

**Administrative Procedures for Policy #2405 (Instruction)  
Regarding Field Trips**

- I. General Considerations for All Field Trips or Student Organization Trips
  - A. In the development of a plan for a field trip, CCPS staff are responsible for assuring that:
    1. The objectives of the trip are specifically related to the instructional program (indicators or objectives within the curriculum can be cited) or to a regularly scheduled extra-curricular activity where the field trip is clearly in support of that activity.
    2. The trip will not significantly adversely disrupt the overall learning environment of the school. This applies to the overall number and frequency of trips.
    3. Appropriate assignments will be provided for those students who do not participate in the trip.
    4. Schools provide financial options to ensure maximum participation by all interested and qualified students regardless of their economic circumstances. No student may be denied participation in a school-sponsored field trip that is integral to the curriculum and the instructional program due to financial need.
    5. Generally, there should be a preview visit by the teacher or another staff member unless the trip has been experienced previously.
    6. Teachers not participating in the trip are informed of the proposed trip.
    7. Field trips should not be scheduled on staff development days.
    8. Chaperones must be approved volunteers and must have an approved completed volunteer application on file. Chaperones for overnight trips must be approved by the principal and have current approved fingerprints on file. Chaperones are assigned based on the age and number of students, location, and type of activity. Chaperones must be at least 21 years of age, unless they are the parent of a child in the classroom. Chaperones will be adequately informed of their responsibilities and duties before the beginning of the trip. Chaperones should always be assigned two or more students and should not be alone with students. Chaperones must sign and return the Field Trip Single Day/Overnight Chaperone Agreement as well as the Chaperone Information Sheet.
      - a. Chaperone/Student Ratio for Day Trips
        - 1) The minimum ratio of chaperone to students cannot be less than one chaperone (sponsoring teacher included) for every ten (10) students for elementary schools, one chaperone for every fifteen (15) students for middle schools and one chaperone for

every twenty-five (25) students in high schools. The age of the student, maturity level, specific student needs, and nature of the trip must be carefully considered as appropriate in making adjustments below the general minimum ratio of chaperones to students.

b. Chaperone/Student Ratio for Overnight Trips

- 1) There should be at least one adult chaperone for every five (5) students unless exceptions are made by the Superintendent's designee. The age of the student, maturity level, specific student needs, and nature of the trip must be carefully considered as appropriate in making adjustments below the general minimum ratio of chaperones to students.

II. A plan will be developed for the administration of medication for any student requiring such assistance. Nutrition of students must also be addressed. The sponsoring teacher shall notify the cafeteria manager/assistant manager of the field trip (at least two weeks before the trip) to allow for the preparation of boxed meals for any eligible students. The sponsoring teacher shall also notify the school nurse of the field trip (at least two weeks before the trip) so that the nurse can review the list of participants and develop a plan for the administration of medication or medical treatment, if required. When this plan involves a designated school employee administering medication to a student, a notation shall be made on the student's medication record that the medication was administered. The person who administered the medication is responsible for documenting the administration of that medication in accordance with Board Procedure 3900.3.

A. If a medication is required for a student and the administration of the medication cannot be delegated to a school employee, one of the following will need to occur:

1. The parent/guardian may accompany the student on the fieldtrip and administer the medication.
2. Attempts will be made to have a nurse accompany the student on the fieldtrip.
3. The trip will be cancelled/rescheduled if Calvert County Public Schools cannot provide the required services for the student.

B. For the administration of Asthma medications please refer to Board Procedure 3900.4.

III. Any field trip exceptions to the policy and procedure must be discussed with the school's principal.

IV. Financial Arrangements - If students and/or chaperones are required to pay a fee for any field trip, information to that effect must be included in the original notice to students and parents advising them of these fees. The employee collecting the money must submit all monies to the school finance secretary on a daily basis.

V. No field trip may be taken to a destination which promotes the sale of liquor, the existence of gambling, or any activity declared inappropriate for students.

