

Field Trip Forms



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Harford County Public Schools
Form 1
Day and Extended-day Field Trip
Checklist

Field trips are considered an integral part of the curriculum programming for Harford County Public Schools. We encourage schools to provide at least one field trip opportunity per school year for students to engage in meaningful learning experiences outside of the school walls. The checklist below will provide guidance and organization to school teams or teachers to plan safe and orderly field trip experiences for students.

Field Trip Policy and Procedures

- [Harford County Public Schools Field Trip Procedures](#)
- [Harford County Public Schools Distribution of Information Regarding Trips](#)
- [Harford County Public Schools Ethics Policy](#)
- [Harford County Public Schools Statement of Ethics](#)

Pre-Trip Planning

- ☐ If not already a registered user of Travel Tracker, register:
<https://appgarden15.app-garden.com/TravelTrackMD012.nsf>
- ☐ If a new user, take Travel Tracker training:
<https://vimeopro.com/user30837749/travel-tracker-training/video/289750127>
- ☐ Bookmark to access Travel Tracker in the future:
<https://appgarden15.app-garden.com/TravelTrackMD012.nsf>
- ☐ Review Travel Tracker “New Trip Request Form” to prepare information prior to submitting the form. When ready start new trip request.
- ☐ If your trip location is not on the pre-loaded common destinations list, then choose “Other” for Risk Management approval. Office of Risk Management will review locations, vendor contracts, and vendor forms intended for students.
 - 1. No waivers permitted.
 - 2. No water parks or swimming permitted.
 - 3. No trampoline parks or adventure facilities with harnessed activities permitted.
- ☐ If your charter bus is not on the approved charter list, you will be required to obtain Certificate of Insurance to include:
 - 1. General Liability Coverage listed with \$5 million limit (can include umbrella);
 - 2. Auto Liability Coverage & Limits with \$5 million limit;
 - 3. Worker’s Compensation Coverage; and
 - 4. The Board of Education of Harford County listed as named additional insured.
- ☐ Online Field Trip Application is approved through Travel Tracker. The school nurse, food & nutrition, and the lead secretary will receive automatic notices of the approval. If P-Card is indicated on third party payment, the P-Card coordinator will also receive notice of the trip.



Harford County Public Schools
Form 1
Day and Extended-day Field Trip
Checklist

- ☐ Field trip destination secured.
- ☐ Master Calendar cleared and notated.
- ☐ [Day and Extended-day Field Trip Letter With Chaperone](#) or [Day and Extended-day Field Trip Permission Form Without Chaperone](#) created, approved, and distributed.
- ☐ Forms may indicate sponsorship of trip (i.e. PTA), but cannot be addressed under the direction of the sponsoring organization. All letters, communication, and authority regarding field trips are communicated through the school.
- ☐ All forms or documents required by the field trip vendor have been approved prior to including with the HCPS permission forms. Waivers are not permitted.

Week prior to the field trip

- ☐ List of students attending to Special Area teachers, Main Office Nurse, Cafeteria Manager.
- ☐ Create a bus list of students.
- ☐ Confirmation call to field trip destination.
- ☐ Contact cafeteria to arrange bag lunches for free/reduced lunch students.
- ☐ Pick up medication and field trip backpacks from nurse. You will also need to be trained by the nurse on how to administer any medications.
- ☐ Review emergency action plans specific to this field trip.
- ☐ Chaperone list, including teachers and other staff members who are attending the field trip, to principal or principal's designee.
- ☐ Chaperones are entered into the Visitor's Management System. A sign in procedure for the day of the trip is established.
- ☐ Package for each chaperone, to include:
 - List of students for which he/she is responsible;
 - Name tags for each of the students on chaperone list, if applicable;
 - Typed itinerary (give times of departure, lunch, etc.);
 - Bus number assigned;
 - Pencil and paper;
 - Notify office where chaperones will meet;
 - Contact phone number for teacher in charge of field trip; and
 - Reminder card outlining chaperone responsibilities.
- ☐ Master list of chaperones with their students and bus assignments.
- ☐ Notification to restaurant of expected lunch increase if stopping for lunch.
- ☐ Appropriate work left behind for students who are not attending the field trip, if applicable.



Harford County Public Schools
Form 2
Day and Extended-day Field Trip
Chaperone Agreement Form

| | |
|--|--|
| Name (as it appears on Driver's License) | Address |
| Trip Destination | Student's Name |
| Date(s) of Trip | Student's Classroom/Homeroom Number |
| Address | Home Phone Number Cell Phone Number |

RESPONSIBILITIES OF CHAPERONES

Congratulations, you have been selected as a field trip chaperone! The role of the field trip chaperone is to provide additional support to the instructional team in the supervision of students. Please read the following responsibilities, sign, and return to your child's homeroom teacher by _____.

You must agree to:

Sign in at school prior to the field trip and sign out prior to leaving the school grounds. Chaperones need to be entered into the Visitor Management System prior to the field trip. If possible, please stop by the school to pre-register, which will save time the morning of the trip.

1. Supervise students and follow the directions of the sponsoring teacher or other school personnel.
2. Seat yourself at certain points on the bus(es) as determined by the sponsoring teacher.
3. Report behavior concerns to the sponsoring teacher or other school personnel. It is not the responsibility of the chaperone to discipline students at any time.
4. Not bring visitors, children, siblings, or others in your care on the trip.
5. Remain with your group during all scheduled activities. No chaperone may be alone with a single student at any time.
6. Report any incidents or situations that may pose a safety concern to a member of the instructional team immediately. Report all injuries, illness, or altercations to a member of the instructional team immediately.
7. Defer to the members of the instructional team when making decisions about appropriate behavior and the interpretation of school policies, rules and procedures.
8. Comply with all HCPS rules and guidelines for behavior while on school grounds. This includes refraining from smoking and use of alcohol.

For this field trip, chaperones:

- ☐ must provide own transportation, or ☐ will be able to ride the bus with students.
☐ will pay the associated fee of \$_____, or ☐ will have fees associated with the cost of the trip paid by the school.

I have read the responsibilities of a chaperone and agree to abide by the established guidelines listed above.

Chaperone Signature

Relationship to Child

Form 3 (Page 1 of 2) - Day and Extended-day Field Trip Letter and Permission Form With Chaperone

INSERT DATE

Dear Parents and Guardians:

On **INSERT DATE A**, your child is invited to take an educational field trip with his/her class to **INSERT LOCATION**. The purpose of this field trip is to **INSERT PURPOSE**.

This trip has been planned in such way to be beneficial to each student with specific consideration to the safety of all participants. An appropriate number of teachers and staff members will provide supervision for the group during the trip. We plan to depart from school promptly at **INSERT DEPARTURE TIME** and will return at approximately **INSERT RETURN TIME**. It is important that your child arrives at school in a timely manner so he/she may participate in the trip. Please note, any adjustment to the field trip timeline or schedule presented by the school must have prior permission by the principal.

Your permission is necessary in order for your child to participate in this field trip. Please complete, sign, and return the form by **INSERT RETURN DATE B**.

Your child will have the choice to pack his/her lunch, may choose to purchase a lunch prepared by the school, or if appropriate, may purchase a lunch/food during the trip. Please only provide plastic bottles or utensils for lunch. If you would prefer that your child purchase a brown bag lunch from the school, please check that box on the field trip permission slip below.

Field trip chaperones will be selected from a pool of interested candidates. If you are interested in participating in this field trip as a chaperone, please:

1. Check the appropriate box for consideration of chaperoning duties. If selected as a chaperone, I understand I am required to complete the *Day and Extended-day Chaperone Agreement Form*.
2. Only parents/guardians who are selected as chaperones may participate in this trip and will be notified via phone or email. Siblings/relatives may not participate in the field trip.

This field trip is intended to support and enhance your child's instructional program. The school may cancel a field trip at any time and will not be held responsible for cancelled trips. While present, students are expected to honor the school's behavioral expectations as all school rules and policies apply.

We look forward to a meaningful learning experience!

