



Procedures for Field Trips and Other Off Campus Activities

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*The following document has been reviewed and revised in order to communicate to all personnel a set of standard procedures that everyone needs to be aware of and follow in planning field trips. These procedures are **NOT OPTIONAL** and need to be implemented in order to maintain consistency in every school.*

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OVERVIEW

Teachers must plan a field trip carefully. Planning the trip with the students should be as much of an educational process as the trip itself. Teachers must be aware of the administrative responsibility for such a trip and recognize the need to follow the Board of Education policy. The Board of Education hereby approves the use of field study trips including overnight instructional activities necessitated by travel requirements or the uniqueness of the particular learning experience.

Field trips provide an opportunity for improving school-community relationships. The behavior, interest, and attitudes of the students are factors in reflecting a good school image. The public is quick to notice and observe students' behavior.

Trips to other Carroll County schools for band or choral presentations, play days, mentoring, etc., also need to have certain procedures. All students need to have signed parental permission forms submitted to the teacher before the trip. The teacher must carry adequate emergency information with her when participating in these off-campus activities.

At any time prior to the trip, including the day of the trip, emergency/security situations may force cancellation of the trip. The appropriate Director will be responsible for making this decision.

**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS
BOARD POLICY IICA: STUDENT FIELD TRIPS AND EXCURSIONS**

Board of Education Policy IICA states: The Board of Education approves the use of field trips including those of an overnight nature when necessary. Specific guidelines for field trips will be developed by the Superintendent.

Refer to “Guidelines for Field Trips” for implementation. The Health Services Handbook contains field trip responsibilities for health room personnel.

PROCEDURES FOR INSTRUCTIONAL FIELD TRIPS

1. The trip should be a natural outgrowth of the instructional program. Students should have a proper background for the trip if it is to be meaningful.
2. The trip may be used to:
 - serve as an initial or introductory device to stimulate and motivate interest;
 - provide a direct source of information and an opportunity to broaden understanding through first-hand experiences;
 - extend and enrich the program;
 - serve as a culminating activity.
3. The purpose of the trip should be clearly stated by the teacher so that it is understood by the students. The teacher shall provide a study guide that states:
 - the purpose of the trip;
 - the instructional objective;
 - classroom activities that have been implemented before the trip;
 - resources that will be used to enhance or develop the concept being taught;
 - follow-up activities.

A Curricular Field Trip Study Guide Form and Curricular/ Extracurricular Field Trip Request Form shall be submitted to the principal for approval.

4. The trip shall meet the needs of the particular group for which it is planned.

5. The teacher or teachers shall secure as much information as possible about the place to be visited so that the trip may be profitably planned:
 - Are there any special activities or events that might interest students?
 - Can lunch be eaten at the site?
 - What are the hours of the facility?
 - Are there any special rules for large groups?
 - Are there any costs associated with the visitation?
 - Are there on-site medical facilities?

It is desirable for the teacher to make a visit to the site prior to the class trip.

6. The teacher will take reasonable precautions for the safety, comfort, and protection of the students and adults accompanying them. Refer to the section entitled **Responsibilities of the Teacher Regarding Instructional Field Trips**. The assignment of students and adults to a bus should not exceed the seating capacity (44 High School, 51 Middle School, and 58 Elementary School).
7. Important data such as names of students, their phone numbers and addresses, persons to be contacted in an emergency and any pertinent medical concerns shall be gathered and available during the field trip. The emergency procedure cards contain this information.
8. Advance planning is necessary; therefore, the **Curricular/Extra-curricular Field Trip Request Form** should be submitted in triplicate to the principal at least thirty (30) school days prior to the day of the trip. A principal may grant special permission for requests submitted after the thirty (30) day time period.
9. All field trips must be *approved* by the principal in advance.
10. The length of time, distance, and the number of activities planned should be *reasonable* for the students involved. **Recommendation:** Bus Coaches instead of school buses should be used on any trip that goes beyond two hours.
11. A field trip should be arranged so that it does not interfere with regular school bus schedules. If the trip schedule does not coordinate with the regular bus schedule, arrangements for students to get home must be made in advance and supervision of the students at school must be provided by staff.
12. An adequate number of chaperones must always be in attendance on the bus. One of the chaperones for each bus must be a staff member. The principal will determine a reasonable staff to student ratio based on the nature of the activity and location. A suggested ratio of adults to students is one adult for every 3 to 5 students for elementary, one adult for every 5 to 10 students for middle, and one adult for every 20 to 25 students for high school level.

