

**BALTIMORE COUNTY PUBLIC SCHOOLS
Superintendent's Bulletin Request Form**

Date: 6-26-02
Name: Phyllis Bailey *PAB*
Title: Executive Director of Special Programs, PreK-12

Supervisor: Chris Johns

Nature of Communication: X **Informational** __ **Action required**

Field Trips and Foreign Travel

As a result of the Board Meeting of 10-23-01 the following statement was approved regarding out-of-state and overnight field trips. This statement remains in effect for the Baltimore County Public Schools until the Board of Education revisits the issue. This statement should be communicated to staff and parents and remains as follows:

Because of concerns for student welfare and safety, all foreign travel trips remain cancelled. It is imperative that all BCPS personnel understand that if they are arranging foreign field trips on their own, that BCPS assumes no liability for the trip. Parents must be notified that BCPS is not affiliated with the trip and assumes no financial responsibility.

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 MUST be completed 60-days prior to the departure date of the trip on Board of Education of Baltimore County (BEBCO) form 9908593, which is available through the distribution center. 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 by the appropriate Executive Director of Schools. If events suggest that travel is unsafe, approval for out-of-state and overnight field trips will be rescinded.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.

At this time, Policy 6153 Field Trips (new Policy 6104) will be presented to the Board of Education at the July 9th Board Meeting.

Questions regarding this information should be directed to:

Name: Phyllis Bailey

Phone Number: 2280

Approved by:

Date:

(Signature of Division Head)

Bulletin # and Date: