transportation Facilities  
Radio Dispatcher  
STS Office Numbers

| Beatriz Avram, Mapping Specialist | Ext. 50556 | Daytona Garage: 258-4677 Ext. 50551 | East 258-4677 Ext. 50565 | Daytona 258-4677 | Daytona Garage: 258-4677 Ext. 50553 |
| Betsy Burris, Office Spec. III | Ext.50555 | Deltona Garage: 575-4200 Ext. 40004 | Deltona 575-4200 | New Smyrna Beach 424-0053 | New Smyrna Beach 424-0053 |
| Regina Nicholson, Office Spec. III | Ext.50553 | New Smyrna Garage: Ext. 33114 | Ormond 615-6102 | Ormond Beach 615-6102 | Ormond Beach 615-6102 |
| Jeannine Rogers, Office Spec. III | Ext.50554 | | | | |
II. Definition of Trip Types:
A. **AFTER - HOUR TRIPS (A)** are trips with a designated starting or ending time between the hours of 5:00 P.M. and 5:00 A.M. on a school day or anytime on weekends, holidays, or non school days.

B. **BETWEEN - HOUR TRIPS (B)** are trips on a school day with a designated starting and ending time between 9:15 A.M. and 1:30 P.M. *MUST RETURN TO SCHOOL BY 1:30 P.M. - EARLY RELEASE DAYS BY 12:30 P.M.*

C. **EMERGENCY TRIPS (C)** are trips assigned within seventy-two (72) hours of a trip.

D. **SPLIT TRIPS (S)** may be made at the discretion of Student Transportation Services. Time and mileage will be calculated from Storage to Storage.

E. **NO BUS OPERATOR NEEDED TRIPS (N)** are trip requisitions for a school bus only. The school is providing a bus operator certified by Volusia County Schools - Student Transportation Services.

III. Times:
A. The use of school buses for educational or extracurricular field study trips are limited to times that do not interfere with regular scheduled home-school-home routes.

IV. Request Through the T.O.M. Webtrip program:
A. A Field Study Request must be requested through the “T.O.M. Webtrip” program for each field study trip per day at least 21 working days prior to the field trip date. Schools requesting Field Study Trips within the 21 working days may continue to submit via the “T.O.M. Webtrip” program, but will need to follow through with a phone call to the transportation site in charge of the school center. Once the request is received, transportation will approve/deny the trip. The school may verify the status of the trip via the “T.O.M. Webtrip” program.

B. The account string must be completed on the request in “T.O.M. Webtrip” program. The default funding source is:

<table>
<thead>
<tr>
<th>FUND</th>
<th>FUNC</th>
<th>OBJ</th>
<th>ORG</th>
<th>UNIT</th>
<th>PROJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>7800</td>
<td>361</td>
<td>ORG</td>
<td>101</td>
<td>0000</td>
</tr>
</tbody>
</table>

C. The principal or designee of the school or department administrator requesting Educational and Extra Curricular Field Study trips must sign the requisition and keep on file at the school.

D. Failure to adhere to the above procedures may result in denial of the trip.
V. Fees:
   A. Student Transportation Services shall be paid at the rate of $30.00 per hour (subject to change without notice). Time will be computed from when the bus departs the original pick-up until arrival back to the drop off point after its destination.
   
   B. An operator on an overnight Educational, Extra Curricular or Field Study trips shall be paid actual driving time or a minimum eight (8) hours whichever is greater.
   
   C. Travel expenses shall be paid in accordance with School Board Policy or the user will provide meals and lodging for the bus operator. THIS APPLIES TO ALL CONTRACTS OUT OF COUNTY TRIPS. (See Out of County Travel Voucher for reference.)
   
   D. Mileage shall be computed at a rate of $1.70 per mile (subject to change without notice); from the time the bus departs the original pick-up until arrival back to the drop off point after its destination.

VI. Payment:
   A. Schools / Departments will be billed for mileage and operator fee. An expenditure distribution with account strings will be submitted to Finance for payment.
   
   B. To pay from Internal Accounts, enter the default account string. Issue a check from your Internal Account source, payable to the Finance Department to credit the default account string.
   
   C. Student Transportation Services must be advised of cancellation in writing at least two (2) working days prior to the trip. A minimum charge of $25.00 will be made for failure to properly cancel a trip.
   
   D. Compensation will be made by the departments / schools for all damages to a bus incurred by transported students. Collection for payment will be the responsibility of the department or school. Charges for cleaning buses will be billed if the bus is not returned in the condition in which it was received.

VII. Bus Operator and Equipment:
   A. Only an operator certified by Volusia County Schools – Student Transportation Services will be assigned to Educational and Extra Curricular Field Study Trips.
   
