

ADMINISTRATIVE REGULATION

BALTIMORE CITY PUBLIC SCHOOLS

FIELD TRIPS

I. Definitions

- A. *Chaperone* – A parent of a participating student, an adult age 21 or older, or an employee who has been approved by the school principal to accompany and supervise students on an educational field trip.
1. *student chaperone* – a high school student may earn his or her Service Learning Hours by chaperoning younger students. The teacher-in-charge must make provisions for the appropriate supervision of the student chaperone(s).
- B. *Educational field trip* – A school system sponsored group activity linked to the instructional and school climate goals of the school, occurs off school site, and for which transportation is usually provided. (Educational field trips do not include interscholastic athletic events or JROTC trips that are part of the program’s core curriculum.) Walking to and from the site may be considered for community-based educational field trips.
1. *extended learning opportunities* – an educational field trip that provides extended opportunities related to an officially recognized school activity or group (e.g. the Baltimore Urban Debate League, chess competitions, or a foreign language club). Membership in the group or activity is voluntary and has no impact on the student’s grades.
 2. *foreign travel* – an educational field trip that includes any travel outside of the 48 contiguous United States.
 3. *wilderness expedition* – an educational field trip conducted in a rural setting, such as in a state or national park. A wilderness expedition includes activities conducted on or near a body of water, such as hiking along a river, boating, swimming, or sailing.
- C. *Forms* – Pre-approved forms that are to be utilized for educational field trips:
1. *Student Day/Extended Student Day/Non School Day Educational Field Trip Proposal Form (Form A)*

2. *Overnight Educational Field Trip/Foreign Travel Proposal Form* (Form B)
 3. *Educational Field Trip Planning Timeline for Student Day/Extended Student Day/Overnight Educational Field Trips* (Form C)
 4. *Educational Field Trip Notification for Cafeteria / School Nurse* (Form D)
 5. *Chaperone Agreement Form* (Form E)
 6. *Student Day/Extended Student Day/Non School Day Educational Field Trip Parent Permission Form* (Form F)
 7. *Overnight Educational Field Trip/Foreign Travel Parent Permission Form* (Form G)
 8. *Wilderness Expedition Parent Permission Form* (Form H)
 9. *Student Health History for Overnight, Foreign Travel, or Wilderness Expedition Educational Field Trips* (Form I)
 10. *Authorization to Administer Medications/Treatments* (Form J, Side A)
 11. *Health Care Provider's Order for Medication for Educational Field Trips* (Form J, Side B)
 12. *Final Report for Student Day/Extended Student Day/Non School Day Educational Field Trips* (Form K)
 13. *Overnight/Foreign Travel Final Report* (Form L)
 14. *Student Responsibilities Form* (Form M)
 15. *School Absence Form* (Form N)
 16. *Educational Walks Permission Form* (Form O)
- D. *Parent* – Any one of the following, recognized as the adult(s) legally responsible for the student:
1. *biological parent* – a natural parent whose parental rights have not been terminated.
 2. *adoptive parent* – a person who has legally adopted the student and whose parental rights have not been terminated.

3. *custodian* – a person or an agency appointed by the court system as the legal custodian of the student and granted parental rights and privileges.
 4. *guardian* – a person who has been placed by the court system in charge of the affairs of the student and granted parental rights and privileges.
 5. *informal kinship caregiver* – a person who provides for the care and custody of the student due to a serious family hardship pursuant to § 7-101 of the Education Article.
 6. *foster parent* – an adult approved to care for a child who has been placed in their home by a State agency or a licensed child placement agency as provided by § 5-507 of the Family Law Article.
- E. *Student activity trip* – Such trips are not related to the educational curriculum nor are they sponsored by the school system. These trips may not occur during the student day.
- F. *Student day* – School day from the opening bell signaling commencement of the school day until the bell signaling dismissal.
1. *extended student day educational field trip* – begins before or extends beyond the student day
 2. *overnight educational field trip* – entails an overnight stay away from home
 3. *non school day educational field trip* – occurs outside of the student day
- G. *Teacher-in-charge* – The teacher who plans and submits the application for approval of an educational field trip, and who assumes responsibility for ensuring compliance with the provisions of Board Policy IJOA and this administrative regulation.