Sincerely,

INSERT TEAM, TEACHER, OR TEACHERS

Form 3 (Page 2 of 2)

Please complete, sign, and return to your child's teacher by **INSERT RETURN DATE B.**

My child, _____, has my permission to participate in the field trip to **INSERT LOCATION 1.** The nature of the activity at this location includes: **INSERT DESCRIPTION OF ACTIVITY.** The cost of this trip is \$ _____. Please include cash or check made out to the school. For questions contact the school.

In the event of an emergency, please contact me at:

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

In the event you cannot contact me, please contact the following person at the number provided.

ALTERNATIVE CONTACT: _____

PHONE: _____

Please check any of the following that apply:

- ☐ I am interested in chaperoning this trip. If selected as a chaperone, I am required to complete the *Day and Extended-day Chaperone Agreement Form*, which will be sent home with my child prior to the field trip.
- ☐ I will pack a bagged lunch for my child.
- ☐ I will purchase a bagged lunch from the school cafeteria.
- ☐ I understand my child may purchase food during the trip.

Parent/Guardian Signature

Relationship to Child

Printed Parent/Guardian Name

Date

ACKNOWLEDGEMENT

I understand that my child's participation in this field trip is voluntary and that there are risks involved in this participation that would be present for all types of physical activity. I acknowledge that neither protective equipment, safety rules, nor instruction will prevent all injuries. I will seek to communicate any concerns I have about this activity and ask questions as they arise. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the HCPS policies/procedures, and to abide by all decisions made by teachers, staff, and those in authority. I agree that my child's participation in this trip may at any time be terminated by HCPS in the light of my child's failure to follow these rules, or for any reason deemed to be in the best interest of the safety/security of HCPS students/staff, and that my child may be sent home at my own expense. I understand that if I use my private vehicle to transport my child on a field trip, I do so at my own risk. I have read and understand the description of the field trip.

Parent/Guardian Signature

Date

Form 4 (Page 1 of 2)- Day and Extended-day Field Trip Letter and Permission Form Without Chaperone

INSERT DATE

Dear Parents and Guardians:

On **INSERT DATE A**, your child is invited to take an educational field trip with his/her class to **INSERT LOCATION**. The purpose of this field trip is to **INSERT PURPOSE**.

This trip has been planned in such way to be beneficial to each student with specific consideration to the safety of all participants. An appropriate number of teachers and staff members will provide supervision for the group during the trip. We plan to depart from school promptly at **INSERT DEPARTURE TIME** and will return at approximately **INSERT RETURN TIME**. It is important that your child arrive to school in a timely manner so he/she may participate in the field trip. Please note, any adjustment to the field trip timeline or schedule presented by the school must have prior permission by the principal.

Your permission is necessary in order for your child to participate in this field trip. Please complete, sign, and return the form by **INSERT RETURN DATE B**.

Your child will have the choice to pack his/her lunch, may choose to purchase a lunch prepared by the school, or if appropriate, may purchase a lunch/food during the trip. Please only provide plastic bottles or utensils for lunch. If you would prefer that your child purchase a brown bag lunch from the school, please check that box on the field trip permission slip below.

Due to the nature of the field trip, chaperones will not be needed at this time.

This field trip is intended to support and enhance your child's instructional program. The school may cancel a field trip at any time and will not be held responsible for cancelled trips. While present, students are expected to honor the school's behavioral expectations as all school rules and policies apply.

We look forward to a meaningful learning experience!

Sincerely,

INSERT TEAM, TEACHER, OR TEACHERS

Form 4 (Page 2 of 2)

Please complete, sign, and return to your child's teacher by **INSERT RETURN DATE B.**

My child, _____, has my permission to participate in the field trip to **INSERT LOCATION 1.** The nature of the activity at this location includes: **INSERT DESCRIPTION OF ACTIVITY.** The cost of this trip is \$ _____. Please include cash or check made out to the school. For questions contact the school.

In the event of an emergency, please contact me at:

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

In the event you cannot contact me, please contact the following person at the number provided.

ALTERNATIVE CONTACT: _____

PHONE: _____

Please check any of the following that apply:

- ☐ I will pack a bagged lunch for my child.
- ☐ I will purchase a bagged lunch from the school cafeteria.
- ☐ I understand my child may purchase food during the trip.