   B. The bus operator shall assure the bus is clean, properly serviced, and in good mechanical order.
   
   C. The bus operator shall go over the Emergency Evacuation procedure with the students before leaving on a field trip.
   
   D. The bus operator is in authority and teachers / chaperones are required to assist the bus operator in maintaining order and observe all safety precautions.
E. All school buses owned, operated or under the control and supervision of the School Board of Volusia County, shall be used only for school purposes except on specific direction of the Superintendent, his designee, or the Director of Student Transportation Services.

F. School bus operators may not transport any object in a school bus, which is unsafe or objectionable for a regular school bus.

G. Under no conditions are articles to be placed in the aisle, windows, or block exit areas.

H. Students who are transported to athletic activities such as swim competition and football games will not be permitted to wear wet garments, shoes with metal cleats or any other clothing which would damage, or make the Bus objectionable for regular use as a school bus.

I. Operators shall monitor the two-way radio at all times while the bus is in operation.

J. Operators are expected to be familiar with operating the child reminder system on buses so equipped.

K. Operators must be knowledgeable on wheel chair lift operation where required.

VIII. Schools/Departments Should Be Familiar With The Following:

A. Posted bus rules must be observed at all times. The Student/Pupil Policy 208 - Student Code of Conduct and Discipline applies to all students on Field Study Trips.

B. Schools or departments are responsible for supplying directions to destinations for field study trips.

C. Buses shall travel only routes approved by Student Transportation Services.

D. All trips are to be carefully planned and adequately supervised per Instructional Policy Number 315 – Educational and Extracurricular Field Studies. It is the responsibility of the teacher to thoroughly familiarize the students with the bus rules and Student Code of Conduct. The teacher will remain with the bus operator until all passengers have completed the trip.

E. Schools using buses for field study trips are required to assist the operator to keep the bus clean. If excessive cleaning is required; the school will be charged an appropriate amount.

F. Teachers or chaperones are responsible for paying tolls and parking fees when required on field studies trips. School bus operators, teachers, and chaperones are not permitted to transport children who are not members of the requesting group.
G. F. S. 316.6145 – Motor Vehicle Law of Florida states: “Each passenger on a school bus that is equipped with safety belts or restraint system shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation.”

IX. Chaperones:
A. All chaperones shall be selected and authorized by the principal.

B. Chaperones are to be selected in accordance with Instructional Policy Number 315 – Educational and Extracurricular Field Studies, which states: “Chaperones will be provided for each field study with the minimum ratio of chaperones set at one chaperone for each ten students involved. The principal has the authority to make exceptions in unique and/or emergency situations or if the field study is to an adjunct classroom in Volusia County.”

C. Support Services Policy Number 504 - Transportation states: carrying unauthorized personnel will not be permitted. “The only authorized passengers other than regular pupils are those presenting written permission signed by the school principal / designee or Student Transportation Services. An exception to the foregoing policy may be made in a determined emergency. In such emergencies, a passenger may be picked up and transported to the nearest location where help may be obtained.”

X. Activity Buses/No Driver Needed:
A. In county educational or field study trips using school assigned activity buses – School Principal / designee shall maintain a daily log of activity bus usage and follow the Activity Bus Procedures established by Student Transportation Services. In county trips do not require request for field trip requisition.

1. The bus operator shall go over the Emergency Evacuation procedure with the students before leaving on any trip.

B. Out of county educational or field study trips using assigned activity buses - Out of county trips in excess of a 75 mile radius will require a bus assignment from the designated terminal. The school or department will be charged $1.70 per mile (subject to change without notice) when using a bus assigned by a terminal. When a replacement or additional bus is needed, the school must submit a Field Study Trip request through “T.O.M. Webtrip” program, if the date is more than 21 days from the trip. Schools requesting Field Study Trips within the 21 days may continue to submit via the “T.O.M. Webtrip” program but will need to follow through with a phone call to the transportation site in charge of the school center. Once the request is received, transportation will approve/deny trip. The school may verify the status of the trip via the “T.O.M. Webtrip” program. The school or department will be charged a rate equal to that identified in the Field Trip Procedures Guide when using a bus assigned by student Transportation Services.

1. A preprinted trip completion form will be provided to the school’s certified bus operator to record time and mileage and must be returned to Student Transportation Services (STS) immediately upon completion of the trip.
Failure to return the completed trip ticket to STS will result in denying future trip requests and STS calculating the cost based on an estimated miles traveled using streets and maps.

2. If a trip is canceled, please note on trip completion form and forward to Student Transportation Services.

C. The School Bus operator must possess his/her CDL license with a “P & S” endorsement and a current Medical Examiners Certificate card while operating a school bus and have attended all required training.