- VI. Careful evaluation is required of any field trip which includes theme and/or amusement parks. Approval will not be granted for such trips if they represent the sole purpose of the field trip and if it is scheduled for a regular school day for students.
- VII. Generally, school-sponsored field trips will not be planned to occur later than the third week in May. Exceptions to this guideline will be subject to approval of the school principal in consultation with the Superintendent's designee.
- VIII. Weather Information – If thunder and/or lightning can be heard or seen, students, staff and chaperones are in danger. Outside activities must be stopped and protective shelter sought immediately. In the event either situation should occur, thirty (30) minutes must pass after the last sound/sight of thunder/lightning before outside activities can be resumed.
  - A. When the Heat Index Reading (a combination of air temperature and relative humidity) is 100 degrees or above, students, staff and chaperones should not be engaged in outside activities.
  - B. If schools are on a two (2) hour delay because of weather, the field trip should be rescheduled/cancelled.
  - C. If schools have an emergency closing due to a weather-related incident, the Principal/designee will contact the teacher in charge to make arrangements for returning the students to school.
- IX. Water Related Field Trips – Schools wishing to take a water related field trip must obtain approval from the Superintendent's designee and obtain the appropriate paperwork if approved.
- X. Student Accommodations – Students with accommodations delineated in their 504 or Individualized Education Plans must have those accommodations implemented on all field trips.
- XI. Sequential Steps in Developing, Obtaining Approval, and Implementing a Field Trip
  - A. Plans for the school-sponsored field trip are developed by appropriate staff according to the guidelines in Section I above and submitted to the principal for approval.
  - B. Once the trip is approved by the principal or his/her designee, the following steps shall be carried out by the principal or his/her designee:
    - 1. The principal must ensure that the teacher in charge receives training to conduct a search commensurate with training received by a principal, assistant principal or safety advocate. A teacher may make a reasonable search of a student on a school-sponsored trip if the teacher has a reasonable belief that the student has in his/her possession an item, the possession of which is a criminal offense or violation of any State law and/or a policy, procedure or guideline of the Board of Education. The search shall be made in the presence of a third party.
    - 2. The Department of Transportation will provide schools with a list of the school bus contractors within the transportation who shall be approached to provide field trip services to those schools.
  - C. All field trip estimates and payments will be based on "the trip estimation formula" which consists of;

1. The mileage rate which is based the first fuel call made twice a month (Transportation will distribute this figure twice a month);
  2. The hourly rate, which is a set, established hourly wage;
  3. The total round trip miles between the school and the contractors lots in the transportation districts;
  4. The total round trip miles of the field trip;
  5. The spare bus usage rate, if applicable; and
  6. Other hourly minimums and fees as detailed in the contractor's payment chart.
- D. When private transportation is required, only a carrier with a certificate of insurance will be employed. A copy of the up-to-date certification of insurance and appropriate license and phone number must be filed with the school's principal with a copy given to the field trip sponsor.
- E. When transportation is provided as in (B) or (C) above, all students must be transported as a group. Prior approval by a school administrator with notice to the field trip sponsor is required for any extenuating circumstances. Individual students are not permitted to drive or ride with a fellow student in a privately owned vehicle.
- F. Parents are provided with specific written information about the instructional objectives of the trip, costs, alternative payment options, and transportation arrangements, including departure time and approximate time of return. Parents will also be provided with information regarding cancellation procedures.
1. In cases of accidents resulting in personal injury, students, CCPS staff, and chaperones who are not employees of CCPS may be entitled to file claims against one or more of the following insurance plans:
    - a. Liability insurance plans purchased by or provided to vehicle owners.
      - 1) No student may participate on a field trip unless a permission slip, approved in writing by the parent, has been received by the sponsoring teacher and delivered to the school principal for safekeeping in the school prior to the scheduled date of departure of the trip.
      - 2) All permission slips will be retained in the school until the end of the school year that the trip occurred unless a trip participant incurred an injury or filed a claim for damages arising from an alleged act of negligence, resulting from any of the operations of the trip.
    - b. CCPS Workers' Compensation insurance.
    - c. Individual health insurance and/or accident plans.
    - d. Other third party insurance plans

2. Students who hold the student accident policy are covered on an approved program or activity within the liability limits of the policy as described in the insurance brochure.
3. Parents/Guardians/CCPS Staff – whether serving as chaperones or just providing additional assistance -- who wish to accompany a group on a field trip in their own vehicles shall be reminded that the school system’s insurance coverage does not extend to them.
4. The principal is responsible for:
  - a. Designating and training a staff member or designee to act as agent of the school during the assigned field trip.
  - b. Ensuring that the teacher in charge and/or agent of the school receives training to conduct a search commensurate with training received by a principal, assistant principal or safety advocate.
  - c. Providing a list of approved volunteers who can serve as chaperones for the trip.
  - d. Obtaining and retaining on file written parental permission for students participating in a field trip.
  - e. Any contractual agreement for a public carrier and/or any other service provider to the Superintendent for signature.
  - f. Ensuring that staff absences are recorded and substitutes requested as required.
  - g. Notifying the Superintendent’s office if there are accidents, injuries, or any unusual circumstances during the trip.
  - h. Notifying the Director of Finance of any potential insurance claims.
  - i. Obtaining and retaining on file for a minimum of 6 months after the trip occurs, all associated documentation, including permission slips, chaperone agreement forms, and transportation contracts.
5. School Field Trip Sponsor(s) is (are) responsible for:
  - a. Setting behavior expectations for both participation in the trip and the behavior expected during the trip, as well as communicating these expectations and the consequences for failure to meet them to students and parents prior to the trip.
  - b. Carrying a list of the names of students and chaperones participating and their emergency information and submitting a copy of the list to the principal prior to the trip.
  - c. Emphasizing responsible student behavior and providing reasonable supervision.
  - d. Reviewing the chaperone guidelines with and providing a list of assigned students to all chaperones prior to the trip.