II. Regulations

A. General Requirements

1. All educational field trips require the prior administrative approval of the school principal. Some educational field trips require the prior administrative approval of the Executive Director for Elementary/K-8 Schools, the Executive Director for Secondary Schools, and/or the Chief Executive Officer (“CEO”). The CEO, Chief of Staff and the Chief Academic Officer should be notified of all overnight field trips occurring out of state and all foreign travel field trips.
2. Transportation
 - a. Scheduling

- i. Transportation services must be provided by an authorized vendor approved by City Schools Office of Pupil Transportation.
 - ii. Transportation services must be requested at least 30 calendar days prior to the scheduled trip. The process to request transportation for educational field trips is an electronic one and may be utilized only by using the school system's electronic procurement process.
 - iii. Arrangements may be made for students with special needs who require wheelchair lift buses. Such accommodations must be made at the time of the initial request.
 - iv. If the educational field trip must be canceled, the teacher-in-charge must notify the Office of Pupil Transportation at least 24 hours prior to the date of the trip. Failure to meet this requirement will result in a \$75 cancellation fee pursuant to the school bus contract.
 - v. If the opening of schools is delayed or schools are closed for any reason, educational field trips will automatically be canceled by the Office of Pupil Transportation.
 - vi. Upon completion of each educational field trip, the teacher-in-charge is required to update the electronic procurement by posting a receipt.
 - b. Supervision
 - i. At least one teacher or chaperone must be assigned per vehicle to be responsible for roll call, announcements, and supervision.
 - ii. The number of students and chaperones shall not exceed the rated capacity of each vehicle used to transport students.
 - iii. All students shall travel to and from the school under the supervision of a teacher or chaperone, using designated vehicles when transportation is provided. Only in special cases, with prior approval from the school principal, may parents receive permission to transport their own child to and/or from an educational field trip. Parents must request such permission in advance and acknowledge that school system insurance coverage will not apply. Parents may transport their child only.
 - iv. Parents who wish to accompany a group on an educational field trip in their own vehicles shall be reminded that the school system's insurance coverage does not extend to them.
3. Educational field trips must be supervised by a teacher-in-charge and students must be overseen by additional chaperones according to this administrative regulation.
 - a. The teacher-in-charge is responsible for planning an educational field trip, completing the proposal form, coordinating and executing the trip details, and supervising the students.

- b. Chaperones must acknowledge acceptance of their duties and responsibilities by signing the Chaperone Agreement Form. (Form E)
4. Information regarding educational field trips, including but not limited to the following, will be communicated in writing to all appropriate staff members, students, and parents through the normal channels of communication in advance of the departure date.
- a. Expectations for conduct with all Board policies, local, state and federal laws.
 - b. Safety and security provisions.
 - c. Logistics and specific itineraries.
 - d. Health and medical provisions.
 - e. If the trip schedule does not align with the regular bus schedule, parents must be notified of the need to drop students off early or pick them up late. For late arrivals, parents will be asked to pick up their child within 15 minutes of the return to school. However, supervision of students must be maintained until all students have left for home.
 - f. City Schools reserves the right to cancel an educational field trip at any time in order to ensure the safety of both students and staff members and that if such cancellation occurs, the school system is not responsible for any financial loss incurred by the parent.
5. Students may not participate in school-sponsored educational field trips without the permission of their parent(s) as indicated by the completed appropriate Permission Form (Forms F, G, and H). Participation in any field trip where students will walk to their destination requires the completion of the Educational Walks Permission Form (Form O). This form is valid for one academic year. Participation of a high school student in a foreign travel educational field trip also requires submission of a completed School Absence Form (Form N). If a trip has to be rescheduled, the permission form and, if applicable, School Absence Form, must be provided again.
6. All educational field trips are to be planned and conducted in accordance with policies and administrative regulations related to the health, safety, and conduct of both students and employees.
- a. Prescription medication and over-the-counter products require written authorization to administer medications (Form J) and are to be administered in accordance with medication administration procedures.

- b. If any student requires exceptional nursing needs while on an educational field trip, the teacher-in-charge must contact the Director of Student Services prior to the trip to see if reasonable accommodations can be provided.
 - c. Students that require one-on-one para-educators, as indicated in their Individualized Education Program (IEP), shall not be excluded from participating in any field trips and the para-educator shall not count towards the group's chaperone ratio requirements.
7. Every educational field trip requires the attendance of a teacher-in-charge. In addition, the minimum chaperone-to-students ratios (the teacher-in-charge is also a chaperone) are as follows:
- a. Grades preK through 2: one (1) chaperone for every five (5) students;
 - b. Grades 3 through 5: one (1) chaperone for every eight (8) students;
 - c. Grades 6 through 8: one (1) chaperone for every ten (10) students;
 - d. Grades 9 through 12: one (1) chaperone for every 20 students;
 - e. Wilderness expedition: one (1) chaperone for every six (6) students, regardless of the age of the students;
 - f. Foreign travel educational field trip: one (1) chaperone for every eight (8) students; and
 - g. At the teacher-in-charge's discretion, additional chaperones may be added to these minimum requirements. The host facility may also have its own chaperone-to-student requirements, which the teacher-in-charge should verify in advance of the trip in case they are more stringent.
8. A chaperone may not bring additional children who are not directly related to the class or group.
9. The timing and duration of educational field trips should adhere to these guidelines:
- a. Student Day Educational Field Trip – the trip occurs within the student day
 - b. Extended Student Day Educational Field Trip – the duration of the trip is no longer than 12 hours. The planned return time should be no later than 9:00 p.m. when school is in session the next day. A planned return time no later than 5:00 p.m. is strongly advised for grades 4 and below.

- c. Overnight Educational Field Trip – the trip entails an overnight stay away from home. Every attempt shall be made to return the students no later than ten (10) hours prior to the beginning of the next student day. Typically, overnight trips are the exception and are usually limited to secondary students.
 - d. Non School Day Educational Field Trip – the trip occurs outside the student day. Planned return times should correspond to those for Extended Student Day Educational Field Trips.
 - e. Foreign Travel Educational Field Trip – the nature of this type of trip necessarily means that it will extend beyond the student day and will include an overnight stay away from home. Foreign Travel Educational Field Trips shall be scheduled so that students and teachers miss no more than five (5) days in the approved school calendar.
 - f. Wilderness Expedition Educational Field Trip – the length of the expedition may be for a Student Day, an Extended Student Day, or an overnight stay. If the planned expedition will cause students to miss more than three (3) days of classroom instruction, specific approval the appropriate Executive Director is required.
- 10. The amount of time spent traveling to and from the destination shall not exceed one-half of the total time planned for the trip.
 - 11. Students who are suspended or expelled from school at the time of a trip are excluded from educational field trips. If the student has paid in advance, the student will be reimbursed.
 - 12. Students participating in an educational field trip shall have the opportunity and the responsibility to make up missed schoolwork.
 - 13. All Board policies and school rules are applicable during educational field trips.
 - 14. The following provisions apply in inclement weather or emergency situations:
 - a. Delayed opening or schools closed – trips will be canceled.
 - b. Snow emergency at the destination or any point along the way – trips are canceled.
 - c. Exceptions will be decided by the CEO/designee on an individual basis.
 - d. City Schools is not responsible for any financial losses if a trip is canceled for the safety of students, staff, and/or chaperones.

