

**General Requirements for Field Trips**

- A. All school-approved field trips must be designed to support or extend classroom instruction. They must be clearly aligned to and a logical outgrowth of the curriculum. They must be accompanied by certificated school system personnel, and they must be approved by both the principal and the appropriate central office personnel prior to seeking parent permission for the trip.
- B. Principals should only approve field trips which adequately provide for the safety, comfort, and protection of students and adult participants. In all instances, selection and participation of students and adults for field trips is subject to the approval of the principal. In making the determination of whether or not to grant approval, the principal should consider relevant factors including, but not limited to the number of participants, age levels of the students, the execution of any required permission forms and the nature of the field trip. As a condition of accompanying students on a field trip, adults must permit their tote bags, backpacks, and the like to be inspected for possession of items which would be a violation of federal or state laws or ACPS policy. Compliance with applicable law, policies and regulations of ACPS, and school rules is a prerequisite for approval and a requirement for continued participation during a field trip.
- C. Participants of the field trip who fail to adhere to applicable law, policies and regulations of ACPS and school rules, will be subject to administrative action. Such action for nonstudent participants may include immediate dismissal from the trip and forfeiture of money paid. In the case of a nonstudent dismissal from the trip, the transportation back from the trip will be the responsibility and expense of the dismissed participant. Disciplinary action for students will be in accordance with the ACPS Discipline policy.
- D. Students should not be denied access to day, extended day, or overnight field trip opportunities because of disability or economic status. Efforts shall be made to find ways to maximize participation by students with disabilities on field trips. Students with disabilities must be provided equal opportunity for participation, including transportation to and from the destination. Accessible public carriers may be employed. Such student shall also be provided a reasonable equal opportunity for participation in all planned educational and recreational activities that take place at the field trip site(s). The student's IEP/504 Plan should be available to staff coordinating and participating in field trip opportunities. Parents of students with disabilities are not required to attend field trips to provide accommodations and modifications unless parents of nondisabled students are also required to attend.
- E. Students who do not participate in a field trip shall not be penalized in any manner. Appropriate educational experiences shall be provided for students who do not participate in the field trip.
- F. The principal shall monitor the scheduling of field trips to make certain that neither instructional time nor school resources are unduly compromised by multiple field trips during a single school year.
- G. Each employee of the Board of Education who coordinates or participates in a field trip or foreign travel is responsible for avoiding conflicts of interest arising from the field trip.
- H. Transportation for trips will be provided as follows:
  - 1. For transportation of large groups or whole classes, private or public carriers should be used.

2. Buses may not be a reasonable option for transportation of small groups or individuals. In such cases, the sponsoring teacher may submit a plan for alternative transportation. The use of an alternative plan under this section requires prior approval by the superintendent or his designee.
  3. Before hiring a public carrier, the sponsoring teacher should consult the Transportation Department to select an approved carrier if the trip exceeds 150 miles or it is outside the state of Maryland.
- I. Written permission for the field trip, specifying transportation arrangements, and requesting pertinent health information, shall be obtained from parents or guardians prior to the trip. If the trip is rescheduled, the school shall obtain written permission again.
  - J. The permission form shall state: "The Board of Education shall not be financially liable for losses due to changes or cancellation of field trips."

**Additional Requirements by Category of Trips**

- A. Extended-Day Field Trips – For Grades Pre-K to 3, the planned return to school should not be later than 6:00 p.m. when school is in session the next day. For Grades 4 through 8, the planned return to school should not be later than 9:00 p.m. when school is in session the next day. For Grades 9 through 12, the planned return to school should not be later than 11:00 p.m. when school is in session the next day. Before departing, the sponsoring teacher must ensure that arrangements have been made for students' transportation home. Upon return to the school, the sponsoring teacher must provide supervision until all children participating in the field trip have been picked up by a parent/guardian or appointed designee.
- B. Overnight Field Trip – An overnight field trip shall involve no more than three days in which school is in session. Exceptions to this time limitation may only be approved by the Superintendent or appointed designee.
- C. Foreign Travel – Foreign travel shall involve no more than three days in which school is in session. Exceptions to this time limitation may only be approved by the Superintendent or appointed designee.
- D. An unsanctioned trip shall not be promoted or planned during the regular school day. School personnel participating in the planning and promotion must notify student participants and their parents or guardians that the trip is not school sponsored and that the Board of Education is not liable for losses incurred as a result of the trip. Students absent due to participating in a non-school sponsored trip should be coded as unlawfully absent.