13. The field trip is considered to be an extension of the school day; as such, students, teachers, and chaperones should conduct themselves according to standards of behavior that will help to:
 - comply with all school rules and dress codes;
 - contribute to individual and group safety;
 - secure maximum educational benefits;
 - maintain good public relations.
14. A first aid kit must be available on each bus. It is the responsibility of the bus contractor to supply the first aid kit. A first aid kit must be available for students and chaperones once they leave the bus.
15. Lavatory breaks are essential and should be taken at intervals during the trip.
16. Staff members who are chaperoning field trips are encouraged to carry a cellular phone in case of an emergency. The school and each additional chaperone should be given the cellular phone number.
17. If health personnel is required, this expenditure shall be included in the per pupil cost of the trip. This cost should include any admissions, and salary for extended days. The Nurse may need to be obtained through an agency, especially for an extended trip. This expenditure shall be absorbed in the cost of the trip.

INITIATION AND PLANNING

It is the responsibility of the teacher to discuss the possibilities of a field trip with the principal prior to submitting a formal request. Furthermore, it is the responsibility of the teacher to initiate and plan all field trips to be made by the class and/or classes under his/her direction. These trips must be coordinated with the school's program and be an outgrowth of the instructional program. A **Curricular Field Trip Study Guide Form** shall be submitted to the principal before field trip approval. Teachers should submit long-range field trip plans early in the school year (by the first of October) for all trips being considered in elementary and middle school. Long-term plans for senior high school trips will be determined by principals.

APPROVAL FOR FIELD TRIPS

1. Written approval for an individual one-day trip must be requested thirty (30) days in advance. The principal will approve trips prior to a copy of the Field Trip Request Form being given to the school nurse.
2. *Overnight field trips need the approval of the principal, the appropriate supervisor, Director of Transportation, School Director, Volunteer Program Coordinator, and Supervisor of Health Services and the Assistant Superintendent of Instruction.* They must be requested at least **forty (40)** days in advance of the trip.
3. No financial commitments are to be made until the approval form is returned with all

appropriate signatures.

4. Mandated insurance coverage requirements are to be met (see section marked **Insurance Information**) before the field trip can be approved.

NOTE: Middle school students shall not participate in overnight trips with high school students.

RESPONSIBILITIES OF THE TEACHER

Prior to the trip:

1. Secure as much information as possible about the place to be visited to assure that the trip can be educationally sound.
2. Get details regarding the physical facilities of the site.
e.g.
 - Can lunch be eaten at the site
 - Are there lavatory facilities
 - Is the site 100% handicapped accessible
 - Are there special programs/rules for school groups
3. Discuss the possibilities of a field trip with the principal prior to submitting a formal request.
4. **A Curricular Field Trip Study Guide Form and Curricular/Extracurricular Field Trip Request Form** should be submitted to the principal at least thirty (30) school days in advance for a one-day trip and at least forty (40) school days in advance for an extended/overnight trip.
5. Involve students in planning so they are aware of the purpose of the trip and so they have a background of information to make the experience most meaningful.
6. Secure written permission from parents or guardians of each student to take the trip. Require that all students have standard field trip permission letters signed by the parent/guardian and returned to the school. The principal will determine the time limit for the form letter.
7. As soon as possible, submit a tentative list of students eligible for the trip to the school nurse. This list shall be provided at least 2 weeks prior to the trip (4 weeks for an extended or overnight trip). Make sure you have the most up-to-date medical information from the nurse.
8. Print the emergency data for students from the web portal no earlier than one (1) week prior to the field trip.
9. Acquire an adequate number of chaperones that have completed Volunteer Training (Level II Volunteer) and provide the chaperones with information and regulations pertaining to field trips. There must be at least one (1) adult staff member and one (1) adult chaperone per unit of transportation.
10. Provide the principal with a list of all personnel going on the trip and a copy of the bus roster

before the trip is taken and revise the list, if necessary, immediately before departing on the field

11. Make adequate plans for any student with special needs (including transportation). If a lift bus is needed, make arrangements so this student is not traveling alone.
12. Make adequate plans for any student who is **not** going on the trip.
13. Make sure all forms are completed and submitted according to established time lines.

Day of the trip:

1. Carry important data such as names of students, their phone numbers and addresses, person to be contacted in an emergency and any pertinent medical concerns. This information shall be available during the field trip.
2. Obtain student medications and any other medical supplies from the nurse.
3. Determine the location of the **first aid kit** on the mode of transportation being used. The teacher is responsible for having the pertinent medical information on all students. This must be available during the trip.
4. A trained staff member shall be within reasonable proximity and available, at all times, to students with known medical needs or known life-threatening conditions. This staff person will maintain and be responsible for any student medication.
5. Only CCPS staff will carry student medications and administer them to the students. Exceptions will be made for students with permission to administer their own medications and for parents to administer medication to their own child.
6. Teachers and drivers need to work cooperatively to provide a safe experience for all. By state law, the ultimate responsibility and control of behavior on the bus lies with the teacher.
7. Carrying a cell phone on the trip is required in case of an emergency. Be sure that each adult chaperone and the school have the cell phone number.
8. Check attendance as students board the bus on departure and at each reloading of the bus during the trip. This check is made from the roster of those who are participating in the field trip.
9. In the event of an accident, the teacher shall seek the necessary emergency assistance and notify the school principal. Any student needing medical assistance at a hospital should be accompanied by a staff member. A chaperone may accompany a student only if there aren't enough staff members to supervise the remaining students.

After the field trip:

1. Return all medication, emergency information and supplies to the appropriate staff.
2. Upon return file with the principal a written report of any illnesses, injuries, or any incidents requiring disciplinary action. Include in the report the action taken by the teacher in charge. Medical forms are available in the school health room.
3. Teachers are expected to address in written form to the principal all unsafe driving conditions and concerns they have about the driver that may jeopardize the safety of their students or any inappropriate behavior on the part of the driver. The Principal will forward to the Director of Transportation Services.

RESPONSIBILITIES OF THE PRINCIPAL

1. Review the initial request and study guide of the teacher and grant approval if the trip meets educational criteria. One signed copy of the **Curricular/Extracurricular Field Trip Request Form** should be returned to the teacher and one filed in the office.
2. Review with the teacher:
 - The educational objectives and procedures that have been planned and communicated to all students,
 - the time frame for signed permission to be returned
 - signed permission slips have been obtained from the students,
 - the number of chaperones assigned,
 - that the buses and coaches being used for the field trip are on the approved Transportation Services Department list.
3. Send request forms to the Director for all appropriate approvals of overnight trips.
4. Secure a copy of the trip information for overnight trips.

CHAPERONES

1. A chaperone or volunteer chaperone is a person at least 18 years of age who accompanies students to supervise their activities or behavior and who offers their services to the local school(s) or to CCPS without receipt of monetary compensation. (Maryland State Law – Sections 6-106. Volunteer Aides)
2. A chaperone is included under Volunteer Level II and must complete a Volunteer Information Form and complete annual volunteer training as outlined in the Volunteer Program Guidelines.
* See overnight requirements

3. A sufficient number of adult chaperones should be assigned to assure proper supervision of all students. Field trips require adequate and appropriate supervision in accordance with the nature of the field trips. A suggested ratio of adults to students is one adult for every 3 to 5 students for elementary, one adult for every 5 to 10 students for middle, and one adult for every 20 to 25 students for high school level. Depending on the nature of the activity and the location, the principal may use his/her discretion on the number of chaperones needed.
4. Adult supervision of field trips for classes or groups must meet the following minimum requirements:
 - a. At least one teacher per group or class must attend.
 - b. There must be at least one adult chaperone and one staff member on each bus or unit of transportation to assist the teacher in charge.

OVERNIGHT CURRICULAR/EXTRACURRICULAR TRIPS

In addition to the regulations for standard Field Trips, these procedures must be followed:

1. Overnight field trips that have definite educational value are permitted. The trip must be justified in terms of school or course goals and objectives.
2. Co-curricular and extracurricular activities may require an overnight trip. These trips will also be permitted with proper approvals.
3. The principal's written approval for an overnight trip must be requested at least forty (40) school days in advance of the trip. All volunteers, selected as chaperones for overnight trips or activities, are required to submit to a Background Check Request Form to the Coordinator of the CCPS Volunteer Program at least thirty (30) days prior to scheduled activity. Background Checks are conducted by an outside agency, so adequate processing time is required.
4. The original copy of the **Curricular/Extracurricular Field Trip Request Form** must be completed, signed by the principal, and forwarded to the appropriate Director/ All appropriate information must accompany the form (e.g. chaperone list, etc.)
5. A copy of the approval or disapproval of the overnight trip must be received by the principal from the Assistant Superintendent of Instruction at least two (2) weeks in advance of the trip.
6. The overnight field trip must be thoroughly planned to assure the appropriate conduct and welfare of the students and chaperones.
7. Special consideration must be given to the number of chaperones on an overnight trip. Additional chaperones may be appropriate for overnight trips.
8. The teacher should submit a copy of the trip information/itinerary to the principal. Parents and chaperones should receive a copy of the information.

INSURANCE INFORMATION

CCPS will take reasonable precautions to assure the safe travel and environment for students, staff and visitors. CCPS maintains insurance coverage required by Maryland law. This coverage is not all inclusive.

1. A Certificate of Insurance from the facility the field trip will be visiting must be on file with the Risk Management Office prior to the trip. To verify this information call the Insurance Risk Manager at 410-751-3035.
2. If a Certificate of Insurance is not on file, the field trip coordinator is responsible for contacting the facility, obtaining the form and forwarding a copy to the Risk Management Office prior to the trip.
3. A Certificate of Insurance is also required from the company providing transportation (including planes, trains & boats) for any field trip using transportation other than approved school buses and coaches.
4. Contact the Insurance Risk Manager at 410-751-3035 with any questions.

FIELD TRIP FORMS

CARROLL COUNTY PUBLIC SCHOOLS CURRICULAR/EXTRACURRICULAR FIELD TRIP REQUEST FORM

Procedure: (See Procedures for Instructional Field Trips)

1. Submit to the principal three copies of the **Curricular/Extracurricular Field Trip Request Form** for ALL school trips including regular, overnight, Saturday, or late returns. **A copy of this form must be given to the school nurse. The Assistant Superintendent of Instruction must approve overnight trips.**
2. Submit all permission slips signed by parent or guardian for each student to the principal or his/her designee one week before the trip.
3. Submit monies daily to the school's financial secretary.

Name of School: (Print) _____
 Teacher's Name: (Print) _____
 Teacher's Signature: _____ Date Submitted: _____
 Destination: _____
 Overnight Accommodations: _____ Phone #: _____
 Name and Phone Number of Contact Person: _____
 Date/Time Depart: _____ Date/Time Return: _____
 Objective: _____

Modes of Transportation / Name of Carrier: _____
 Transportation may only be provided by contractors on the school bus and/or motor coach approved contractor list. (If students are to board any mode of transportation other than school bus or motor coach, the school administrator must contact the Carroll County Public Schools' Risk Management Officer.)

Total Cost of Trip: _____
 Funding Sources: _____
 Number of Students: _____ Grade/Subject: _____

Chaperone List Form must be submitted with this form.
 Total Cost to Each Student: \$ _____ Cost of Bus: \$ _____ Other Cost: \$ _____

A copy of this request was given to the school nurse on _____ (Date)

PENDING FURTHER ACTION

Volunteer program Coordinator: _____ Date: _____
 Further action to be taken: _____

FIELD TRIP APPROVAL APPROVE: __ DISAPPROVE: __

Principal: _____ Date: _____
 (Approval denotes all chaperones meet CCPS Volunteer Training Requirements)

OVERNIGHT FIELD TRIP APPROVAL

Supervisor: _____ Date: _____
 Volunteer Program Coordinator: _____ Date: _____
 Director of Transportation: _____ Date: _____
 Supervisor of Health Services: _____ Date: _____
 Director: _____ Date: _____
 Assistant Superintendent of Instruction: _____ Date: _____

Disapproved by: _____ Date: _____
 Reason: _____

**CARROLL COUNTY PUBLIC SCHOOLS
CURRICULAR FIELD TRIP STUDY GUIDE**

Destination: _____

Purpose of Trip: _____ Introduction _____ Informational
 _____ Culminating _____ Extending or enriching

Instructional Objective: _____

Classroom Instructional Activities: _____

Resources (filmstrips, films, books, videos, etc.): _____

Follow-up Activities: _____

NOTE: To be submitted with **Curricular/Extracurricular Field Trip Request Form**. A study guide of a different format can be used if it is acceptable to the principal.

CARROLL COUNTY PUBLIC SCHOOLS
CURRICULAR/EXTRACURRICULAR FIELD TRIP PERMISSION LETTER

DIRECTIONS: This form is to be completed and presented to the principal with the Curricular/Extracurricular Field Trip Request Form.

Date Submitted: _____

Dear Parents:

The _____ (Grade, Class, Organization) has been given permission to take a trip to _____ (Place) on _____ (Date). The trip will be taken on an approved carrier. Transportation for this trip will be provided by _____ (Bus/Service). The cost of the trip will be \$ _____ (Total Cost) per student. This amount includes \$ _____ (Cost) for _____ (Admission fee, lunch, etc.). Teachers and the appropriate number of Level II Volunteers who have completed required training will accompany the group. The students will leave the school at _____ (Time) and return by _____ (Time). Please sign and return this form to the school if your child has your permission to go on this trip. **In order to chaperone this trip, you must have completed the CCPS required volunteer training at least 7 school days prior to the date of the trip.**

Sincerely,

Teacher

APPROVED:

Principal

School

PERMISSION SLIP

Please complete, check yes or no and return to the classroom teacher within five (5) school days. Form must be returned whether the child is participating or not.

_____ (Name) has my permission to make the trip to _____ (Place) on _____ (Date) ___ yes or ___ no. I (we) believe that the *necessary precautions and plans for the care and supervision of my child during this trip will be taken.*

Pertinent physical or medical concerns that the staff should be aware of (i.e., allergic to bee stings, asthma, diabetes, etc.): _____

I consent to and authorize the Board of Education personnel or their designee to take whatever reasonable steps he/she deems necessary in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of my child.

Phone Number in Case of Emergency

Parent/Guardian Signature

**CARROLL COUNTY PUBLIC SCHOOLS
EXTRACURRICULAR ACTIVITIES MEDICAL FORM**

Form must be with the appropriate staff person when they supervise students for extracurricular activities away from the school.

In accordance with Carroll County Public School's field trip procedures, we are requesting that parent/guardian complete the information below regarding his/her child before the child can participate in extra-curricular activities.

EXTRACURRICULAR EMERGENCY MEDICAL FORM

Student: _____ **Phone:** _____

Address: _____

Parent/Guardian: _____

Phone: Home _____ **Work** _____

Other Contact: _____

Phone: Home _____ **Work** _____

Doctor: _____ **Phone** _____

Insurance Company: _____ **Policy No.:** _____

Medical Information and/or Restrictions:

I consent to and authorize the Board of Education personnel or their designee to take whatever reasonable steps he/she deems necessary in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of my child.

Parent/Guardian Signature

Date

OVERNIGHT FIELD TRIP STUDENT ROSTER FORM *

DATE OF TRIP: _____ RETURN DATE: _____

EDUCATIONAL OBJECTIVE: _____

LOCATION: _____ DISTRICT/PARISH: _____

OVERNIGHT ACCOMMODATIONS: _____ PHONE: _____

ADDRESS: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

SCHOOL: _____

- | | |
|-----|-----|
| 1. | 15. |
| 2. | 16. |
| 3. | 17. |
| 4. | 18. |
| 5. | 19. |
| 6. | 20. |
| 7. | 21. |
| 8. | 22. |
| 9. | 23. |
| 10. | 24. |
| 11. | 25. |
| 12. | 26. |
| 13. | 27. |
| 14. | 28. |

Approved: _____
Principal

Date: _____

* This roster must be completed two (2) weeks prior to the overnight trip, and a copy sent to the school nurse. With principal's approval, names may be added after the deadline. Any additional names need to be given to the appropriate staff as soon as possible.

Name of School: _____

Date(s) of Field Trip/Activity: _____

Destination: _____

CHAPERONE LIST

Please Print

(first and last name required) *First person listed is to be lead teacher for this trip.

Chaperone/Teacher/ Staff Member	CCPS Employee Yes or No	CCPS Employment Location	Completed Annual Volunteer Training Yes or No
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

As parents or legal guardians of _____ (Name of Student), we hereby authorize and consent to our child's participation in _____ (Name) School's Ski Club trip to _____ (Name of Resort) in _____ (Location).

We understand that skiing is a potentially dangerous sport and that physical injuries may occur to our child requiring emergency medical care and treatment. We further recognize that, even with experienced skiers using proper equipment, there is always a risk of serious injury or death inherent in the sport of skiing.

We further recognize that the Board of Education of Carroll County, its members, agents, employees and, in particular, the administration and staff of _____ (School) make no representation whatsoever with respect to the slope conditions at _____ (Name of Ski Resort), the condition or adequacy of the ski equipment to be used by our child, or as to any other matter connected with the sport of skiing. We understand that the chaperones accompanying the Ski Club on its trip to _____ (Name of Ski Resort) will not be supervising our child once he/she exits the bus upon arrival at the ski resort and that the chaperones will not, under any circumstances, provide ski lessons or training, advice regarding ski equipment, or any other information or advice regarding the sport of skiing.

In consideration of allowing our child to participate in the Ski Club trip to _____ (Name of Ski Resort) we agree to release and hold harmless the Board of Education of Carroll County, its members, agents, employees, volunteer chaperones, or insurers from any and all claims arising out of our child's participation in the aforementioned Ski Club trip. We further agree to indemnify, defend, and hold harmless the Board of Education of Carroll County, its members, agents, employees, volunteer chaperones, and insurers, from any and all claims, costs, suits, actions, judgments, and expenses as a result of a claim brought by or on behalf of our child, or any other claim arising out of our child's participation in the aforementioned Ski Club trip.

We hereby give our consent and authorize the Board of Education of Carroll County and its agents, servants, and/or employees, to consent on our behalf and on behalf of our child to emergency medical care and treatment in the event that we are unable to be notified by reasonable attempts of the need for such emergency medical care and treatment. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of our child.

NOTE: It is the responsibility of the parent or guardian and not that of school officials, to determine the amount of insurance protection necessary to adequately insure against serious accidental injury. It is further the responsibility of the parent or guardian to make sure that all insurance premiums are timely paid and that there is no lapse in insurance coverage and that their child is adequately insured to protect against the risk of injury inherent in the sport of skiing. The Board of Education of Carroll County is not an insurer and, under no circumstances, will the Board of Education of Carroll County, its members, agents, employees, volunteer chaperones, or insurers be held liable for any injury or death arising out of a child's participation in a Ski Club trip or as a result of inadequate insurance coverage.

Based upon the foregoing, we hereby give our consent for our child to participate in the aforementioned Ski Club trip. We have read this permission form and understand its contents.

Student's Signature: _____ **Date:** _____
Parent/Legal Guardian's Signature: _____ **Date:** _____
Parent/Legal Guardian's Signature: _____ **Date:** _____

MEDICATION PROCEDURE

MEDICATION PROCEDURE FOR OVERNIGHT FIELD TRIPS:

Certain school activities involve travel away from the school property for overnight or longer periods. To accommodate the potential need for medication at these activities, either over-the-counter or prescription, the following procedure will be followed.

1. When it is known that a student will require medication during the activity, the parent should be encouraged to chaperone the activity, control and administer the medication.
2. If the parent cannot accompany the student and the student must take medication, the student may carry the medication under the following circumstances:
 - a. **The medication is not classified as a controlled substance.***
 - b. The medication is in unit dose (individually factory sealed and identified).
 - c. Medication Consent form is completed appropriately and indicates permission for the student to carry the medication. Over-the-counter medicines require a parent signature only. Prescription medicines require written permission from the doctor and the parent. One copy of the (se) consent form(s) will remain with the student and a second copy will be in the possession of the administrator in charge.
 - d. The parent must submit the Medication Consent Form **no later than one week** prior to the trip to allow the school nurse to review the orders.
 - e. If under some unusual circumstances, the parent is unable to supply the permission form in the appropriate time frame, permission to carry **may** be given after review by the nurse and the principal.
3. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy. The student will give the remaining medication to the responsible staff member who will administer it according to the order on file.
4. If the student carries medicine without meeting the above criteria, the medication will be taken and the student will be subject to disciplinary action under the Drug and Alcohol Policy.
5. To meet the unforeseen minor medical concerns (headache, cramps, diarrhea, etc.) the administrator in charge on the field trip will have a stock supply of a limited number of over-the-counter medicines that he or she can give students with written permission from their parent to receive the medicines. These medicines will be: Tylenol, Ibuprofen, Benadryl, Tums, Kaopectate. This Discretionary Medication Permission form must be signed by the parent and returned to the school nurse **no later than two weeks before the trip**. This will allow time for the nurse to review and collate the information to give to the administrator.
6. If a student has an identified health need on his/her IEP on 504 Plan, and the parent of the eligible student does not accompany the student, efforts will be made to accommodate the medical needs. **The school nurse should be informed of the need at least two weeks prior to the trip.**

*If the medication is a controlled substance, the medication will be under the control of the administrator in charge or another staff member designated by him/her. The medication will be administered according to the physician's order and the routine medication procedures for CCPS.

