

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>		<b>Reg. No. 400-05</b>
<b>Subject:</b>	<b>FIELD TRIP AND OVERNIGHT TRAVEL STUDY PROGRAMS</b>	<b>Issued: 5/8/78</b>
<b>Preparing Office:</b>	<b>Office of the Superintendent</b>	<b>Amended: 6/20/16</b>

I. Policy 414

II. Procedures

A. The three types of field trips recognized are:

1. Trips conducted during school hours.
  - a. Trips within the school system.
  - b. Trips outside the school system.

2. Trips extending beyond the school day.

3. Overnight trips.

Certain school programs that require travel from school to school within Frederick County Public Schools (FCPS), such as all-county musical events, are considered activities and not field trips.

B. Information regarding field trips during school hours, beyond the school day, and overnight shall be communicated to all staff members, students, and parent/guardians.

Administrative approval shall be received prior to informing students and parent/guardians.

C. Field trips are subject to all FCPS rules, regulations, and/or policies related to health and safety standards and appropriate conduct on the part of students.

D. FCPS reserves the right to cancel a trip at any time. FCPS is not responsible for financial losses if a trip is cancelled due to unanticipated safety reasons or extenuating circumstances.

III. General Requirements for All Field Trips

A. Teachers on the trip are responsible for planning, applying for permission, coordinating and implementing field trip details. Teachers on the trip are also responsible for the student supervision and must remain at the site with students.

B. Students with financial or disabling conditions cannot be excluded from the trip. Every attempt must be made to hold cost to a reasonable level. Fundraising activities may be used to help offset the cost of the trip.

- C. Trips that are not directly related to the curriculum shall not be planned during instructional time, nor planned to occur during the school day.
- D. The field trip shall be planned to provide for the safety, comfort, and protection of students, teachers, and chaperones.
- E. Students and chaperones shall conduct themselves according to standards of behavior that will secure maximum educational benefits, maintain good public relations, and contribute to individual and group safety.
- F. A chaperone, as defined in this document, is a person who may be a teacher, an instructional assistant, and/or other adult age 21 or older who accompanies and supervises the students on a field trip. The teachers will have the authority to approve all field trip chaperones. Minimum chaperone ratios for field trips are as follows. Modifications may be approved by the principal.
  - 1. Elementary school level — 1 chaperone per 4 students
  - 2. Middle school level — 1 chaperone per 8 students
  - 3. High school level — 1 chaperone per 12 students
  - 4. The school-based administrator has discretion to add additional chaperones.
- G. Participation shall be limited to members of the group and the number of chaperones required. In special cases, it may be necessary for a student's parent/guardian to accompany and be responsible for him or her. If parents/guardians arrive at the field trip location and join the group, they are considered visitors at a public location and FCPS is not responsible or liable for them or any individuals they may bring.
- H. Written permission must be secured from a parent/guardian for each student to take the trip. If the trip has to be rescheduled, written permission must be secured again.
- I. The completed field trip request shall be approved by the administration.
- J. Teachers are expected to inform Food and Nutrition Services staff of the field trip at least five (5) school days in advance to ensure that lunch provisions are made for students who receive free or reduced-price lunches to participate in the program on the day of the field trip.
- K. Teachers are expected to inform School Health Services staff of the field trip at least five (5) school days in advance to ensure appropriate medical training and appropriate supplies are available to students participating in the field trip.
- L. Appropriate evaluation/follow-up activities shall be planned to reinforce the educational objectives of the trip.
- M. Students shall have the opportunity and the responsibility to make up schoolwork they missed while attending a school-sponsored field trip.

#### N. Transportation

1. A trip should be arranged so that it does not interfere with regular school bus schedules. However, if the trip schedule does not coordinate with the regular bus schedule, arrangements for students to get to or from school shall be made in advance with parents. Students shall be supervised until they have left for home.
2. At least one (1) chaperone must be assigned per vehicle to be responsible for roll call, announcements and supervision.
3. The number of students, teachers, and chaperones shall not exceed the rated capacity of the vehicle.
4. All students, teachers, and chaperones shall travel together in the same designated vehicles.
5. Only an approved carrier with all necessary licensing and a certificate of insurance may be employed.
6. When transportation is provided, all students shall be transported as a group on the designated vehicle. Students with disabilities shall be provided appropriate accommodations in order to access the field trip.
7. Parents who serve as chaperones but use their own vehicles should be reminded that the school system's insurance coverage does not extend to them.