**General Procedures**

- A. Day/Extended-Day and Overnight Field Trips
  1. The sponsoring teacher is responsible for developing a lesson plan with follow-up that directly relates the curricular objectives for the trip.

2. The sponsoring teacher shall complete the Field Trip Request Form and obtain the approval of the principal followed by the appropriate central office personnel prior to seeking parent permission for the trip.
3. When planning a field trip, the sponsoring teacher is responsible to ensure that a sufficient level of adult supervision over the age of twenty-one is provided by participating school staff and/or chaperones. All extended day or over night field trips must be chaperoned by an appropriate number of teachers, parents or other responsible adults representing participating genders.
4. The sponsoring teacher shall maintain a copy of the Parent/Guardian Permission Form, with emergency contact information, and student health history for each participant for the duration of the trip. The original of these documents shall be maintained at the school.
5. The sponsoring teacher shall notify the school nurse of the field trip in sufficient time for the nurse to review the list of participants in terms of the student health information, and to develop a plan for administration of any required medication or medical treatment, the need for a loaner AED or any other medical equipment. In appropriate cases, the school nurse shall prepare and maintain an appropriate emergency first aid kit to accompany students on each field trip bus. The nurse shall notify the sponsoring teacher of any special medical needs of students on the trip.
6. The nurse should notify the sponsoring teacher and the AED Coordinator if a loaner AED is required for a field trip.

**B. Foreign Travel**

In order to ensure that foreign travel is related to educational goals and provides the necessary safety and security for all participants, the following procedures shall be followed for all foreign travel sanctioned by the Allegany County Public Schools:

1. The sponsoring teacher shall select a reputable travel agency or travel company in consultation with the Chief Academic Officer.
2. Proposals for foreign travel shall be submitted to the school principal at least six months prior to departure. Before submitting the proposal, the sponsoring teacher shall consult the Chief Academic Officer to review the U.S. Department of State's public announcements regarding foreign travel to determine whether the Department has advised against travel to a location to be visited on the trip.
3. When planning a field trip, the sponsoring teacher is responsible to ensure that a sufficient level of adult supervision over the age of twenty-one is provided by participating school staff and/or chaperones. All extended day or over night field trips must be chaperoned by an appropriate number of teachers, parents or other responsible adults representing participating genders.

4. Pre-travel orientation session(s) shall be scheduled to inform students, chaperones, and parents/guardians about the travel plans as needed. At least one of the orientation sessions shall be mandatory for students who plan to participate and their parents/guardians. At the mandatory orientation session, the following information shall be disseminated: (A) Student Discipline Policy (FILE: JK); (B) The travel company's trip cancellation policy (if applicable), availability of travel insurance, and the refund schedule (if any); and (C) Those expenses, not included in the costs, such as required inoculations, passport/visa expenses, and personal expenses. The sponsoring teacher shall request that the travel company send a representative to the mandatory orientation session. It is highly recommended that the company representative or company materials address items (B) and (C). The sponsoring teacher shall review item (A).
5. Prior to departure, the sponsoring teacher periodically shall consult with the Chief Academic Officer, who shall have access to the U.S. Department of State's public announcement regarding advisories of foreign travel. If the State Department advises against travel to a country on the foreign travel itinerary, the sponsoring teacher must inform the principal. The principal or sponsoring teacher shall contact the travel company to ascertain whether the travel company intends to cancel or reroute the trip to avoid the location that is the subject of the advisory. If not, the principal shall consult with the Superintendent of Schools to determine the appropriate course of action. The principal shall notify students, parents/guardians, and the travel company of the decision immediately. In no event shall the trip actually proceed to the location that is the subject of the advisory while the advisory is in effect.
6. The sponsoring teacher shall devise a contingency plan for maintaining communications with participants in the event of an emergency during the field trip.
7. Within one week of the date of departure, the sponsoring teacher shall obtain the final approval from the Chief Academic Officer. The sponsoring teacher shall notify the school nurse of the foreign travel trip in sufficient time to review the list of participants in terms of student health information, and to develop a plan for administration of medications or medical treatment, if required.
8. The sponsoring teacher shall maintain an additional copy of the Parent/Guardian Permission Form, with emergency contact information, and student health history for the duration of the trip. The original of these documents shall be maintained at the school.

<b>Board Reviewed</b> <b>11/9/16</b>	<b>Superintendent Approved</b> <b>5/15/19</b>
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