PERMISSION FORMS FOR DISCRETIONARY MEDICATION ADMINISTRATION*

STUDENT NAME _____

Certain activities involve travel away from school for overnight or longer periods. In these circumstances **only**, CCPS will provide limited over-the-counter medications that they may give to your child. In order for the medication to be administered you must give written permission. This medication is for minor unforeseen ailments. If your student has a medical condition that requires routine use of these medications, you will need to supply the medication. **If your student has a condition for which he or she routinely takes prescription medicine, you must also have this form signed by your doctor to avoid any drug interactions.**

I give permission for a representative of Carroll County Public Schools to administer the following medication(s) to my student should he or she have symptoms that use of that medication may alleviate, e.g., Tylenol for a headache, Kaopectate for diarrhea, etc. I understand that the medication will be administered according to the guidelines on the medication package. No medication will be given in doses exceeding the over-the-counter amount. The following medications can be administered. Please mark which medications you give permission for the school official to administer to your child.

- _____ **Benadryl** (for allergic reactions, e.g., bee stings)
- _____ **Ibuprofen (Advil, Motrin)** (menstrual cramps, headache)
- _____ **Kaopectate** (diarrhea)
- _____ **Tums** (indigestion, upset stomach)
- _____ **Tylenol (regular/ extra strength)** (headache fever)

If a student carries any medication without signed permission or shares medication with another student, they will be subject to disciplinary actions under the Drug and Alcohol Policy of Carroll County Public Schools.

PARENT SIGNATURE _____

PHYSICIAN SIGNATURE _____

*This permission form is only for this trip. Each extended trip requires a separate form completed.

Transportation Forms

CARROLL COUNTY PUBLIC SCHOOLS
Transportation Services Department
Westminster, Maryland

GUIDELINES AND SUGGESTIONS

1. Award field trips to known field trip destinations on basis of lowest quoted price.
2. In event of identical prices, award field trips by conducting a lottery of those with identical prices. Use all the buses eligible for your field trip category (the time frame of buses available) of one contractor before moving to the next contractor.
3. *A contractor may only make arrangements for the number of buses they personally have listed under the time frame needed. Contractors may sublet a bus only if the trip has been canceled by the school and re-scheduled or if a mechanical breakdown occurs on the day of the trip.*
4. If the contractor with the lowest quoted price is unable to provide buses, or provide enough buses, the contractor with the next lowest price should be contacted.
5. For field trips going to destinations not listed in the quote sheet sent to contractors, the award of the field trip should go to the contractor submitting the lowest time/mileage rate. (See sample attached.)
6. Those responsible for field trip arrangements should not *"negotiate"* prices, but should use the information provided on the quote sheets. This should save both time and phone calls.
7. Buses of contractors should not be used unless they are clearly in the established time frame needed (i.e., If a field trip is to depart your school at 8:30 a.m., a regular route bus listed in the "8:45 a.m. to 2:15 p.m." category *should not be used*, but the assignment given to a contractor with buses available from 8:00 a.m. to 4:30 p.m.)
8. Transportation Services office would also advise that records be kept regarding the level of service provided by field trip contractors and if there have been problems in making phone contact with contractors to make field trip arrangements. School buses with any passengers on board may not exceed the posted speed. Please have teachers *monitor* the speed.

Although these guidelines may seem somewhat complex, Transportation Services does feel it will reduce the amount of office time spent arranging field trips. It will also help ensure reasonable prices for trips by providing for competition in a free market place. *Additionally, adherence to these guidelines will provide all contractors with an equal opportunity to provide service for your school.*

FIELD TRIP BUS SERVICE

The Transportation Services Department has indicated to us your interest in providing field trip bus service from this school during our school year. Listed below are known field trip destinations planned for the forthcoming school year. **Important: All time frames must be honored.**

	DESTINATION *	LEAVE/RETURN *	TOTAL ESTIMATED TIME	SINGLE BUS QUOTE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

* Any additional schedule changes (such as pick-up and drop-off locations/times, including separate lunch locations) must be listed.

NOTE: Field trips will be assigned by the lowest quote price per trip. A rotation roster, randomly drawn, will be used should quoted prices be identical. Because it is possible that some destinations are not known at this time, please indicate your hourly rate and cost per mile. This office will award such trips on the basis of your quoted rate.