Parent/Guardian Signature

Relationship to Child

Printed Parent/Guardian Name

Date

ACKNOWLEDGEMENT

I understand that my child's participation in this field trip is voluntary and that there are risks involved in this participation that would be present for all types of physical activity. I acknowledge that neither protective equipment, safety rules, nor instruction will prevent all injuries. I will seek to communicate any concerns I have about this activity and ask questions as they arise. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the HCPS policies/procedures, and to abide by all decisions made by teachers, staff, and those in authority. I agree that my child's participation in this trip may at any time be terminated by HCPS in the light of my child's failure to follow these rules, or for any reason deemed to be in the best interest of the safety/security of HCPS students/staff, and that my child may be sent home at my own expense. I understand that if I use my private vehicle to transport my child on a field trip, I do so at my own risk. I have read and understand the description of the field trip.

Parent/Guardian Signature

Date

Form 5 (Page 1 of 2)- Harford Glen Field Trip Letter and Permission Form Without Chaperone

Dear Parents and Guardians:

On INSERT DATE A, your child is invited to take an educational field trip with his/her class to Harford Glen. This field trip is a culminating activity to the Cooperative Games and Initiatives unit in physical education class. Your child will spend the entire day outdoors at Harford Glen working to solve initiative challenges with other classmates. The students will participate in a number of the low elements on the County's ropes course. The students are given the option of "challenge by choice." This allows students the flexibility of being involved even if they do not want to participate in a certain challenge. The students will be climbing on low cables suspended between trees, swinging on low suspended tires while wearing helmets, and spotting one another through a variety of other challenges. This trip has been planned in such way to be beneficial to each student with specific consideration to the safety of all participants. While there is risk involved in the activities, students are guided through each challenge by a trained facilitator and taught numerous safety guidelines for each initiative. Harford Glen has a full-time nurse in residence.

An appropriate number of teachers and staff members will provide supervision for the group during the trip. Due to the nature of the field trip, chaperones will not be needed at this time. We plan to depart from school promptly at INSERT DEPARTURE TIME and will return at approximately INSERT RETURN TIME. It is important that your child arrive to school in a timely manner so he/she may participate in the field trip. Please note, any adjustment to the field trip timeline or schedule presented by the school must have prior permission by the principal.

Your permission is necessary in order for your child to participate in this field trip. Please complete, sign, and return the form by INSERT RETURN DATE B.

Your child will have the choice to pack his/her lunch or may choose to purchase a lunch prepared by the school. Please only provide plastic bottles or utensils for lunch. If you would prefer that your child purchase a brown bag lunch from the school, please check that box on the field trip permission slip below.

This field trip is intended to support and enhance your child's instructional program. The school may cancel a field trip at any time and will not be held responsible for cancelled trips. While present, students are expected to honor the school's behavioral expectations as all school rules and policies apply.

We look forward to a meaningful learning experience!

Sincerely,

INSERT TEAM, TEACHER, OR TEACHERS

Form 5 (Page 2 of 2)

Please complete, sign, and return to your child's teacher by **INSERT RETURN DATE B.**

My child, _____, has my permission to participate in the field trip to **INSERT LOCATION 1.** The nature of the activity at this location includes: **INSERT DESCRIPTION OF ACTIVITY.** The cost of this trip is \$ _____. Please include cash or check made out to the school. For questions contact the school.

In the event of an emergency, please contact me at:

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

In the event you cannot contact me, please contact the following person at the number provided.

ALTERNATIVE CONTACT: _____

PHONE: _____

Please check any of the following that apply:

- ☐ I will pack a bagged lunch for my child.
- ☐ I will purchase a bagged lunch from the school cafeteria.
- ☐ I understand my child may purchase food during the trip.