#### IV. Specific Responsibilities of the Teacher in Charge

##### A. All Field trips

1. Read thoroughly and implement the general requirements under section III.
2. Obtain tentative administrative permission.
3. Obtain and complete all necessary forms pertaining to the field trip.
4. Contact the site.
5. Be familiar with the site and the route to get there.
6. Obtain all necessary transportation information.
7. Obtain adequate number of chaperones.
8. Plan and write an itinerary.
9. Secure written permission slips from parent/guardian. Parents shall be informed of the date(s), destination(s), purpose(s), activity, mode of transportation, and emergency contacts for each field trip.

10. Group students with chaperones. Make bus lists and copy of the master list of students and chaperones. On the day of the trip, leave an updated list of participants with the school-based administrator.
11. Students with specific health needs or physical limitations must provide all equipment/medicine to the teacher in charge or designated chaperone (FCPS Regulation 400-23). It is suggested that these students be accompanied on the trip by their parent/guardian. Students with disabilities shall be provided appropriate accommodations in order to access the field trip. If an individual participating in the field trip requires a sign language interpreter, requests must be made at least ten (10) business days prior to the date of the field trip, in accordance with operating procedures established by the FCPS Office of Interpreting Services.
12. Inform all chaperones of:
  - a. The procedures to be followed in the event of an emergency, illness, or accident.
  - b. A list of students' names.
  - c. The itinerary.
  - d. Suggested questions/activities for achieving the objectives to be used with students.
  - e. Specific duties for proper supervision.
  - f. Suggested appropriate attire.
  - g. Any special needs of a student in their group.
13. Inform the students of the itinerary, rules, policies, and suggested appropriate attire.
14. Maintain a master list of students and chaperones assigned to each vehicle. Ensure that roll call of all persons is taken at the initial loading and each reloading during the trip.
15. In the event a student does not report back to the designated location when the transportation vehicle is to depart, the teacher in charge should designate a chaperone to remain behind to try to locate the student(s). If the student does not return in a reasonable length of time, the chaperone should notify the police and the parents.
16. Provide for supervision until the last student goes home as prearranged by the parent/guardian.
17. Report any mishaps to the school-based administrator upon return to school.
18. Evaluate objectives and success of achievement upon completion of the trip.
19. In accordance with FCPS Regulation 400-59, in the absence of the school administrator, teachers designated in writing by the principal and trained to conduct

searches may make a reasonable search of a student on a school-sponsored trip if they have reasonable belief that the student possesses an item in violation of state law or FCPS regulation.

B. Additional Requirements for Extended and Overnight Field Trips

1. All extended/overnight trips must be pre-approved by the appropriate instructional directors.
2. In addition to the required transportation information, the following shall be included on or with the permission slip:
  - a. Detailed itinerary.
  - b. Special clothing.
  - c. Special nighttime procedure (i.e. bed check, "lights out" time).
  - d. Parent's signature agreeing that the student may be sent home at the parent's expense if the student does not observe Board of Education policies, FCPS regulations or school rules, at the discretion of the teacher in charge.
  - e. Requirement that parents are to pick up students within 15 minutes of the return of the trip.
  - f. Parental permission to list name, telephone number and email, for emailing the group, using Remind 101, or text messaging.
  - g. Parent shall complete a student health history form.
3. A medical form for students, signed and dated by the parent/guardian, shall be obtained and copies shall be kept by the teacher in charge.
4. Chaperones:
  - a. Are directly responsible to the teacher in charge and are expected to adhere to directives of the teacher in charge, including bus duty, bed checks at curfew time, nighttime hall checks, helping sick students, and other jobs that may require supervision of students.
  - b. Will be assigned to supervise groups of students as recommended:
    - i. Minimum of two (2) chaperones per bus (more if other vehicles are larger than a bus).
    - ii. Minimum of one (1) chaperone per 12 students or one (1) chaperone per three (3) rooms of students.
    - iii. Should contact their assigned students every three (3) to four (4) hours during students' free time.