HOURLY: _____ **COST PER MILE:** _____

SIGNED: _____

Contractor

**CARROLL COUNTY PUBLIC SCHOOLS
AWARD OF BUS BID CONFIRMATION**

DATE: _____

TO: _____

SUBJECT: **AWARD OF BUS TRANSPORTATION BID(S)**

This communication is to inform you that you have been awarded the bus transportation contract(s) for the following:

DATE	DESTINATION	AMOUNT	DEPARTURE TIME FROM SCHOOL	DEPARTURE TIME FROM SITE	ADDITIONAL DROP-OFFS & PICK-UPS	ARRIVAL TIME AT SCHOOL	SCHOOL CONTACT PERSON	INDIVIDUAL IN CHARGE	LEAD BUS (LOWEST BID)

By previously signing the Field/Athletic/Band Small Procurement Contract, you have agreed to conform to all the provisions of the contract. Thank you for your interest and support of our school.

Sincerely,

**TRANSPORTATION
SERVICES**

**FIELD TRIP
TRANSPORTATION FOR
WHEELCHAIR STUDENTS**

**NO. 91.05
DATE: 04/23/07**

- A. Students who require a wheelchair while on the trip must be transported in a vehicle in which the wheelchair can be secured. A lift bus should be available for these students.
- The student remains in the wheelchair which is secured in place on the bus
 - If the student can transfer to a regular seat for the ride, they may be seated in a regular seat and the wheelchair is secured appropriately
 - If the student only requires a wheelchair for a temporary condition (e.g. a broken leg) and the student can enter and exit a regular bus safely, they may ride a regular bus. The wheelchair must be collapsed and safely secured on the bus.
- B. Transport on a lift bus if student must remain in a chair or if chair cannot be collapsed.
1. Lift bus may be supplied from the contractor (if available) or from the county fleet.
 2. School will make the bid-winning contractor aware of wheelchair student.
 - a. Advise contractor to supply a bus driver.
 - b. Secure name and social security number of the driver.
 - c. Have driver fill out a W-4 form and a time card on day of trip.
 - d. Pay all fees and charges to the contractor. (Note: Central Office will pay the driver and charge against the school's budget.)
 - e. Have a student's aide accompany student on bus trip.
 3. Contractor's Responsibilities:
 - a. Provide name and normal rate of pay to the school.
 - b. Supply a certified driver.
 - c. Pick up the bus and return to county at the end of the trip with proper fuel.
 4. Breakdowns:
 - a. The bus driver will contact Transportation Services and his/her contractor to make arrangements for a spare bus and to arrange for a tow of the disabled bus.
 - b. The teacher, if possible, should notify the school of the bus problem. Once Transportation Services is aware of a problem, they will notify the school.
 5. Transportation Office Duties:
 - a. Make lift bus available (if contractor is unable to supply).
 - b. Show student's aide proper hook-up procedure and lift operation.
 - c. Show driver lift operation.
 - d. Supply first available spare lift bus, if necessary.
 - e. Call Carroll County garage and advise of incoming disabled vehicle.

FIELD TRIP CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

Considerations for organizers of field trips when a student, or students, with disabilities will be involved may require some additional thinking.

It is imperative to remember that a student with a disability cannot be excluded from a field trip because of the disability. Transportation to and from the trip must be made available to all students on an equitable basis. Every effort should be made to arrange the field trip with as little attention given the student with a disability as possible. By this, it is meant, try not to single the individual student out.

When specialized transportation is required, a carrier should be requested to meet the need (i.e. lift bus, etc.). Should an appropriate carrier not be available, steps should be taken with great sensitivity to all students involved in trying to arrange appropriate transportation for all. Some suggested approaches might include:

- Check to make sure the transportation being requested is “required.”
- Check to see if the student can be transported in a regular seat and use a portable wheelchair on location.
- Investigate parent involvement and support. The possibility of the parent transporting the student is available as a last resort if the parent is willing and the school system may be able to help with reimbursement to the parent for mileage, etc. However, this should be a last resort and this depends upon the knowledge of the school system of the situation and the parental involvement with the particular case and student.
- Seek additional support from Transportation Services and Special Education for ideas and additional direction.
- Encourage several non-disabled children to ride lift bus also, so that disabled child is not isolated on field trip while being transported.