

A. Purpose

To articulate procedures for planning, obtaining approval for, and carrying out field trips in accordance with Board of Education of Frederick County (Board) policies and Frederick County Public Schools (FCPS) regulations.

B. Background

In accordance with [Board Policy 414, *Field Trips*](#), FCPS recognizes that student field trips, aligned with FCPS systemic goals, engage, inspire and enrich the educational experiences of students. In order to maximize benefit to students, all school-sponsored and FCPS-sponsored field trips are expected to have direct connection to curricular or co-curricular program objectives or students' social-emotional, cultural, or leadership development. Prior to approval, principals should give careful consideration to protecting instructional time and the appropriate use of school personnel as well as ensuring equitable opportunities for student participation.

C. Definitions

1. "Chaperone" is defined to mean an approved individual age 21 or older who is assigned to accompany and supervise students during a field trip.
2. "Employee" is defined to mean certificated and non-certificated personnel whether benefited or non-benefited who are employed by FCPS.
3. "Extended Day Trip" is defined to mean a Field Trip that is conducted beyond the normal school day hours and may require special arrangements to be made by parents of participating students to ensure their child has transportation to and/or home from school.
4. "FCPS-Sponsored" is defined to mean an activity, event, or meeting developed or organized by FCPS with the knowledge and approval of the associated principals and/or Chief of Schools or their designee, that is under the direction and control of an authorized FCPS employee, where FCPS assumes responsibilities for the program, event, or action.
5. "Field Trip" is defined to mean a school-sponsored or FCPS-sponsored activity aligned with curricular or co-curricular program objectives and/or students' social-emotional, cultural, or leadership development, but does not include centrally sponsored student activities such as Frederick County Association of Student Councils (FCASC), Mock Trial, and athletics.
6. "Overnight Trip" is defined to mean a Field Trip that requires overnight accommodations and may require special arrangements to be made by parents of participating students to

ensure their child has transportation to and/or home from school at the beginning and/or end of the trip.

7. “Parent” is defined to mean a biological or adoptive parent, a court-appointed custodian or guardian, a foster parent, or a caregiver (as defined by the Education Article of the Maryland Annotated Code or as designated by the United States Department of Health and Human Services, Office of Refugee Resettlement).
8. “Privately Organized Trip” or “Privately Organized Study-Travel Trip” is defined to mean a trip or activity that is independently and privately organized and is not sponsored by FCPS.
9. “School-Sponsored Activity” is defined to mean any school system activity, on or off school property, in which a student directly participates (*e.g.*, a school field trip, athletic event, or class/graduation activity) or an activity in which the student does not directly participate but represents the school or student body simply by being present (*e.g.*, a spectator at a school event).
10. “Student Organization Trip” is defined to mean an activity that offers extended opportunities related to a school-sponsored student organization, typically limited to members of the organization or club, and should be scheduled during non-instructional hours or days when classes are not in session. This definition does not apply to centrally sponsored student activities.
11. “Study-Travel Trip” is defined to mean a Field Trip which combines instruction and travel for an extended period of time and may require special arrangements to be made by parents of participating students to ensure their child has transportation to and/or home from school at the beginning and/or end of the trip.
12. “Teacher-in-Charge” is defined to mean an FCPS employee holding a valid Maryland State Department of Education (MSDE) teaching certificate/license, a Department of Defense certified Navy Junior ROTC (NJROTC) Instructor, and/or a career coach who is approved by the principal to organize a field trip, attends/supervises the field trip, and assumes responsibility for ensuring compliance with provisions of this regulation as well as the provisions of [Board Policy 414, Field Trips](#).
13. “Travel-Related Expenditures” is defined to mean costs that are reasonable, necessary, and directly attributable to authorized business travel, including, but not limited to, transportation, lodging, meals, mileage, parking, tolls, and other allowable incidental expenses incurred while traveling on official business.

D. Procedures

1. General Terms Applicable to All Field Trips

- a. Field trips are subject to all FCPS rules, FCPS regulations, and/or Board policies related to health and safety standards and appropriate student behavior. Participants are expected to follow all school rules, including those detailed in the [Parent/Student Handbook and Student Code of Conduct](#).
- b. **Participation**
 - i. All students regardless of disability must have the opportunity to participate on field trips.
 - ii. Students who are experiencing financial hardship cannot be excluded from the trip. Every attempt must be made to hold cost to a reasonable level and provide accommodations. Fundraising activities may be used to help offset the cost of the trip. Procedures for fundraising are outlined in [Board Policy 426, Fundraising, Donations, and Gifts](#) and [FCPS Regulation 426-01, Fundraising](#) (formerly 400-38).
 - iii. Students may be denied the opportunity to participate in field trips based on academic/conduct eligibility. Students serving a suspension or expulsion during any time of a planned field trip are ineligible to participate in the field trip.
 - iv. School-sponsored or FCPS-sponsored trips shall be limited to members of the approved participants/group and, if applicable, the number of chaperones required.
- c. **Coverage.** Staff members participating in a field trip who require coverage of their regular assigned duties must request appropriate substitute coverage in accordance with established procedures.
- d. **Teacher-in-Charge.** A Teacher-in-Charge will be identified and approved by the principal to lead each field trip. The Teacher-in-Charge should be a teacher from the school sponsoring the field trip unless otherwise approved by the principal. The Teacher-In-Charge is responsible for carrying out the duties set forth in this Regulation.
- e. **Cancellation.** FCPS reserves the right to cancel a field trip at any time. If a field trip is cancelled due to unanticipated safety reasons or extenuating circumstances, FCPS is not responsible for financial losses. When applicable, students may request to be refunded all or a portion of the money paid if they cannot attend the trip. Some field trips may require a nonrefundable payment; when this is the case, students will not be refunded.

2. In-Person Field Trip Requirements

- a. **Approval Process.** The Teacher-in-Charge is expected to prepare a detailed itinerary for preliminary approval by building administration that includes:
 - i. Anticipated date(s) and times of the trip, including any travel occurring within 24 hours before the start of the event and within 24 hours following the conclusion of the event, and the name(s) and address(es) of all destination(s), ensuring that return times for extended day trips and overnight trips do not exceed 10:00pm if school is in session the following day. Exceptions may be granted for extenuating circumstances, subject to the approval of the Chief of Schools or their designee.
 - ii. The purpose of the trip and any and all planned activities.
 - iii. The identified connection and alignment with curricular and co-curricular program objectives and/or student' social-emotional, cultural, or leadership development that will be achieved through the field trip experience.

- iv. Transportation arrangements, including the mode of transportation used and parking logistics for buses at all destinations when using FCPS transportation. *See [Suggested Field Trip Parking Locations](#).*
- v. A detailed parental permission form and parent field trip information sheet for approval by building administration.
- b. **Permission Form Requirements.** The permission form should include:
 - i. The affirmative agreement to give permission for their child to participate in the field trip.
 - ii. Parent/guardian contact information, including e-mail and a phone number to be used for communications regarding field trip information and during the field trip.
 - iii. Information on special clothing, if needed.
 - iv. Information on the mode of transportation to the field trip site.
 - v. A section allowing parents the opportunity to volunteer as a chaperone, as appropriate.
- c. **Parent Field Trip Information Sheet Requirements.** The parent field trip information sheet should:
 - i. Provide information regarding the details of the field trip.
 - ii. Remind parents regarding student participation expectations and consequences for violations of Board policy, FCPS regulations, and the [FCPS Student Code of Conduct](#), including this statement: *Students may be sent home at parent expense if their student does not observe Board policies, FCPS regulations, and /or expected student behavior detailed in the FCPS Student Code of Conduct.*
 - iii. Remind parents that they are expected to pick up students within 15 minutes of the return of the trip, if the trip returns after the end of the regular school day.
 - iv. Provide payment options for related fees, if any, as well as how families can donate funds to assist students in need.
 - v. Inform parents that liability insurance coverage is extended only to those chaperones who accompany and supervise the students in an FCPS vehicle.
- d. **Overnight Trips.** Overnight field trips are restricted to high school students and those who have received special permission to travel overnight by the Chief of Schools or their designee. Overnight field trips should not exceed three (3) school days unless prior approval has been obtained from the Chief of Schools or their designee.
- e. **School-Based Administrator Responsibilities.** School-based administrators are expected to:
 - i. Ensure that all elements of [Board Policy 414, Field Trips](#), this Regulation, and the required forms are completed and submitted.
 - ii. Ensure that efforts have been made to permit maximum participation by students regardless of economic circumstances.
 - iii. Ensure that students with disabilities are provided appropriate accommodations as indicated on their Individualized Education Plan (IEP) or Section 504 Plan by FCPS staff during the field trip.
 - iv. Ensure appropriate planning and accommodations are made for students with severe or potentially life-threatening allergies, as outlined in [FCPS Regulation 409-03, Management of Food and Other Allergens](#).
 - v. Obtain approval from the appropriate director before participating in an extended-day or overnight field trip, including when serving as a volunteer chaperone.

- vi. Ensure that the Teacher-in-Charge:
 - a. Has been trained to conduct a search on a field trip when events warrant doing so, in accordance with [FCPS Regulation 400-59, Search and Seizure, Arrests, and Questioning of Students](#), and has been provided a copy of the regulation.
 - b. Has been designated, in writing, by the principal, to conduct a search on a field trip when events warrant.
 - vii. Determine the appropriate number of chaperones for the field trip, considering the guidelines outlined in this Regulation.
 - viii. Schedule field trips to minimize conflicts with other school activities.
 - ix. Ensure that classes are covered for teachers participating in approved field trips and that coverage and appropriate instructional materials are provided for any student not participating in the field trip.
 - x. Grant access to the school building if a custodian will not be present at the time of the departure or return from an approved field trip.
 - xi. Communicate with the Department of System Accountability and School Administration (SASA) about field trips (*i.e.*, extended-day, and overnight trips) that are scheduled each week.
 - xii. Ensure the development of contingency plans for emergency situations, that include:
 - a. An outline of how emergency information will be communicated to parents and by whom;
 - b. The cell phone number for an appropriate administrator for the Teacher-in-Charge to use in emergency situations; and
 - c. Identification of the location(s) where students will be housed until return transportation can be arranged in the case of a delayed or canceled transportation issue during the trip.
 - xiii. Submit pre-approval forms for extended-day and overnight field trips to the Chief of Schools or their designee for approval no later than thirty (30) days prior to the departure date.
- f. **Teacher-in-Charge Responsibilities – Pre-Approval.** The Teacher-in-Charge is expected to:
- i. Review and implement the requirements outlined in this Regulation when conducting a field trip.
 - ii. Contact the field trip site to be visited and become familiar with the site and the route to get there, including any possible limitations to access that will require student accommodations.
 - iii. Submit all of the materials required for the approval of a field trip in accordance with the approval process described in this Regulation.
 - iv. Adhere to all timelines for field trip planning and approval, including timelines for contractual agreements and their approval process.
 - v. Prepare a contingency plan in the event the trip has to be canceled.
 - vi. Finalize the trip itinerary and obtain final administrative approval prior to informing students and their families about the proposed field trip.
- g. **Teacher-in-Charge Responsibilities – Post-Approval/Pre-Field Trip.** The Teacher-in-Charge is expected to:

- i. Distribute approved field trip information to students and parents and collect all required paperwork, including permission slips and health forms. If the trip has to be rescheduled, written permission must again be secured.
- ii. Meet with student participants to share the itinerary, rules, policies, and suggested appropriate attire.
- iii. Identify and select eligible chaperones and confirm their participation. At least one (1) chaperone per vehicle must be assigned to be responsible for roll call, announcements, and general supervision.
- iv. Conduct a chaperone orientation to include:
 - a. An overview of trip logistics, include date, time, itinerary, and procedures to be followed.
 - b. A review of the chaperone's general responsibilities and specific duties assigned to ensure proper student supervision.
 - c. A list of the students assigned, along with identification of special needs within the group, and an explanation of how to support those students with special needs.
 - d. Suggested appropriate attire.
 - e. Suggested questions/activities to use with students for achieving the objectives of the field trip.
 - f. Emergency procedures and contacts/information for reporting and attending to any emergency issue, illness, or accident that arises during the trip, including the contact information (cell phone number) for the Teacher-in-Charge and the front office of the school.
 - g. Remind parents who serve as chaperones but use their own vehicles that the school system's insurance coverage does not extend to them.
 - h. Identify students with specific health needs or physical limitations who require accommodations or special equipment/medication to ensure students have the opportunity to participate, and exercise sensitivity when assigning chaperones for these students, and arrange appropriate training, as necessary, and take appropriate measures to support these students, including:
 1. Considering the potential for exposure to the student's allergens when selecting field trip sites and identify ways to avoid allergen exposure during the trip.
 2. As appropriate, encouraging parents of students with severe or life-threatening allergies to accompany their child as a chaperone on field trips.
 3. Storing meals for students with food allergies separately to minimize cross-contamination.
 4. Prohibiting students from eating on the bus, unless a student is otherwise permitted to do so.
 5. Planning for participants to wash their hands before and after eating, such as with hand wipes.
 6. Identifying the location of the nearest medical facility in advance of the field trip.
- v. If a field trip participant requires a sign language interpreter, request a sign-language interpreter at least ten (10) business days prior to the date of the field trip

- in accordance with the operating procedures established by the FCPS Office of Interpreting Services.
- vi. Create a bus list(s) that includes the name(s) of the chaperone(s) and their assigned students, as well as a master list identifying:
 - a. All participating students;
 - b. Employees required to participate as part of their assigned job duties;
 - c. Employees using leave to serve as volunteer chaperones; and
 - d. All other individuals serving as chaperones.
 - vii. For an overnight or extended-day field trip, complete Part B of [Form #069-F03](#), identifying all participating employees, and submit it to the school administrator.
 - viii. Meet with the building principal to receive approval in writing and training to conduct reasonable student searches when events warrant doing so, in accordance with [FCPS Regulation 400-59, Search and Seizure, Arrests, and Questioning of Students](#), and if a school administrator is not participating in the field trip, as outlined in the Student Investigations Standard Operating Procedures document found in the School Administration Guidebook; receive a copy of [FCPS Regulation 400-59, Search and Seizure, Arrests, and Questioning of Students](#); and finalize any contingency and emergency communication plans.
 - ix. Notify other school-related personnel, including:
 - a. School Health Services staff of the field trip at least ten (10) days in advance to ensure appropriate medical training and appropriate supplies are available to students and staff who will be participating in the field trip (*i.e.*, training at least one (1) chaperone on how to use stock epinephrine and any prescribed epinephrine identified in a student's Emergency Action Plan (EAP) in accordance with [FCPS Regulation 409-04, Availability and Use of Epinephrine](#)).
 - b. 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.
 - c. School staff, as appropriate, about the trip and remind them that all students have the opportunity and responsibility to make up schoolwork they missed while attending the-school-sponsored field trip.
 - h. **Teacher-in-Charge Responsibilities – During the Field Trip.** The Teacher-in-Charge is expected to:
 - i. Provide an updated list of participants, including the transportation and chaperone assignments, to the school-based administrator on the morning of the Field Trip.
 - ii. Be available to troubleshoot and coordinate trip logistics.
 - iii. Ensure all medication, medical supplies, and the person(s) responsible for administering the medication is transported in the same vehicle as the student(s) requiring the medical services.
 - iv. Ensure attendance is taken of all trip participants at the initial loading and each reloading during the trip.
 - v. Keep in communication with school administration periodically during the trip and if and when an emergency, illness, or accident happens.
 - vi. Address student misbehavior and take appropriate action in accordance with the [Student Code of Conduct](#), including assigning disciplinary consequences during the

field trip and, in consultation with school administration, removing a student from a field trip. The removal of a student will require the Teacher-in-Charge to notify the parent.

- vii. Designate a chaperone to remain behind in the event a student does not report back to the designated location at the scheduled departure time. In such circumstance, the Teacher-in-Charge will make a reasonable effort to locate the student, consult with building administration, and notify the parents and/or law enforcement that the student did not report back as scheduled. The Teacher-in-Charge should depart with the other students if the missing student is not located within a reasonable amount of time and the chaperone remaining behind will coordinate with the Teacher-in-Charge and the building administration on how best to proceed.
- i. **Teacher-in-Charge Responsibilities – Post Field Trip.** The Teacher-in-Charge is expected to:
 - i. Plan appropriate evaluation/follow up activities to reinforce the educational objectives of the trip.
 - ii. Seek feedback from participants about their experience on the trip and assess whether the objective(s) and purpose of the field trip were met. This evaluation process will identify successful aspects and areas for improvement, as needed.
 - iii. Promptly report any incidents or mishaps to the school-based administrator upon the group's return to school.
- j. **Teacher-in-Charge Responsibilities – Overnight Field Trip.** The well-being and safety of all students are paramount considerations in decisions concerning overnight field trips. The Teacher-in-Charge is expected to:
 - i. Complete Part B of [Form #069-F03](#), identifying all participating employees, and submit it to the school administrator.
 - ii. Engage in open discussions with students regarding overnight accommodations well in advance of the trip and offer all students the opportunity to make reasonable requests. School staff should be ready to provide reasonable accommodations for students with privacy concerns, if any.
 - iii. Provide comprehensive information, well in advance of the trip, about rooming, facilities, and event expectations.
 - iv. Maximize optimal social integration for students by applying these guidelines, as outlined in Section D(5) of [Board Policy 414, Field Trips](#).
 - v. Coordinate overnight arrangements ensuring that under no circumstance will a participating student be permitted to room alone or with someone who is not either another FCPS student or an immediate family member.
 - vi. Designate a station where students can go if help is needed during free time and during sleeping hours.
 - vii. Set a curfew and "lights out" time for all students.
- k. **School Health Services Staff Responsibilities.** When school health services staff are unavailable to attend the field trip, the School Nurse will support all approved field trips by:
 - i. Ensuring that the designated trained FCPS staff has the appropriate medical training (*i.e.*, training at least one [1] chaperone on how to use stock epinephrine in accordance with [FCPS Regulation 409-04, Availability and Use of Epinephrine](#))

and appropriate supplies are available to students, if provided by parents, participating in the field trips as required by this Regulation.

- ii. Training assigned FCPS staff to administer care to a student if the student's health condition requires it, in the event that the Frederick County Government Health Services Division is unable to provide coverage for the local field trip on a school day.

1. **Chaperones**

- i. Chaperones play a crucial role in ensuring the integrity of the educational experience during a field trip and the safety of all trip participants.

ii. **Ratios**

- a. Mandatory minimum ratios of chaperones to students are set by school level and are detailed below:

School Level	Minimum Day Trip	Minimum Overnight Trip
Elementary School	One (1) chaperone per eight (8) students	N/A
Middle School	One (1) chaperone per ten (10) students	One (1) chaperone per six (6) students; one (1) chaperone per two (2) rooms of students
High School	One (1) chaperone per eighteen (18) students	One (1) chaperone per twelve (12) students; one (1) chaperone per three (3) rooms of students

- b. There shall be a minimum of two (2) chaperones per bus (more if other vehicles are larger than a bus).
- c. The principal may require additional chaperones as appropriate, and shall consider the mode of transportation in determining whether additional chaperones are required. Additional chaperones required by the principal shall be approved by the appropriate School Administration and Instructional Leadership (SAIL) Director.
- iii. **Eligibility.** FCPS requires all volunteers to annually register and complete mandatory volunteer training, including all required modules, as outlined in [FCPS Regulation 413-01, *Volunteers* \(formerly 400-86\)](#). The Teacher-in-Charge of the field trip will provide information on how to access and complete required training and provide access to the [FCPS Volunteer Handbook](#). In addition, all volunteers must comply with the FCPS visitor management system's background check process. Chaperones who are not employed by FCPS shall be fingerprinted prior to serving as a chaperone for an overnight trip.
- iv. **Employees Serving As Volunteer Chaperones.** An employee may serve as a volunteer chaperone when approved in that capacity and identified as a volunteer chaperone, rather than as a participating FCPS employee, on the [Request for Approval of Field Trips Form](#). Employees who are not assigned or required to participate in a field trip may request to serve as volunteer chaperones, provided they obtain advance approval from the principal of the sponsoring school and their supervisor, use approved leave if the field trip occurs during their regularly scheduled work hours, satisfy all applicable volunteer-chaperone eligibility and

approval requirements not already satisfied through FCPS employment, and perform any responsibilities assigned by the Teacher-in-Charge. The employee must be identified on Part B of [Form #069-F03](#) as a volunteer chaperone rather than as an FCPS employee participating as part of assigned job duties. Participation as a volunteer chaperone is not part of the employee's assigned job duties and does not entitle the employee to additional compensation or reimbursement.

- v. **Approved Participants Only.** Chaperones may not bring spouses, children, or other family members on a field trip unless the individual is an approved participant, including a student enrolled in the school sponsoring the field trip.
- vi. **Selection.** The Teacher-in-Charge will approve eligible FCPS volunteer-trained chaperones and assign each to a student group. In circumstances where there are more qualified chaperones than available spots on the field trip, a random selection process should be used. Priority may be given to chaperones whose child may have identified special needs.
- vii. **General Responsibilities.** All approved FCPS staff and chaperones on a field trip are responsible for student supervision, must remain at the site with students, and are expected to carry out the duties set forth in this Regulation.
- viii. **Specific Responsibilities.** Chaperones are expected to:
 - a. Review all field trip information prior to the trip including the trip itinerary.
 - b. Arrive on time to the field trip and to any established check-ins during the trip.
 - c. Travel to and from the field trip in the assigned vehicle, unless other arrangements are made with the Teacher-in-Charge.
 - d. Review their list of assigned students and any special needs for specific students, ensuring students receive any identified accommodations.
 - e. Supervise the students that they are assigned.
 - f. Follow directions provided by the Teacher-in-Charge and comply with their directives.
 - g. Contact the Teacher-in-Charge immediately if a student is missing or injured or of any other concerns arising during the field trip.
 - h. Maintain student information confidentiality before, during and after the trip.
- ix. **Overnight Field Trips**
 - a. Employees who are required to participate in an overnight field trip and anticipate reimbursement for travel-related expenditures must complete the Extended Day Travel Approval Form in accordance with [FCPS Regulation 307-01, Travel and Mileage Expense Reimbursement](#), and the Purchasing Department's [Standard Operating Procedure PUR-SOP-011](#). All employees seeking reimbursement for extended day travel must complete the extended day travel approval form, which includes pre-travel approval and post-travel approval. The Teacher in Charge must attach to their extended day travel form the list of employees in Part B of [Form #069-F03](#).
 - b. Chaperones are expected to conduct check-ins with each assigned student every three (3) to four (4) hours during free or unscheduled times throughout the day, and promptly report to the Teacher-in-Charge any student who fails to check in as required.
 - c. Chaperones are expected to conduct routine room checks of students, preferably in pairs, which involve a cursory inspection of the room. These checks do not

- entail searching luggage or personal items. Any prohibited items in plain view should be reported to the Teacher-in-Charge.
- d. Chaperones of the same gender as the students are expected to conduct bed checks at curfew time, including visually confirming the presence of each student. Any missing student or students not in their assigned room should be reported to the Teacher-in-Charge.
 - e. Chaperones are expected to ensure that students adhere to curfews and “lights out” times as designated by the Teacher-in-Charge.
 - f. Chaperones are expected to perform nighttime hall checks.
 - g. Chaperones are expected to perform other duties as assigned by the Teacher-in-Charge including, but not limited to, helping assist sick students, staffing a designated station for students to go for support during free time and sleeping hours, and overseeing other tasks that may require supervision of students.
 - x. **Expenses.** Volunteer chaperones, including employees using leave to serve as volunteer chaperones, are responsible for costs associated with participating in the field trip, including admission fees, meals, transportation costs, and other expenses. employees required to participate may seek reimbursement for eligible expenses in accordance with [FCPS Regulation 300-07, Travel and Mileage Reimbursement](#), and [Standard Operating Procedure PUR-SOP-011](#).
 - m. **Students.** Students are expected to:
 - i. Adhere to the [Student Code of Conduct](#). Behavior in violation of the [Student Code of Conduct](#), including possession of drugs or a weapon or which is deemed serious and disruptive to the trip, may result in the student being sent home at their parent’s expense and may result in the Teacher-in-Charge contacting law enforcement.
 - ii. Show respect for everyone including, but not limited to, chaperones, other group members, travel and housing staff, tour directors, and other service personnel met during the trip.
 - iii. Follow the directives of the Teacher-in-Charge and the chaperone(s).
 - iv. Remain with their chaperone and report on time to the established check-ins and, if applicable, curfews.
 - v. Attend all scheduled activities.
 - vi. Notify the chaperone or Teacher-in-Charge immediately if they become ill and are unable to attend a scheduled activity.
 - vii. Comply with best practices when traveling.
 - a. Never walk alone. Students should travel in pairs or in small groups of participating students and chaperones.
 - b. Avoid taking large sums of cash. If the trip extends overnight or for several days, students should consider prepaid debit cards or gift cards.
 - c. Do not share personal information about themselves to strangers.
 - viii. Make use of personal mobile devices in accordance with [FCPS Regulation 118-01, Personal Mobile Devices](#).
 - ix. Students who are brought to the field trip location late by parents should report to the Teacher-in-Charge.
 - x. **Overnight Field Trips.** Students on overnight field trips are expected to:
 - a. Check in with their assigned chaperone as directed.
 - b. Follow established curfews and “lights out” times.

- c. Remain in their assigned hotel room or housing accommodation during curfew hours unless given permission to leave by a chaperone.
- n. **Parents**
 - i. For the student to participate in the field trip, the parent must complete and sign the field trip permission form and return the completed form to the Teacher-in-Charge by the deadline provided.
 - ii. Parents are expected to communicate with the Teacher-in-Charge about any possible barriers to participation for their child, such as, but not limited to, student privacy and financial hardship.
 - iii. If parents 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.
 - iv. In special cases, a student's parent may need to accompany their child and assume responsibility for their supervision.
 - v. Parents are expected to pick up their child within fifteen (15) minutes of the return from the field trip if the trip extends beyond the normal school day.
 - vi. If a family emergency or other extenuating circumstances arise during a field trip, parents should contact the school's front office and share the reason for the early dismissal. After confirming that the adult who will be picking up the student is identified on the emergency contact form, school personnel will contact the Teacher-in-Charge in order to locate the student for release.
 - vii. If a student's behavior warrants the student's removal from the field trip, the parent will be required to transport their student from the site or arrange for transportation on a bonded, insured, commercial vehicle with the parent responsible for the financial cost of the transportation.
 - viii. **Overnight Field Trip.** The parent will provide any required prescribed medications for overnight field trips in accordance with [FCPS Regulation 400-23, Medication Administration and Administration of Medical Cannabis to Students](#).
- o. **Transportation**
 - i. **General Guidelines and Procedures**
 - a. A trip should be arranged so that it does not interfere with regular school bus schedules. 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.
 - b. All students, employees, and chaperones shall travel together in the same designated vehicles. Student driving exceptions are governed by [FCPS Regulation 400-46, Student Travel to and From FCPS Activities, Events, and Programs](#), and require parental and building principal approval.
 - c. Students with disabilities shall be provided appropriate accommodations in order to access the field trip.
 - ii. **FCPS Buses**
 - a. FCPS transportation should be used where available and economically feasible.
 - b. When transportation is provided by FCPS, all students are transported together as a group. Individual students are not permitted to drive or ride in a privately owned vehicle, except under unusual circumstances approved in advance by the principal.

iii. Commercial Carriers

- a. When commercial carriers are used, only those with all necessary licensing and a certificate of insurance will be eligible for approval by the Chief Operating Officer or their designee. When public transportation is required, only government approved carriers with a certificate of insurance may be utilized.
- b. When transportation is provided by a commercial carrier or public transportation, all students are transported as a group. Individual students are not permitted to drive or ride in a privately owned vehicle, except under unusual circumstances approved in advance, in writing, by principal or designee.
- c. Before entering in an agreement with a Commercial Carrier, the principal is expected to confirm that carrier has sufficient insurance and liability coverage. Any questions should be referred to the Purchasing Office.

iv. Privately-Owned Vehicles

- a. If FCPS buses, commercial carriers, or other transportation cannot be arranged, privately owned vehicles may be used with principal approval. Parents must be informed and give permission for transportation to be provided in a privately owned vehicle. All designated drivers will observe the following safety rules:
 - 1. Every driver and passenger must use safety belts.
 - 2. The designated driver must hold a valid driver's license and the vehicle must be insured.
 - 3. Approval will only be granted to the trip site and back to the school or home as specified in written request.
- b. Privately owned vehicles must be driven by designated adults over twenty-one (21) years of age, except as provided below.
- c. Drivers of privately owned vehicles should be advised that their own insurance coverage is primary.
- d. Employees will not be required to drive students. However, if an employee(s) volunteer(s) to drive, the following conditions apply:
 - 1. An employee may drive students only with advance approval of the principal or their designee or their immediate supervisor.
 - 2. An employee is prohibited from transporting a student(s) in their personal vehicle unless written permission has been obtained from both the school administrator and the student's parent. If possible, a second adult will accompany the employee driver and student(s).
 - 3. An employee will be compensated at the rate per mile determined by the IRS for all driving done in their own vehicle.