- iv. Will be assigned a designated station where students can go if help is needed during free time and during sleeping hours.
- 5. Bed checks will be conducted by adults of the same gender as the students.
  - a. Chaperones are to confirm the visual check-in of each student with the teacher in charge.
  - b. Chaperones must ensure that students adhere to the assigned student "lights out" time as designated by the teacher in charge.

#### V. Student Responsibilities

- A. All Board of Education policies and FCPS regulations, as well as school rules, are in effect during field trips. Relevant Board policies and FCPS regulations include, but are not limited to:

*Policy 112 Drug-free, Alcohol-free and Tobacco-free Workplace and School System*  
*Policy 324 Reporting Allegations of Fraud or Illegal Activity Impacting FCPS Business Activities*  
*Policy 503 Character Education*  
*Regulation 200-13 Transportation of Students – Designation of Bus Routes/Bus Capacities*  
*Regulation 200-39 Allergic Reactions- Severe/Life Threatening Emergency Care*  
*Regulation 300-25 Courtesy Consulting by Administrative and Supervisory Personnel*  
*Regulation 400-08 Discipline*  
*Regulation 400-18 Electronic Devices – Student Use*  
*Regulation 400-68 Health Treatments*  
*Regulation 500-24 Academic Standards for Participation in Extracurricular Activities in High School*

- B. If a student is found in possession of drugs, a weapon, or engages in misconduct which is deemed serious and disruptive to the trip, the student may be sent home at his/her own expense and law enforcement may be contacted.
- C. Students represent the school and the community and it is an expectation that students adhere to the same code of conduct that is expected in the school environment.
- D. Chaperones and all adults with whom students come in contact shall be treated with respect and courtesy.
- E. Students may be denied the opportunity to participate in field trips based on academic/conduct eligibility.
- F. Students serving a suspension or expulsion during any time of a planned field trip are ineligible to participate in field trips.
- G. Students should not go anywhere alone; they should stay in large groups or small groups. A chaperone is responsible for knowing where students are at all times.
- H. Students should not provide any information about themselves to strangers.

- I. Male and female students will not intermingle in overnight accommodations.
- J. Common sense guidelines for safety must be followed at all times.
- K. Students should not take large sums of money on field trips. If the trip extends overnight or for several days, students should take traveler checks, gift cards or prepaid debit cards.
- L. Where applicable, students may be refunded a portion of the money they paid if they cannot attend the trip. Some field trips may require a nonrefundable payment; when this is indicated, students' money will not be refunded.
- M. Students should have valid state/federal identification when attending overnight trips. The Motor Vehicle Administration will provide an official identification. A driver's license or birth certificate are acceptable identifications.

#### VI. Basic Responsibilities of the School-Based Administrator

- A. Ensure that all elements of the field trip policy are implemented and approved only if all of the guidelines of the field trip policy are followed.
- B. Review the teacher in charge's request form and approve only if all of the guidelines of the field trip policy are followed.
- C. Send the pre-approval forms for extended and overnight field trips to the appropriate instructional director, whose approval is required thirty days prior to the departure date.
- D. Make certain that the responsibilities of the teacher in charge are being fulfilled.
- E. Ensure that the teacher in charge knows the procedures to be followed in the event of an emergency, illness, or accident.
- F. Ensure the teacher in charge is trained in accordance with FCPS Regulation 400-59 to conduct searches on a school-sponsored trip if they have reasonable belief that the student possesses an item in violation of state law or FCPS regulation.
- G. Inform parents that liability insurance coverage is extended only to those chaperones who accompany and supervise the students in an FCPS vehicle.

#### VII. Insurance Information

- A. Mandated Insurance Coverage Requirement — Field trips using airplanes, boats or non-FCPS buses
  - 1. A certificate of insurance must be on file in the FCPS Finance Office 30 days prior to the trip.
  - 2. The certificate of insurance must name Board of Education of Frederick County as an additional insured on the carrier policy.