D. A pre-trip inspection must be performed using form 2006-353VCS before each trip. If the school bus is unattended at its destination for any length of time, another pre-trip inspection must be performed. Each time a pre-trip inspection is performed; an inspection log entry must be completed and kept on file at the school for auditing purposes.

E. Crash Management packets must be in the operator’s possession while operating any county owned vehicle.

F. Activity buses must be swept and cleaned after each use. The use of activity buses may be revoked for a period of time if left in poor or deplorable condition. Buses will be periodically checked by the Director of Transportation or designee. Buses assigned for out of county trips (no driver needed trips) that are not clean prior to turn-in will be charged a clean-up fee to the school or department that used the bus.

G. All accidents, incidents or violations shall be reported immediately in accordance with Support Services Policy Number 505 – Safe Operation of School Board Vehicles.

XI. Other Means of Transportation

A. Common carriers Instructional Policy Number 315 – Educational and Extracurricular Field Studies, Section IX (B). Approved carriers can be found on the School Board Intranet by accessing the following:
   a. Choose "Index"
   b. Select "Purchasing".
   c. Select "Approved Charter Bus Lines"

B. Private or leased vehicles Instructional Policy Number 315 – Educational and Extracurricular Field Studies, Section IX (C).
The District Strategic Plan represents our commitment to the students of Volusia County Schools. The plan contains five broad goals with action steps under each goal. Data based on the Indicators of Progress will be used to determine our success in meeting each goal.

As we developed our new strategic plan, our stakeholder groups asked for fewer, more focused goals with specific actions for each one. The plan was moved from a 5-year plan to a 3-year plan in order to focus on more immediate action and change. It was felt that the 3-year plan would help keep the momentum for change moving forward and allow for adjustments as needed.

### GOAL 1: Implement a comprehensive curriculum that is driven by Common Core Standards and other standards established by the State of Florida.

<table>
<thead>
<tr>
<th>ACTIONS</th>
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<tbody>
<tr>
<td>A. Implement Anchor Literacy Standards of reading, writing, listening, speaking, language use, and grammar in 100% of our classrooms.</td>
<td></td>
</tr>
<tr>
<td>B. Implement Common Core Standards in all math and language arts courses.</td>
<td></td>
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<tr>
<td>C. Align school improvement plans with Common Core Standards implementation to improve student achievement.</td>
<td></td>
</tr>
<tr>
<td>D. Expand the use of all technology resources to serve multiple functions, including alignment of technologies to support Common Core Standards and to build capacity for computer-based testing.</td>
<td></td>
</tr>
</tbody>
</table>

Progress Indicators may include but are not limited to:

- FCAT Scores
- End of Course exam scores
- Alternate Assessments
- School Grades
- District Interim Assessments

District Strategic Plan 2012-2015   School Board Approved August 28, 2012
GOAL 2: Increase achievement for each and every student by ensuring access to rigorous programs, addressing diverse educational needs, and providing access to technology.

<table>
<thead>
<tr>
<th>ACTIONS</th>
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<tbody>
<tr>
<td>A. Implement a Multi-tiered System of Supports that provides interventions and support for academic and behavioral success for all students.</td>
</tr>
<tr>
<td>B. Provide support for implementation and promotion of Career Academies at all high schools.</td>
</tr>
<tr>
<td>C. Provide the facility infrastructure that is capable of supporting network and technology access.</td>
</tr>
<tr>
<td>D. Provide opportunities for community stakeholders to expand and enrich our students’ learning experiences.</td>
</tr>
<tr>
<td>E. Utilize controlled open enrollment, redistricting, program relocation and placement to ensure student educational needs and access to programs is balanced and equitable across the district.</td>
</tr>
<tr>
<td>F. Expand Bring Your Own Technology (BYOT) program to more schools.</td>
</tr>
<tr>
<td>G. Implement the Volusia Instructional Management System (IMS) to include curriculum mapping, lesson planning, assessment systems, grade book and attendance reporting, and data analysis functions.</td>
</tr>
<tr>
<td>H. Implement a plan to place high performing teachers and principals in low performing high-poverty schools to increase student achievement.</td>
</tr>
<tr>
<td>I. Provide opportunities for rigorous and accelerated learning through on-line learning options.</td>
</tr>
<tr>
<td>J. Align federal funds and grant opportunities to increase achievement for each and every student by ensuring access to rigorous programs, addressing diverse educational needs, and providing access to technology.</td>
</tr>
<tr>
<td>K. Maintain a comprehensive performing and visual arts program.</td>
</tr>
<tr>
<td>L. Provide opportunities for participation in athletics and other extra-curricular activities that promote leadership and civic responsibility.</td>
</tr>
<tr>
<td>M. Investigate a differentiated pay system for high performing teachers at high poverty/low performing schools.</td>
</tr>
</tbody>
</table>

Progress Indicators may include but are not limited to:

Student referral data, student behavioral data, retentions, promotions, Career Academy evaluations, volunteer hours, number of student mentors, enrollment data, HR reports, on-line course completions, technology inventory, attendance reports, number of partnerships and collaborations between area colleges and universities, student and staff awards.