3. Virtual Field Trip Requirements

- a. Virtual field trips are activities that enable students to experience virtual travel through remote learning tools, and are scheduled and guided by staff external to FCPS such as museum docents.
- b. Virtual field trips are typically:
 - i. Interactive explorations that provide students with a hands-on experiential or multimedia experience.
 - ii. Live streamed, enabling students to view real-time footage from a camera in a different location.

- iii. Video visits that enable students to virtually observe locations and interact with a host or narrator.
- c. Prior to conducting virtual field trips, teachers should obtain approval from the principal, and, when applicable, follow the requirements detailed in [FCPS Regulation 432-01, *Guest Speakers*](#). Approval processes may differ based on the type of virtual experience.

4. International Study-Travel Trips and Exchange Programs

- a. FCPS does not sponsor international study-travel trips or exchange programs unless expressly approved by the Superintendent or their designee. Principals and other school staff are expressly prohibited from approving such trips.
- b. Employees are not discouraged from privately organizing international study-travel trips. However, such trips must be conducted independently of the school, FCPS explicitly disclaims any responsibility for them, and employees who privately organize such trips must adhere to the following guidelines:
 - i. No FCPS resources, including student databases and communication tools, school time, or FCPS facilities (unless the staff member has received approval to use FCPS facilities as a Community User Group in accordance with [FCPS Regulation 203-01, *Rental of FCPS Facilities*](#), and paid the required use fee) may be used in the planning, promotion, or administration of privately organized study-travel trips or exchange programs.
 - ii. Payments for expenditures related to privately organized international study-travel trips, including payment(s) to a travel company, must be made directly to the entity. Any payment(s) made from a school's activity fund for expenditures related to a privately organized international study-travel trip constitutes fraud. Employees found engaging in such actions will be disciplined appropriately.
 - iii. Employees who organize private international study-travel trips must clearly state that the trip is not sanctioned by FCPS or school-sponsored.
- c. In compliance with [Board Policy 305, *Conflict of Interests and Employee Ethics*](#), employees who organize private international study-travel trips should be aware of potential ethical and/or conflict of interest violations.

E. Related Information

1. Board Policy

- a. [Policy 300, *Personnel*](#)
(<https://apps.fcps.org/legal/documents/300>)
- b. [Policy 305, *Conflict of Interests and Employee Ethics*](#)
(<https://apps.fcps.org/legal/documents/305>)
- c. [Policy 403, *Student Discipline*](#)
(<https://apps.fcps.org/legal/documents/403>)
- d. [Policy 404, *Student Rights and Responsibilities*](#)
(<https://apps.fcps.org/legal/documents/404>)
- e. [Policy 413, *Parent, Family, and Community Engagement*](#)
(<https://apps.fcps.org/legal/documents/413>)
- f. [Policy 414, *Field Trips*](#)

- (<https://apps.fcps.org/legal/documents/414>)
 - g. [Policy 426, Fundraising, Donations, and Gifts](https://apps.fcps.org/legal/documents/426)
(<https://apps.fcps.org/legal/documents/426>)
 - h. [Policy 441, Transportation of Students](https://apps.fcps.org/legal/documents/441)
(<https://apps.fcps.org/legal/documents/441>)
 - i. [Policy 443, Creating Welcoming and Affirming Schools for Transgender and Gender Nonconforming Students](https://apps.fcps.org/legal/documents/443)
(<https://apps.fcps.org/legal/documents/443>)
 - j. [Policy 444, Educational Equity and Excellence](https://apps.fcps.org/legal/documents/444)
(<https://apps.fcps.org/legal/documents/444>)
2. **Code of Maryland Regulations (COMAR)**
- a. [COMAR 10.27.09, Standards of Practice for Registered Nurses](https://fcps-md.info/COMAR_10-27-09)
(https://fcps-md.info/COMAR_10-27-09)
 - b. [COMAR 10.27.11, Delegation of Nursing Functions](https://fcps-md.info/COMAR_10-27-11)
(https://fcps-md.info/COMAR_10-27-11)
 - c. [COMAR 13A.08.01.01, Attendance](https://fcps-md.info/COMAR_13A-08-01-01)
(https://fcps-md.info/COMAR_13A-08-01-01)
3. **FCPS Regulations**
- a. [Regulation 118-01, Personal Mobile Devices](https://apps.fcps.org/legal/documents/118-01)
(<https://apps.fcps.org/legal/documents/118-01>)
 - b. [Regulation 200-13, Transportation of Students – Designation of Bus Routes/Bus Capacities](https://apps.fcps.org/legal/documents/200-13)
(<https://apps.fcps.org/legal/documents/200-13>)
 - c. [Regulation 203-01, Rental of FCPS Facilities](https://apps.fcps.org/legal/documents/203-01)
(<https://apps.fcps.org/legal/documents/203-01>)
 - d. [Regulation 400-23, Medication Administration and Administration of Medical Cannabis to Students](https://apps.fcps.org/legal/documents/400-23)
(<https://apps.fcps.org/legal/documents/400-23>)
 - e. [Regulation 400-36, Creating Welcoming and Affirming Schools for Transgender and Gender Nonconforming Students](https://apps.fcps.org/legal/documents/400-36)
(<https://apps.fcps.org/legal/documents/400-36>)
 - f. [Regulation 400-42, Weather Guidelines for Outside Activities](https://apps.fcps.org/legal/documents/400-42)
(<https://apps.fcps.org/legal/documents/400-42>)
 - g. [Regulation 400-46, Student Travel to and From FCPS Activities, Events, and Programs](https://apps.fcps.org/legal/documents/400-46)
(<https://apps.fcps.org/legal/documents/400-46>)
 - h. [Regulation 400-59, Search and Seizure, Arrests, and Questioning of Students](https://apps.fcps.org/legal/documents/400-59)
(<https://apps.fcps.org/legal/documents/400-59>)
 - i. [Regulation 403-01, Student Discipline](https://apps.fcps.org/legal/documents/403-01)
(<https://apps.fcps.org/legal/documents/403-01>)
 - j. [Regulation 409-03, Management of Food and Other Allergens](https://apps.fcps.org/legal/documents/409-03) (formerly 400-06)
(<https://apps.fcps.org/legal/documents/409-03>)
 - k. [Regulation 409-04, Availability and Use of Epinephrine](https://apps.fcps.org/legal/documents/409-04) (formerly 200-39)
(<https://apps.fcps.org/legal/documents/409-04>)
 - l. [Regulation 409-07, Supporting Students with Diabetes](https://apps.fcps.org/legal/documents/409-07) (formerly 400-80)
(<https://apps.fcps.org/legal/documents/409-07>)

- m. [Regulation 410-01, *Reporting and Response for School Emergency Incidents*](https://apps.fcps.org/legal/documents/410-01)
(https://apps.fcps.org/legal/documents/410-01)
- n. [Regulation 413-01, *Volunteers*](https://apps.fcps.org/legal/documents/413-01)
(https://apps.fcps.org/legal/documents/413-01)
- o. [Regulation 426-01, *Fundraising*](https://apps.fcps.org/legal/documents/426-01) (formerly 300-38)
(https://apps.fcps.org/legal/documents/426-01)
- p. [Regulation 432-01, *Guest Speakers*](https://apps.fcps.org/legal/documents/432-01)
(https://apps.fcps.org/legal/documents/432-01)
- q. [Regulation 434-01, *Technology Use, Students*](https://apps.fcps.org/legal/documents/434-01)
(https://apps.fcps.org/legal/documents/434-01)

4. **FCPS Resources**

- a. [DFNS Field Trip Menu](https://fcps-md.info/DFNS_Field_Trip_Menu)
(https://fcps-md.info/DFNS_Field_Trip_Menu)
- b. [FCPS / Families & Students / Family & Community Involvement / Become an FCPS Volunteer](https://www.fcps.org/families_students/family_community_involvement/volunteer_in_fcps)
(https://www.fcps.org/families_students/family_community_involvement/volunteer_in_fcps)
- c. [FCPS / Families & Students / Student Code of Conduct](https://www.fcps.org/families_students/student_code_of_conduct)
(https://www.fcps.org/families_students/student_code_of_conduct)
- d. [Field Trip Rules/Guidelines for Staff and Students](#)
- e. **Fiscal Services Division Standard Operating Procedures**
 - i. [PUR-SOP-011, *Business Travel Reimbursement*](#)
- f. **Forms**
 - i. [Extended Days Travel Approval Form](https://apps.fcps.org/forms/staff-purchasing/197)
(https://apps.fcps.org/forms/staff-purchasing/197)
 - ii. [Overnight Field Trip Chaperone Form](https://apps.fcps.org/forms/public-chaperone/251)
(https://apps.fcps.org/forms/public-chaperone/251)
 - iii. [Request for Approval of Field Trip Form](https://apps.fcps.org/forms/staff-student-services/144)
(https://apps.fcps.org/forms/staff-student-services/144)
- g. [Instructions for Booking a Field Trip](#)
- h. [Request Change/Cancellation \(Field Trips\) Form](#)
- i. [Suggested Field Trip Parking Locations](#)
- j. [Volunteer Handbook](https://fcps-md.info/FCPS_Volunteer_Handbook)
(https://fcps-md.info/FCPS_Volunteer_Handbook)

5. **Maryland Statutes**

- a. [Md. Code Ann., Educ. § 4-105](https://fcps-md.info/MD_Educ_Code_4-105)
(https://fcps-md.info/MD_Educ_Code_4-105)
- b. [Md. Code Ann., Educ. § 7-305](https://fcps-md.info/MD_Educ_Code_7-305)
(https://fcps-md.info/MD_Educ_Code_7-305)
- c. [Md. Code Ann., Educ. § 7-308](https://fcps-md.info/MD_Educ_Code_7-308)
(https://fcps-md.info/MD_Educ_Code_7-308)
- d. [Md. Code Ann., Family § 5-551](https://fcps-md.info/MD_Family_Code_5-551)
(https://fcps-md.info/MD_Family_Code_5-551)

F. Regulation History (Maintained by Legal Services)

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