15. Appropriate evaluation/follow-up activities shall be planned to reinforce the educational objectives of the trip.

B. Planning and Approval

1. Approval of educational field trips is required as follows:
 - a. Student Day Educational Field Trip – must be approved by the school principal at least 30 school days prior to the trip.
 - b. Extended Student Day Educational Field Trip – must be approved by the school principal and appropriate Executive Director at least 30 school days prior to the trip.
 - c. Overnight Educational Field Trip – must be approved by the school principal and appropriate Executive Director at least 60 school days prior to the trip.
 - d. Non School Day Educational Field Trip – must be approved by the principal and appropriate Executive Director at least 30 school days prior to the trip.
 - e. Wilderness Expedition – no matter what duration, must be approved by the principal, appropriate Executive Director, and CAO at least 60 school days prior to the trip.
 - f. Foreign Travel – must be approved by the school principal, Executive Director of Secondary Schools, CAO and CEO at least 6 months prior to the trip.
 - g. Any educational field trips requiring contract review must be submitted to the Office of Legal Counsel at least 30 calendar days prior to the trip.
2. If not already contained in the required Forms, the teacher-in-charge shall submit the following information when requesting administrative approval of an educational field trip:
 - a. Destination
 - b. Name of group
 - c. Teacher-in-charge
 - d. Curricular objectives (if an educational trip)/anticipated outcomes
 - e. Cost per pupil
 - f. Bus contractor

- g. Date(s) of trip
 - h. Departure and return times
 - i. Arrangements for meals
 - j. Ratio of chaperones to students
 - k. Names of all accompanying staff members
 - l. Plans for informing all chaperones with information concerning the trip
 - m. Plans for emergencies
 - n. Plans for inclement weather
3. The teacher-in-charge must receive the school principal's approval prior to informing students and parents. The teacher-in-charge should be mindful of alerting students and parents that for certain trips, additional approval might need to be secured.
4. Upon receipt of a proposal for approval of an educational field trip, the school principal will:
- a. Review the teacher-in-charge's request and approve the request only if all of the requirements of the educational field trip policy and this administrative regulation are followed.
 - b. If applicable, forward the proposal to his/her Executive Director for approval.
 - c. Notify the teacher-in-charge of the school principal's decision and ask for cooperation in placing the trip on the school calendar.
 - d. Ensure that the teacher-in-charge knows the procedures to be followed in the event of an emergency, illness, or accident.
 - e. Make certain that the teacher-in-charge has arranged for coverage for any student not participating in the trip.

C. Specific Responsibilities of School Principal

- 1. Ensuring that all required forms are completed and submitted, and that all necessary approvals beyond that of the school principal have been secured.

2. Ensuring that all chaperones for overnight, wilderness expedition, and foreign travel educational field trips successfully pass a criminal background check prior to departure.
3. Scheduling educational field trips to minimize conflicts with other school activities.
4. Ensuring that classes are covered for teachers on approved educational field trips.
5. Providing a means by which the teacher-in-charge of an educational field trip has access to the school building if the custodian will not be present at the time of departure for or return from an approved trip.
6. Informing parents that insurance coverage is extended only to chaperones who accompany and supervise students on the designated means of transportation.
7. Maintaining a file of approved educational field trip proposal forms for at least four (4) calendar years.

D. Specific Responsibilities of the Teacher-in-Charge

1. All Educational Field Trips
 - a. Thoroughly review the Board's educational field trip policy (IJOA) and this administrative regulation.
 - b. Obtain school principal's approval and any additional administrative approval within the mandated timelines; obtain contract clearance, when applicable, from the Office of Legal Counsel.
 - c. Obtain and complete all necessary forms pertaining to the trip.
 - d. Contact the site and be aware of any requirements that the host site might have.
 - e. Be familiar with the site and the routes to get there.
 - f. Obtain all necessary transportation information.
 - g. Following the approval of the trip, inform all potential chaperones of their duties and responsibilities in advance of the trip and obtain an adequate number of chaperones for the size of the group.
 - h. Prepare the Parent Permission Form for the trip and ensure that all students have turned in their Form.

- i. Plan and write the itinerary.
 - j. Update the school principal and any other appropriate administrators regarding costs and any other pertinent information.
2. Additional Requirements for Extended Student Day, Overnight, Wilderness Expedition, and Foreign Travel Educational Field Trips
- a. In addition to the required transportation information, the following shall be included on or with the Permission Form:
 - i. Detailed itinerary;
 - ii. Special clothing, including footwear, or cash needs;
 - iii. Specific nighttime procedures;
 - iv. Parent acknowledgement that, if the student does not observe Board policies or school rules, student may be sent home at the discretion of the teacher-in-charge in consultation with school administration at the parent's expense;
 - v. Requirement that every effort will be made by parents to pick up students within 15 minutes of the return of the trip; and
 - vi. Parental permission to list telephone number on the telephone chain.
 - b. A telephone chain shall be prepared and duplicated so that one long distance call could be made to report an emergency change of plans. One copy of this list shall be kept with the Permission Forms in the school office. Unless a school faculty or staff member has been designated as the contact person, the school principal is the designated contact person. Each trip chaperone and each participant's parent shall also receive a copy of the telephone chain.
 - c. For students with special needs, a Student Health History Form and/or an Authorization to Administer Medications/Treatments/Health Care Provider's Order for Medications Form shall be obtained and copies shall be kept by the teacher-in-charge and with the Permission Forms in the school office.
 - d. Wilderness Expeditions must also meet the following additional parameters:
 - i. All Wilderness Expeditions must be conducted with an approved vendor list maintained by the CAO's office.
 - ii. Have at least one teacher-in-charge, chaperone, or adult site host who has the minimum technical skill qualifications to work as an instructor for one of the pre-approved wilderness contractors, relevant to the type of terrain that will be visited during the expedition. One of these adult individuals must be a certified Wilderness First Responder or Wilderness EMT;
 - iii. At least one of the chaperones, adult site host, or the teacher-in-charge must scout out and be familiar with the expected route of travel for the

expedition, including familiarity with the types of terrain upon which the expedition will take place, and be aware of any area hazards and localized weather patterns. Special care should be taken during this preview to ascertain whether there is any cellular telephone coverage or whether a satellite telephone will be necessary;

- iv. All adults on the expedition must be able to clearly establish limits and boundaries for student behavior and independence;
 - v. The length of the expedition may be for a Student Day, an Extended Student Day, a Non School Day, or an overnight stay. If there is an overnight stay in the wilderness, there must be a contract with a pre-approved wilderness company to lead the expedition. If the planned expedition will cause students to miss more than three (3) days of classroom instruction, approval by the appropriate Executive Director is required;
 - vi. The chaperone to student ratio shall be at least one chaperone for every six students no matter what the age group of the students;
 - vii. All expedition participants must be briefed on any safety issues associated with the trip prior to departure;
 - viii. Establish a safe place to meet if the group is separated and ensure that this is understood by all students and adults in the group; and
 - ix. Quality records of accidents, incidents, and “near misses” that occur during the expedition should be kept and then turned in to the school principal and appropriate Executive Director. Trends emerge over time from this data that will provide valuable information in managing future expeditions.
- e. Foreign Travel Educational Field Trips must also meet the following additional parameters:
- i. Participation in Foreign Travel Educational Field Trips is limited to City Schools students in grades 9-12;
 - ii. In addition to the necessary approvals (see section II.B.1 above), the approval process must include review by employees with responsibility for curriculum, contracting, safety and insurance, and security;
 - iii. There shall be at least one chaperone for every eight students;
 - iv. Foreign Travel Educational Field Trips are voluntary and grades will not be assigned; and
 - v. Parents and participants must be informed that City Schools reserves the right to cancel a trip at any time in order to ensure the safety of both students and staff members and that if such cancellation occurs, the Board is not responsible for any financial loss incurred by the parent.

E. Student Activity Trips

1. Even though these trips do not take place during the student day, the school principal must still approve of the trip prior to its occurrence.

2. Reasonable procedures for the supervision and safety of students should apply to each student activity trip. The minimum student-to-chaperone ratio should be met, but consideration should be given to using a smaller ratio based on the nature of the trip, activity, and destination. The following provisions should be taken into consideration:
 - a. Information regarding student activity trips should be communicated in writing to parents.
 - b. School transportation will not be provided for student activity trips.
 - c. Neither grades nor credits are given for student activity trips.
 - d. Student activity trips may not occur during school hours.

III. References

Related Policies and Administrative Regulations: IJOA; KCB and KCB-RA