District Strategic Plan 2012-2015       School Board Approved August 28, 2012
GOAL 3: Promote an emotionally, intellectually and physically safe environment for all students and staff.

<table>
<thead>
<tr>
<th>ACTIONS</th>
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<tbody>
<tr>
<td>A. Promote a safe environment for students walking, riding and biking to and from school through ongoing communication and programs in cooperation with students, parents, cities, and law enforcement.</td>
</tr>
<tr>
<td>B. Inspect Volusia County School District facilities regularly to ensure safe, clean, and healthy learning environments.</td>
</tr>
<tr>
<td>C. Improve managerial and operational efficiency and effectiveness.</td>
</tr>
<tr>
<td>D. Provide adequate resources within the constraints of our budget to meet state mandates and maintain programs and facilities for students and staff.</td>
</tr>
<tr>
<td>E. Transport students to assigned schools in a timely manner.</td>
</tr>
<tr>
<td>F. Develop school-based comprehensive safety and security plans.</td>
</tr>
<tr>
<td>G. Promote a safe environment for students through programs such as the anti-bullying initiative.</td>
</tr>
<tr>
<td>H. Promote an intellectually safe environment that allows for creative thinking and problem solving by students and staff.</td>
</tr>
</tbody>
</table>

Progress Indicators may include but are not limited to:

- Accident reports
- Security audits
- Custodial performance reports
- Budget reports
- Student transportation reports
- Restraint reports
- Stop-arm violations
- Student recognitions and scholarships
- Staff recognitions

District Strategic Plan 2012-2015        School Board Approved August 28, 2012

Updated: July 2014
GOAL 4: Foster an environment that promotes on-going professional development and improved job performance for all teachers and staff.

<table>
<thead>
<tr>
<th>ACTIONS</th>
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<tbody>
<tr>
<td>A. Expand the variety of partnerships provided teachers and staff to support their utilization of community resources and post-secondary institutions.</td>
</tr>
<tr>
<td>B. Implement the My Professional Growth System (My PGS) to include teacher and leader evaluations as well as professional development and certification management tools.</td>
</tr>
<tr>
<td>C. Implement a new teacher evaluation system: Volusia System for Empowering Teachers (VSET).</td>
</tr>
<tr>
<td>D. Provide principals and assistant principals with coordinated training of a customized calibration and certification assessment to ensure valid teacher evaluations.</td>
</tr>
<tr>
<td>E. Implement a new leader evaluation system: Volusia System for Empowering Leaders (VSEL).</td>
</tr>
<tr>
<td>F. Provide a minimum of eight (8) hours of professional development training each year for all bus operators and attendants.</td>
</tr>
<tr>
<td>G. Implement a systematized process for the hiring of highly effective teachers and principals.</td>
</tr>
<tr>
<td>H. Provide methods and resources for on-going training of new and existing staff.</td>
</tr>
<tr>
<td>I. Investigate a differentiated pay schedule plan for critical shortage certification areas.</td>
</tr>
</tbody>
</table>

Progress Indicators may include but are not limited to:
Data on teacher and leader evaluations, in-service hours, training logs, employee retention, employee evaluations, student achievement
GOAL 5: Communicate with all stakeholders through various media to promote collaboration, parent involvement and community partnerships.

<table>
<thead>
<tr>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Establish a process to foster communication with families, staff, and community members (including those who are not currently connected to our schools); keep employees and retirees informed; collaborate with business and community organizations, and maintain a professional relationship with the news media through the district’s communication plan.</td>
</tr>
<tr>
<td>B. Launch a new public website for the school district.</td>
</tr>
<tr>
<td>C. Develop an intranet for use within the district.</td>
</tr>
<tr>
<td>D. Update all departmental and school websites.</td>
</tr>
<tr>
<td>E. Encourage a strong partnership between governmental leaders, locally, state and nationally.</td>
</tr>
<tr>
<td>F. Promote School Board members’ active role in advocating for public education through presentations.</td>
</tr>
<tr>
<td>G. Investigate the creation of a new district logo</td>
</tr>
<tr>
<td>H. Involve students in the development of materials that promote the school district.</td>
</tr>
<tr>
<td>I. Explore marketing opportunities, including social media, to promote Volusia public schools (Communication Plan).</td>
</tr>
</tbody>
</table>

Progress Indicators may include but are not limited to:

Number of hits on websites, surveys, positive news stories, number of community partnership agreements.