

**CLASSROOM TO COURTROOM**  
Court Education Program  
Courthouse Tour Information

Name of School \_\_\_\_\_

Name of School Contact \_\_\_\_\_

Contact Information: Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Scheduled Date of Tour \_\_\_\_\_

We will arrive at the Leon County Courthouse at this time: \_\_\_\_\_

We will leave the Leon County Courthouse at this time: \_\_\_\_\_

Estimated number of students: \_\_\_\_\_ Estimated number of teachers/chaperones \_\_\_\_\_

**\*\*Please note that we can only accommodate 2 classes (average of 25 students per class) per field trip. There must be a teacher or Leon County employee for each class.**

1. Teacher understands that it is their responsibility to arrange for transportation for their students to attend the Courthouse Tour. Teacher should explain to the bus drivers that the drop-off point for the students is at the **public entrance to the Leon County Courthouse on Calhoun Street (traffic light at Jefferson)**. Do not drop students off at the entrance on Monroe Street. There is no parking available for the bus. Please instruct the drivers when they should return to pick up students. When they return, they can park alongside the Courthouse on Calhoun Street. The students and teachers will be escorted to the bus by Court Administration. A map is provided for the bus drivers.
2. Teacher understands that arriving late can impact the Courthouse fieldtrip greatly and there is no guarantee that the offerings available at the stated time of arrival will be available if the class arrives late. If it is inevitable that the bus will be late, please contact Quenita White as soon as possible.
3. Teacher understands that the C2C program cannot accommodate lunchtime of students within the 3 hour Courthouse fieldtrip. If the teacher plans for students to have lunch on this fieldtrip, it must be after the scheduled time of the fieldtrip and may not occur within the Courthouse. Space is not available within the Courthouse to accommodate lunchtime. There is a lawn area outside of the Courthouse and other options throughout the downtown area. Classes may bring their lunches and store them in the assigned courtroom for the duration of the fieldtrip, but no refrigeration will be available.

4. Teacher understands that food/drink/gum/candy is not allowed in the courtrooms. The only exception is lunch bags, if the class will be eating lunch after the fieldtrip. Lunch bags will be stored in the assigned courtroom and students will not be able to access those lunches during the fieldtrip. Please keep in mind that there are vending machines throughout the building and a snack bar. We try to avoid these areas and we do not allow students to stop and purchase from the machines/snack bar.
5. Teachers should remind the students that they are visiting a professional place of business. Actual court proceedings will be going on while the students are visiting. Students need to remain quiet in the hallways and in the courtrooms. Students should dress appropriately – no flip flops, shorts, hats, etc. Best behavior is important!
6. An agenda will be determined based on the time the class arrives and judge/courtroom availability. Please keep in mind that judges are taking time out of their court schedule to participate in the mock trial.

Quenita White's work number: 850-577-4467

I agree to the conditions set above.

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_