

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** May 22, 2012

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION  
POLICY 6800, *FIELD TRIPS AND FOREIGN TRAVEL***

**ORIGINATOR:** Renee A. Foose, Deputy Superintendent

**RESOURCE  
PERSON(S):** Roger Plunkett, Assistant Superintendent, Curriculum and Instruction  
Kathleen McMahon, Executive Director, Special Programs

**INFORMATION**

That the Board of Education reviews the proposed changes to Policy 6800, Field Trips and Foreign Travel. This is the first reading.

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Attachment I – Policy Analysis  
Attached II – Policy 6800

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 6800  
FIELD TRIPS AND FOREIGN TRAVEL**

**Statement of Issues or Questions Addressed**

Policy 6800 was last reviewed in 2007. Policy 6800 supports field trips as an integral part of the curriculum when conducted to support the instructional program. Staff is recommending that Policy 6800 be revised to: (1) include in policy a statement that field trips must directly relate to the curriculum and be aligned with school system goals; (2) delineate clear standards for the approval of field trips, participation by all eligible students, and the authority of the school system to cancel trips at any time and without financial responsibility to the Board; (3) include an implementation section; (4) conform with the Policy Review Committee's editing conventions.

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by the revision of this policy.

**Relationship to Other Board of Education Policies**

1. Board of Education Policy 3160, *School-Sponsored Activities*
2. Board of Education Policy 5550, *Disruptive Behavior*
3. Board of Education Policy 6000, *Curriculum and Instruction*
4. Board of Education Policy 6100, *Curriculum*

**Legal Requirements**

1. *None*

**Similar Policies Adopted by Other Local School Systems**

1. Anne Arundel County Board of Education, Policy IFS, *Field Trips*
2. Howard County Board of Education, Policy 8100, *Field Trips and Student Activity Trips*
3. Montgomery County Board of Education, Policy IPD, *Travel Study Programs, Field Trips and Student Organization Trips*
4. Prince George's County Board of Education, Policy 6153, *Field Trips*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other options were considered.

**Timeline**

First reading – May 22, 2012

Public comment – June 12, 2012

Third reading/vote – July 10, 2012

INSTRUCTION: FIELD TRIPS

Field Trips and Foreign Travel

I. POLICY STATEMENT

- A. The Board of Education of Baltimore County (Board) recognizes THAT [the] field tripS AND FOREIGN TRAVEL STUDY PROGRAMS REPRESENT [as] an integral part of the CURRICULUM WHEN USED TO ENHANCE AND SUPPORT THE instructional program. THE BOARD SUPPORTS THE USE OF CAREFULLY PLANNED FIELD TRIPS AND FOREIGN TRAVEL STUDY PROGRAMS THAT ARE CLEARLY ALIGNED TO AND A LOGICAL OUTGROWTH OF THE CURRICULUM AND ALIGN WITH SCHOOL SYSTEM GOALS.

II. STANDARDS

- A. THE PROVISIONS OF THIS POLICY APPLY TO ALL FIELD TRIPS SPONSORED BY BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).
- B. A FIELD TRIP SHALL SUPPORT THE INSTRUCTIONAL PROGRAM AND HAVE A DIRECT RELATIONSHIP TO CURRICULUR GOALS AND OBJECTIVES.
- C. NO STUDENT MAY BE DENIED PARTICIPATION IN A SCHOOL-SPONSORED FIELD TRIP OR FOREIGN STUDY PROGRAM DUE TO DISABILITY OR FINANCIAL CIRCUMSTANCES.
- D. FIELD TRIPS REQUIRE THE PRIOR APPROVAL OF THE SCHOOL PRINCIPAL, CURRICULUM CONTENT SUPERVISOR, ASSISTANT SUPERINTENDENT FOR THE SCHOOL'S ZONE, AND/OR THE EXECUTIVE DIRECTOR OF SPECIAL PROGRAMS.
- E. FIELD TRIPS ARE TO BE CONDUCTED IN ACCORDANCE WITH BOARD POLICIES, SUPERINTENDENT'S RULES, AND ESTABLISHED PROCEDURES RELATING TO HEALTH, SAFETY, AND THE CONDUCT OF STUDENTS, EMPLOYEES, AND CHAPERONES.

- F. STUDENTS MAY NOT PARTICIPATE IN SCHOOL-SPONSORED FIELD TRIPS WITHOUT THE PERMISSION OF THEIR PARENT/GUARDIAN AS INDICATED BY A COMPLETED PERMISSION FORM.
- G. THE BOARD RESERVES THE RIGHT TO CANCEL A FIELD TRIP AND FOREIGN TRAVEL PROGRAM, OR RECALL THE GROUP, FOR ANY REASON. THE BOARD DOES NOT ASSUME FINANCIAL LIABILITY FOR FIELD TRIPS OR FOREIGN TRAVEL INCLUDING, BUT NOT LIMITED TO, REFUNDS OR CANCELLATIONS FOR ANY REASON.

### III. IMPLEMENTATION

- A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[Field trips shall demonstrate recognition of students' needs, interests, and abilities as evidenced by careful planning; they shall be designed to support, enhance, and extend, classroom instruction and curriculum at all levels; and they shall capitalize on resources including historic sites, museums, and cultural exhibits, expanding students' horizons beyond the immediate community. When participating in field trips, students have the opportunity to develop and foster skills in real world settings, as well as to apply information learned in an academic setting to a practical setting. As an outgrowth of participation in field trips, students shall engage in reflection and meaningful follow-up.

Field trips, clearly aligned to and a logical outgrowth of the Essential Curriculum, shall be available to Baltimore County Public School (BCPS) students as part of a planned program. Enrichment through field trips is not intended to supplant this Essential Curriculum. While field trips serve as one means for broadening student experiences, the safety and security of the students, as well as the appropriate use of instructional time and personnel, are foremost in importance.

While on an approved field trip, participating students are expected to adhere to behavior expectations outlined in Board Policy 5550, STUDENTS: Conduct, Disruptive Behavior, and Board Policy 5560, STUDENTS: Conduct, Suspension or Expulsion.

The Board further recognizes that secondary students may desire to participate in foreign travel programs which provide a unique opportunity for students to broaden their knowledge of other cultures. It is the expectation of the Board that the staff shall consider the safety and security of students in planning and granting approval for foreign travel.

Further, the staff shall inform the Superintendent of the foreign travel programs operating in BCPS.

Specific information shall be made available to parents, guardians, and interested persons regarding the educational value related to the curriculum, the risks of financial loss, and logistics. While foreign travel is a vehicle for extending student experiences, the appropriate use of instructional time and personnel is foremost in importance.

While on approved foreign travel, participating students are to adhere to behavior expectations outlined in Board Policy 5550, STUDENTS: Conduct, Disruptive Behavior, and Board Policy 5560, STUDENTS: Conduct, Suspension or Expulsion.

The Board does not assume financial liability for field trips or foreign travel including, but not limited to, refunds or cancellations for any reason.

Legal References: *Annotated Code of Maryland*, Education Article, §7-308  
COMAR 13A.08.01.01]

Related Policies: BOARD OF EDUCATION POLICY 3160, *SCHOOL-SPONSORED ACTIVITIES*  
Board of Education Policy 5550, *[Disruptive] Behavior*  
BOARD OF EDUCATION POLICY 6000, *CURRICULUM AND INSTRUCTION*  
BOARD OF EDUCATION POLICY 6100, *CURRICULUM*  
Board of Education Policy 5560, *Suspension or Expulsion*  
Board of Education Policy 8362, *Gifts*  
Board of Education Policy 8363, *Conflict of Interest*

Policy  
Adopted: 11/21/68  
Revised: 04/25/95  
Revised: 09/09/02  
Re-adopted: 12/18/07  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County