3. The certificate must be attached to the contract before it can be signed by the chief financial officer.

B. Liability Coverage

1. The Board of Education of Frederick County carries a School Leaders Errors and Omissions Policy with a \$1,000,000 aggregate limit of liability inclusive of defense cost, charges, and expenses. This policy protects against losses and expenses that occur when claims or suits are brought against the insured as defined in the policy for a wrongful act. A wrongful act is defined as an actual or alleged breach of duty, neglect, error, misstatement, misleading statement or omission committed solely in the performance of duties for the school district named in the policy. The definition of the insured includes any employee of the school district while acting within the scope of his or her duties and, therefore, includes volunteers and student teachers.
2. The package policy carried by the Board of Education of Frederick County provides general liability limits of \$1,000,000 per occurrence, with a \$3,000,000 annual aggregate. Coverage extends to employees and volunteers for acts within the scope of their employment or while acting at the direction of the Board.
3. The Frederick County Public Schools' Worker's Compensation policy responds to work-related injury to Frederick County Public Schools' employees and volunteers. Chaperones are covered as volunteers. Coverages and benefits are dictated by the Maryland Workers' Compensation Commission.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent

## APPENDIX

## Exhibits:

- #1 Request For Approval of Field Trips
- #2 Parental Authorization and Acknowledgement of Risk for Field Trip
- #3 Field Trip Permission
- #4 Field Trip Driver's License & Vehicle Insurance Information
- #5 Chaperone Agreement
- #6 Acknowledgement of Expectations and Consequences



## REQUEST FOR APPROVAL OF FIELD TRIPS

<b>TRIP INFORMATION</b>			
School:		Grade or Activity:	
Destination:			
No. of Students:		No. of Staff Members:	No. of Chaperones:
Time:	Date:	Place of Departure:	
Time:	Date:	Place of Return:	
Purpose:			
Academic Focus:			
Funding Source:			
Transportation: <input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Commercial Carrier <input type="checkbox"/> Metro Bus or Rail <input type="checkbox"/> County Vehicle <input type="checkbox"/> Leased Vehicle _____ Commercial Carrier Name			
Number of Buses needed: _____		Does this require facilities for Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>REQUESTER</b>			
Teacher:		Teacher's Cell Number:	Date:
<b>APPROVAL</b>			
Principal or Designee:		Date:	
Comments:			
Director: (Required for extended and overnight trips)		Date	
Comments:			
Executive Director: (Approval required for exceeding maximum mileage guideline)		Date	



**PARENTAL AUTHORIZATION  
AND ACKNOWLEDGEMENT OF RISK FOR FIELD TRIP**  
(This form and an attached field trip description are required for all field trips.)

<b>IMPORTANT DIRECTIONS:</b> (1) Use one form per trip. (2) Complete the school portion (top half) of form. (3) Duplicate one form per student. (4) Send a copy home for parent and student signatures.	
C O M P L E T E D  B Y  S C H O O L	Date(s) of Trip: _____ Destination: _____
	Purpose: _____
	<b>SUPERVISION:</b> (Check one.) <input type="checkbox"/> Students will be directly supervised by adults on this trip at all times. <input type="checkbox"/> Students will be directly supervised by adults on this trip with the following exceptions: _____
	<b>TRANSPORTATION BEING PROVIDED:</b> (Check all that apply.) <input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Commercial Carrier <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Leased Vehicle <input type="checkbox"/> County Vehicle <input type="checkbox"/> None (provide own)
	<b>DRIVERS OF PRIVATE OR LEASED VEHICLES</b> (Check all that apply.) <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Teacher or Staff Member <input type="checkbox"/> Other Adult
<b>RISK RELATED</b> (Check all that apply.) <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Amusement or Theme Park <input type="checkbox"/> Beach or Ocean <input type="checkbox"/> Other (list activity) _____	
C O M P L E T E D  A T  H O M E	<b>STUDENT AGREEMENT</b>
	While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance and will abide by the FCPS Student Code of Conduct. I will follow directions at all times.
	_____ Student Signature <span style="float: right;">_____</span> <span style="float: right;">Date</span>
<p align="center"><b>PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS</b></p> I understand that participation in this field trip is voluntary, that it is not required, and that it exposes my child to some risk(s). I also understand that the trip may include amusement activities and that participation in any amusement activities will expose my child to potential risk of injury. I have read and understand the description of the field trip (attached) and authorize my child to participate in the planned components of the field trip to the extent indicated by my signature below. I also understand that participation in the field trip will involve activities off school property; therefore, neither the Board of Education of Frederick County, nor its employees and volunteers, will have any responsibility for the condition or use of any non-school property.	
<b>PARENT PERMISSION</b> (Check all that apply.) <input type="checkbox"/> Participation in all aspects of this trip. <input type="checkbox"/> Participation in all aspects of this trip, except the amusement and theme park activities. <input type="checkbox"/> Participation in all aspects of this trip, except the water-related activities.	
I give permission for _____ to participate in this field trip.	
_____ Parent Signature <span style="float: right;">_____</span> <span style="float: right;">Date</span>	





## FIELD TRIP DRIVER'S LICENSE & VEHICLE INSURANCE INFORMATION

(Required when transporting students on field trips in personal or leased vehicles.)