- e. Ensuring that all chaperones have completed and signed the Chaperone Agreement Form for Single Day Field Trips.
  - f. Reviewing emergency procedures, e.g., an accident involving pupil(s), separation from the group. After notifying emergency personnel, contact the school.
  - g. Submitting a copy of the finalized field trip confirmation form to the financial secretary.
  - h. Coordinating with the school nurse and cafeteria manager to develop a plan (as described in section I item K of this procedure) for the administration of any medications and preparation of boxed meals for eligible students as necessary.
  - i. Upon completion of the trip, all associated documentation, including permission slips, chaperone agreement forms, and transportation contracts, shall be submitted to the principal or designee and maintained for a minimum of 6 months after the trip occurs.
6. Students participating on a field trip during school hours are permitted and expected to make up any school work missed. Student absences from individual classes for field trips are recorded as "legal."
- XII. Sequential Steps in Developing and Obtaining Approval for Student Organization and/or Overnight Student Organization Trips
- A. Plans for the school-sponsored trip are developed by staff and reviewed with the principal or his/her designee.
    - 1. The fully developed proposal is submitted to the principal for approval. The principal is responsible for reviewing and approving or disapproving all proposed school-sponsored trips. The principal is responsible for ensuring that the field trip will provide a learning experience that is aligned to the instructional program or enhances the instructional program and that all reasonable provisions are made for the safety of the students.
    - 2. Upon approval by the principal, the following must be submitted to the Superintendent's designee: the school-sponsored trip proposal and the overnight field trip request. The Superintendent's designee submits the trip proposal documents to the Assistant Superintendent at least 4 weeks in advance of the scheduled departure date and prior to parent notification of the trip and the collection of any payments for the proposed trip. The Superintendent's designee and Assistant Superintendent are responsible for reviewing the proposal, notifying the principal of the approval or disapproval of a proposed program, maintaining a file of approved proposals, and approving field trip leave for participating staff members when appropriate.
    - 3. Information sessions involving students and their parents, as appropriate, are scheduled to ensure that all plans are clearly understood. These activities must never occur until approval from the Superintendent's designee and Assistant Superintendent has been received.

4. During information sessions, parents should be notified of chaperone requirements and cancellation procedures.

XIII. Additional Requirements for Overnight or Student Organization Trip

- A. The detailed itinerary with departure, travel, schedule, and return.
- B. Information regarding chaperones including:
  1. The names of approved volunteers who have been fingerprinted and will serve as chaperones.
  2. Completed and signed Chaperone Agreement Forms for Overnight Field Trips
- C. Room occupancy is completed in advance and a copy is provided to the principal/designee before the trip.
- D. Orientation plans for parents and students including written information concerning the program such as:
  1. The standards of conduct established for the program.
  2. The responsibilities students assume by participating in the program.
  3. The responsibilities parents assume by serving as chaperones.
  4. The basic cost of travel, meals, accommodations, and other expenses not included in the basic fee.
  5. Cancellation procedures.
  6. Travel arrangements, overnight accommodations, if appropriate, and the itinerary.
  7. Arrangements for coping with illness, accidents, or other emergencies.
  8. Need for special equipment and clothing.

XIV. Reporting Approved Field Trips to the Central Office

- A. All approved field trips must be sent to the Department of Instruction on the School Field trip spreadsheet so they can be added to the CCPS Master Field Trip spreadsheet. The School Field Trip spreadsheet can be found on Office 365 under the Department of Instruction/CCPS documents.
- B. Whenever new trips are added, the field trip approver must send an updated spreadsheet to the Assistant Superintendent of Instruction or his/her designee. Only new trips should be sent to the Director or designee following a school's initial submission.
- C. For trips requiring substitutes, school personnel will utilize a Substitute Request form. This form, which can be found on Office 365 under the Department of Instruction/CCPS documents, must be sent to the Assistant Superintendent of Instruction or his/her designee at least two weeks prior to the trip.

XV. Cancellation of Trips

- A. Cancellation of trips may occur due to weather, safety, world events, or local school need. Trips will be canceled only under circumstances under which appropriate school

authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.