

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** November 6, 2001  
**TO:** BOARD OF EDUCATION  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** Recommended Statement Regarding Field Trip and Foreign Travel  
**ORIGINATOR:** Christine Johns, Deputy Superintendent

**RESOURCE**

**PERSON(S):** Phyllis Bailey, Executive Director of Special Programs, PreK-12

**RECOMMENDATION**

That the procedures in Appendix I be approved for immediate implementation.

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These procedures are an interim step until Policy 6153 and Rule 6153, which are presently undergoing revision, have been accepted and approved. Appendix I states the procedures that are being recommended and after Board consideration will be communicated to the schools through the Superintendent's Bulletin. Appendix II contains the form that requires completion and approval prior to the field trip taking place.

PAB/er

Appendix I – Recommended Statement Regarding Field Trips and Foreign Travel  
Appendix II – BEBCO form # 9908593 – School Group Overnight Trip-Proposal

### Recommended Statement Regarding Field Trips and Foreign Travel

In light of concerns for student welfare and safety, the Baltimore County Public School system is canceling all foreign travel trips for the school year 2001-2002.

Out-of-state field and overnight field trips will be reviewed on a case-by-case basis. The entire approval process for proposals for out-of-state and overnight field trips should be completed 60-days prior to the departure date of the trip on Board of Education of Baltimore County (BEBCO) form 9908593. At this time, the approval process to be utilized for out-of-state and overnight field trips is the following:

- Initial approval of the proposal will be by the principal, including review of financial arrangements, as well as the refund/cancellation policies.
- The proposal will then be submitted to the supervisor of the content area for approval in terms of educational benefit and the relationship of the proposal to the curriculum.
- The proposal will then be submitted to the appropriate Executive Director of Schools for conditional approval, based on all the information provided.

Once a conditional approval has been given, the request will be reviewed during the week prior to the field trip. If events suggest that travel is unsafe, approval for out-of-state and overnight field trips will be rescinded. All communications to all parents/guardians regarding field trips should state clearly that Baltimore County Public Schools is not financially liable for losses due to cancellation.

Day field trips within the State of Maryland are not cancelled at this time. Principals should use their discretion in approving all day field trips. In particular, all field trips outside of the immediate Baltimore/Metropolitan area should be assessed as to the site to be visited, the condition of the roads, and the safety and security of the students.

At this time, we are in the process of reviewing and revising Policy 6153 Field Trips and the accompanying Rule and we will be moving this forward in the near future.

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**Towson, Maryland 21204**

**SCHOOL GROUP OVERNIGHT TRIP—  
 PROPOSAL**

Approval is  is not  granted for the overnight trip described in this proposal.

Signed: \_\_\_\_\_  
 Area Assistant Superintendent

Date: \_\_\_\_\_

TO: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Area Assistant Superintendent

FROM: \_\_\_\_\_ Group: \_\_\_\_\_  
 Sponsoring Teacher

\_\_\_\_\_ Destination: \_\_\_\_\_  
 School

Purpose of trip: \_\_\_\_\_  
 \_\_\_\_\_

**PROPOSAL**

Inclusive dates of trip: \_\_\_\_\_

We give our approval to the attached preliminary proposal and recommend that tentative approval be granted for the trip described therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor

**Summary**

- |                                 |       |                     |          |
|---------------------------------|-------|---------------------|----------|
| 1. Number of nights lodging     | _____ | 5. Number of adults | _____    |
| 2. Number of school days missed | _____ | 6. Total Cost       | \$ _____ |
| 3. Mode of transportation       | _____ | 7. Cost per student | \$ _____ |
| 4. Number of students           | _____ |                     |          |

**Educational Values:**

Outline the anticipated educational values of the trip. Emphasize the contributions it could make to the education of students which could not be achieved through other means.

**Tentative Itinerary:**

**Tentative Trip Budget: (Estimate cost of transportation, lodging, meals, fees, etc.)**

**Fund Raising Activities: (Describe any fund raising activities which will be planned to underwrite trip expenses.)**

**Student Participation: (What provisions have been made to assure that no eligible student will be excluded from the trip because of inability to pay an assigned portion of the costs?)**

**Chaperones:**

School personnel \_\_\_\_\_

Parents \_\_\_\_\_

Other \_\_\_\_\_

**Total Number of Chaperones** \_\_\_\_\_

**Class Coverage: (What provision has been made for instruction of remaining students in the classes of teacher chaperones?)**

**Supervision: (Describe arrangements which will be made to assure that adequate provision is made for the supervision, health, and safety of students.)**

**Additional Information or Comments:**