Information on the driver and the driver's liability insurance is required for all personal and leased vehicles used to transport students. (Not applicable to school bus or commercial bus drivers or vehicles.)

### FIELD TRIP PLAN

(To be completed by the teacher.)

Specific Trip	Repeated Trip
Date:	Explain:
Destination:	
Purpose:	

### DRIVER AND INSURANCE INFORMATION

(To be completed by the driver and the owner or lessee of vehicle.)

<b>PART I. DRIVER</b>		
Name:		
<input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Teacher or Staff Member <input type="checkbox"/> Other		
Operator's License No:	State:	Exp. Date:
I certify that the vehicle I will use for this field trip:		
<input type="checkbox"/> Meets Federal Motor Vehicle Safety Standards and state standards applicable to passenger car occupant protection standards (at the time the vehicle was manufactured).		
<input type="checkbox"/> Has a certified seat and seat belt for each passenger (owner- or dealer-installed seats and/or seat belts are not certified).		
Date:	Driver's Signature:	
<b>PART II. INSURANCE</b>		
Owner or Lessee of Insured Vehicle:		
Insurer:		
Date:	Owner's or Lessee's Signature:	

### SCHOOL PRINCIPAL APPROVAL

Date:	Principal's Signature
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### CHAPERONE AGREEMENT

I am willing to be a chaperone for the \_\_\_\_\_  
(Organization)

trip to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

I will be responsible for supervising students as directed by the teacher in charge,

\_\_\_\_\_  
(Teacher's Name)

***Please return the bottom portion of this agreement to the teacher in charge.***

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I wish to be a chaperone for the \_\_\_\_\_  
(Organization)

trip to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_



## STUDENT CODE OF CONDUCT

- A. All Board of Education policies and FCPS regulations, as well as school rules, are in effect during field trips. Some Board policies and FCPS regulations are specifically highlighted part of Regulation 400-05.
- B. If a student is found in possession of drugs, a weapon, or engages in misconduct which is deemed serious and disruptive to the trip, the student may be sent home at his/her own expense and law enforcement may be contacted.
- C. Students represent the school and the community and it is an expectation that students adhere to the same code of conduct that is expected in the school environment.
- D. Chaperones and all adults with whom students come in contact shall be treated with respect and courtesy.
- E. Students may be denied the opportunity to participate in field trips based on academic/conduct eligibility.
- F. Students serving a suspension or expulsion during any time of a planned field trip are ineligible to participate in field trips.
- G. Students are prohibited from going anywhere alone; they are expected to stay in large groups or small groups. A chaperone is responsible for knowing where students are at all times.
- H. Students should not provide any information about themselves to strangers.
- I. Male and female students will not intermingle in overnight accommodations.
- J. Common sense guidelines for safety must be followed at all times.
- K. Students should not take large sums of money on field trips. If the trip extends overnight or for several days, it is recommended that students take traveler checks, gift cards or prepaid debit cards.
- L. Where applicable, students may be refunded a portion of the money they paid if they cannot attend the trip. Some field trips may require a nonrefundable payment; when this is indicated, students' money will not be refunded.
- M. Students should have valid state/federal identification when attending overnight trips. The Motor Vehicle Administration will provide an official identification. A driver's license or birth certificate are acceptable identifications.

ACKNOWLEDGEMENT OF EXPECTATIONS AND CONSEQUENCES

By signing below, we acknowledge:

I have read over the "Student Code of Conduct" above with my child. I understand that if my child breaks any of the above rules, they will be subject to immediate dismissal from the field trip. This decision will be made by the administrator on-duty during the trip and the Trip Leaders.

I understand that if my child is dismissed from the trip, my child may be sent home by themselves and at my expense. I understand that this cost is NOT a part of the trip money paid for the trip and is a separate cost.

I further understand that no money will be refunded for any unused portion of the trip.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Student Signature)