

# FIELD TRIP REQUEST

Howard County Public School System

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM RESERVES THE RIGHT TO CANCEL A TRIP AT ANY TIME. IN ADDITION, THE SCHOOL SYSTEM IS NOT RESPONSIBLE FOR ANY FINANCIAL LOSSES IF A TRIP IS CANCELLED FOR THE SAFETY OF STUDENTS, STAFF, and CHAPERONES.**

Preliminary approval of school system sponsored (i.e.: to school-based athletic events, to music adjudications, and to other in-state events which are organized and/or approved by the Howard County School System) should be obtained as soon as possible from the School-Based Administrator.

Preliminary approval of all other field trips must be obtained from the School-Based Administrator, the Office of Safety, Environment and Risk Management, and Superintendent's Designee. Please adhere to the following timelines for Field Trips:

- **Student Day Field Trip** – Fifteen (15) school days prior approval from the school-based administrator and Superintendent/designee is required.
- **Extended Day Field Trip** – Fifteen (15) school days prior approval from the school-based administrator and the Superintendent/designee is required.
- **Overnight Field Trip** – Fifteen (15) school days prior approval from the school-based administrator and the Superintendent/designee is required.
- **Field Trips Requiring Contract Review** – Thirty (30) school days prior approval from the Safety, Environment, and Risk Management Office.

**PROCEDURE:**

1. Field Trip Organizer/Coordinator completes Field Trip Request Form, attaches contract/agreement when appropriate, and submits to School-Based Administrator for signature.
2. School-Based Administrator sends the approved Field Trip Request Form, with the attached contract/agreement to the Office of Safety, Environment and Risk Management for approval.
3. Office of Safety, Environment and Risk Management will send to the Office of School Administration for approval.
4. Office of School Administration will return all approved and denied field trip request forms to the appropriate school administration.
5. School-Based Administrator contacts the Field Trip Organizer, approved trip is announced to students, and permission slips are sent to parents.
6. Permission slips are given to the School-Based Administrator prior to the trip, and emergency/health forms are taken with the Field Trip Organizer on the trip.
7. The School-Based Administrator will retain this form and permission slips for two (2) years from date of the trip.

Check Type(s) of Field Trip:  Student Day  Extended Day  Overnight  Non School Day  School System Sponsored

School / Class or Group: Harper's Choice Middle School/6<sup>th</sup> Grade \_\_\_\_\_ Date of Application: 04/08/13 \_\_\_\_\_

Destination: Robinson Nature Center

Departure Date & Time May 3, 2013. Group 1 Departs at 8:30 am, Group 2 Departs at 11:30 am Return Date & Time: May 3, 2013. Group 1 Returns at 11:00. Group 2 Returns at 2:00 pm

Objective of Trip: Students are reviewing weather and its impact on Earth systems. \_\_\_\_\_

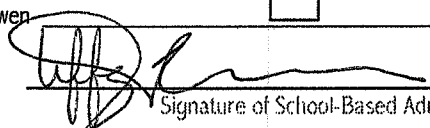
Teacher-in-Charge: Gorkiewicz/Kelly \_\_\_\_\_ Teacher's Emergency (cell) Phone #:443-414-6235

Cost Per Pupil: \$12.00 \_\_\_\_\_ Number of Students: 160 \_\_\_\_\_

Ratio of Chaperone to Students: 1:10 \_\_\_\_\_ Will Chaperone participate in activities (other than supervisory role?) No

Bus Company: Bowen \_\_\_\_\_ Bus Co. Telephone #: (443) 535-0203 \_\_\_\_\_

Approved  Rejected

  
\_\_\_\_\_  
Signature of School-Based Administrator

Approved  Rejected

\_\_\_\_\_  
Signature of Safety, Environment & Risk Management Office

Approved  Rejected

\_\_\_\_\_  
Signature of Office of School Administration