Parent/Guardian Signature

Relationship to Child

Printed Parent/Guardian Name

Date

ACKNOWLEDGEMENT

I understand that my child's participation in this field trip is voluntary and that there are risks involved in this participation that would be present for all types of physical activity. I acknowledge that neither protective equipment, safety rules, nor instruction will prevent all injuries. I will seek to communicate any concerns I have about this activity and ask questions as they arise. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the HCPS policies/procedures, and to abide by all decisions made by teachers, staff, and those in authority. I agree that my child's participation in this trip may at any time be terminated by HCPS in the light of my child's failure to follow these rules, or for any reason deemed to be in the best interest of the safety/security of HCPS students/staff, and that my child may be sent home at my own expense. I understand that if I use my private vehicle to transport my child on a field trip, I do so at my own risk. I have read and understand the description of the field trip.

Parent/Guardian Signature

Date

Risk Management Office

Julie Uehlein, Risk Manager

P: (410) 588-5286 • F: (410) 588-5294

Form 6 (Page 1 of 2) – Anita C. Leight Field Trip Document

Dear Parent/Guardian,

In addition to permission granted to Harford County Public Schools to take your student on this field trip, Harford County Government is requiring the attached document to be signed. Please read this form as it is a legal document with terms and conditions that are important to your rights as a parent/guardian. If you choose not to sign, the teacher(s) will provide an alternative assignment for your student to be completed at school on the day of the scheduled trip.

Thank you,

Julie Uehlein

Risk Manager
Harford County Public Schools

PARENT/GUARDIAN PERMISSION FORM
(This form to be used for minors only)

As a policy requirement, a release of Liability Form shall be signed as a condition of attendance. In consideration for permitting the guest to attend and participate in the activities, I have agreed to execute this Release of Liability and Assumption of Risks (the "Release").

I fully understand and acknowledge that: (a) liabilities and dangers exist in my child's use of equipment and my child's participation in activities which may result in injury, illness, death or damage to personal property caused by other participants, by accidents, or by the forces of nature or other causes, (b) liabilities and dangers may arise from foreseeable or unforeseeable causes including, but not limited to, selection of trail or river route, water level, weather conditions, liability of falling out of a canoe and such other liabilities, hazards and dangers that are integral to recreational activities that take place in a wilderness, outdoor or recreational environment and I hereby accept and assume these liabilities and dangers for myself and on behalf of my child participating in such activities or any other activities sponsored by or involving Harford County, Maryland. As well as any other risks involved in any activities sponsored by or involving Otter Point Creek Alliance, Inc.; that were not caused by the negligence of Otter Point Creek Alliance, Inc.

I have been advised that my child must wear an approved personal flotation device at all times while on the water. I affirm that my child will not be under the influence of alcohol or controlled substance, and will not carry, use or consume these substances before or during her/his scheduled activities. Any claims or dispute arising from my child's participation in these activities or use of equipment shall have venue exclusive in Harford County, Maryland.

I do hereby expressly agree to release Harford County, Maryland, a body corporate and politic of the State of Maryland, and its elected and appointed officials, agents, officers, and employees, from all liability arising from any harm or injury, including death, sustained by my child while participating in this program. I do hereby also expressly agree to release Otter Point Creek Alliance, Inc., its employees, volunteers and agents from liability arising from any harm or injury, including death, sustained by my child while participating in this program.

Nothing set forth herein shall be construed as a waiver on the part of Harford County, Maryland, a body corporate and politic of the State of Maryland and its elected and appointed officials, agents, officers and employees of any defense, immunity, limitation of liability or restriction of damages under applicable law.

Unless otherwise indicated by a parent in writing at the time of registration, photographs of participants may be taken while participating in the program activities for use in publications. No personal information other than the participant's first name will be released under any circumstances.

In accordance to Maryland law, I understand that information on Youth Sports Concussion and Head Injuries is available at <http://www.cdc.gov/headsup/youthsports/index.html> and information on Sudden Cardiac Arrest at <http://www.nhlbi.nih.gov/health/health-topics/topics/scda/>.

The above agreement shall be binding on my heirs, assigns, and Personal Representatives and my child's heirs, assigns, and Personal Representatives.

I HAVE READ THE ABOVE AND BY SIGNING IT AGREE IT IS MY INTENTION TO GRANT PERMISSION FOR MY CHILD TO PARTICIPATE IN ACTIVITIES INCLUDING CANOEING AND TO ASSUME ALL LIABILITIES ASSOCIATED THEREWITH ON MY BEHALF AND ON BEHALF OF MY CHILD.

I hereby grant permission for my child/children listed below to participate

Activity: _____ Date(s): _____

Activity: _____ Date(s): _____

Activity: _____ Date(s): _____

Activity: _____ Date(s): _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____

Parent's Name (Print): _____ Signature: _____

Address: _____ Phone(s): _____

Risk Management Office

Julie Uehlein, Risk Manager

P: (410) 588-5286 • F: (410) 588-5294

Form 7 (Page 1 of 2) – Eden Mill Field Trip Document

Dear Parent/Guardian,

In addition to permission granted to Harford County Public Schools to take your student on this field trip, Harford County Government is requiring the attached document to be signed. Please read this form as it is a legal document with terms and conditions that are important to your rights as a parent/guardian. If you choose not to sign, the teacher(s) will provide an alternative assignment for your student to be completed at school on the day of the scheduled trip.

Thank you,

Julie Uehlein

Risk Manager
Harford County Public Schools

RELEASE OF LIABILITY
Eden Mill Nature Center

rev. 9/29/16

PARENT/GUARDIAN PERMISSION FORM
(This form to be used for minors only)

As a policy requirement, Eden Mill Nature Committee, Inc. requires a release of Liability Form to be signed as a condition of attendance. In consideration for Eden Mill Nature Committee, Inc. permitting the guest to attend and participate in the activities, I have agreed to execute this Release of Liability and Assumption of Risks (the "Release").

I fully understand and acknowledge that: (a) liabilities and dangers exist in my child's use of Eden Mill Nature Committee, Inc. equipment and my child's participation in Eden Mill Nature Committee, Inc. activities which may result in injury, illness, death or damage to personal property caused by other participants, by accidents, or by the forces of nature or other causes, (b) liabilities and dangers may arise from foreseeable or unforeseeable causes including, but not limited to, selection of trail or river route, water level, weather conditions, liability of falling out of a canoe and such other liabilities, hazards and dangers that are integral to recreational activities that take place in a wilderness, outdoor or recreational environment and I hereby accept and assume these liabilities and dangers for myself and on behalf of my child participating in such activities. As well as any other risks involved in any activities sponsored by or involving Eden Mill Nature Committee, Inc., that were not caused by the negligence of Eden Mill Nature Committee, Inc.

I have been advised that my child must wear an approved personal flotation device at all times while on the water. I affirm that my child will not be under the influence of alcohol or controlled substance, and will not carry, use or consume these substances before or during her/his scheduled Eden Mill Nature Committee, Inc. activities. Any claims or dispute arising from my child's participation in Eden Mill Nature Committee, Inc. activities or use of their equipment shall have venue exclusive in Harford County, Maryland.

I do hereby expressly agree to release Eden Mill Nature Committee, Inc., its employees, volunteers, and agents and Harford County, Maryland, a body corporate and politic of the State of Maryland, and its elected and appointed officials, agents, officers, and employees, from liability arising from any harm or injury, including death, sustained by my child while participating in this program.

Nothing set forth herein shall be construed as a waiver on the part of Eden Mill Nature Committee, Inc., or Harford County, Maryland, a body corporate and politic of the State of Maryland and its elected and appointed officials, agents, officers and employees of any defense, immunity, limitation of liability or restriction of damages under applicable law.

Unless otherwise indicated by a parent in writing at the time of registration, photographs of participants may be taken while participating in the program activities for use in publications. No personal information other than the participant's first name will be released under any circumstances.

In accordance to Maryland law, I understand that information on Youth Sports Concussion and Head Injuries is available at <http://www.cdc.gov/headsup/youthsports/index.html> and information on Sudden Cardiac Arrest at <http://www.nhlbi.nih.gov/health/health-topics/topics/scda/>.

The above agreement shall be binding on my heirs, assigns, and Personal Representatives and my child's heirs, assigns, and Personal Representatives.

I HAVE READ THE ABOVE AND BY SIGNING IT AGREE IT IS MY INTENTION TO GRANT PERMISSION FOR MY CHILD TO PARTICIPATE IN EDEN MILL NATURE COMMITTEE, INC. ACTIVITIES INCLUDING CANOEING AND TO ASSUME ALL LIABILITIES ASSOCIATED THEREWITH ON MY BEHALF AND ON BEHALF OF MY CHILD.

I hereby grant permission for my child/children listed below to participate in Eden Mill Nature Committee, Inc.:

Activity: _____ Date(s): _____

Activity: _____ Date(s): _____

Activity: _____ Date(s): _____

Activity: _____ Date(s): _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____

Parent's Name (Print): _____ Signature: _____

Address: _____ Phone(s): _____



Harford County Public Schools

Form 8

Overnight Field Trip Checklist

The school system approves overnight field trips on a case-by-case basis. The teacher, school, and school system are responsible for the health and safety of the students twenty-four hours each day when such a trip is taken. The checklist below will provide guidance and organization to school teams or teachers to plan a safe and orderly field trip experience.

Field Trip Policy and Procedures

- [Harford County Public Schools Field Trip Procedures](#)
- [Harford County Public Schools Distribution of Information Regarding Trips](#)
- [Harford County Public Schools Ethics Policy](#)
- [Harford County Public Schools Statement of Ethics](#)

Pre-Trip Planning

- ☐ Overnight trip request should be completed prior to informing parents and students about the trip. If possible, please allow two months for the approval process, especially for trips that include non-curriculum based excursions, travel agencies, or an extensive itineraries.
- ☐ If not already a registered user of Travel Tracker, register:
<https://appgarden15.app-garden.com/TravelTrackMD012.nsf>
- ☐ If a new user, take Travel Tracker training:
<https://vimeopro.com/user30837749/travel-tracker-training/video/289750127>
- ☐ Bookmark to access Travel Tracker in the future:
<https://appgarden15.app-garden.com/TravelTrackMD012.nsf>
- ☐ Review Travel Tracker “New Trip Request Form” to prepare information prior to submitting the form. Be sure to choose “Overnight” when reviewing the form. When ready, start new trip request.
- ☐ Office of Risk management will review locations, vendor contracts, and vendor forms intended for students.
 4. No waivers permitted.
 5. No water parks or swimming permitted.
 6. No trampoline parks or adventure facilities with harnessed activities permitted.
 7. No videos produced by travel agencies of students permitted.
- ☐ If your charter bus is not on the approved charter list, you will be required to obtain Certificate of Insurance to include:
 1. General Liability Coverage listed with \$5 million limit (can include umbrella);
 2. Auto Liability Coverage & Limits with \$5 million limit;
 3. Worker’s Compensation Coverage; and
 4. The Board of Education of Harford County listed as named additional insured.
- ☐ If you are utilizing a travel agency:
 1. You may need to submit a certificate of insurance for the agency if a member of the travel agency staff physical participates in the trip in whole or in part.



Harford County Public Schools

Form 8

Overnight Field Trip Checklist

2. You may need to submit a certificate of insurance and background check documentation if you are utilizing a security company.
 3. A detailed cost break-down of the trip should still be obtained, rather than just one “packaged amount.”
 4. Work with Risk Management to determine if Trip Insurance should be purchased. In general, trip cancellation insurance and trip accident insurance have different purposes and any travel agent policy should be reviewed.
- ☐ If you are using a security company, please contact Risk Management to coordinate documentation needs for background checks and insurance.
 - ☐ Online Field Trip Application is approved through Travel Tracker. The school nurse, food & nutrition, and the lead secretary will receive automatic notices of the approval. If P-Card is indicated on third party payment, the P-Card coordinator will also receive notice of the trip. Master Calendar cleared and notated.
 - ☐ Field trip destination/activities secured.
 - ☐ Field trip arrangements for staff attending have been made. For trips that have both male and female students, at least one male and one female staff member must be represented on the trip.
 - ☐ Field trip accommodations secured.
 1. Sleeping arrangements should be planned whereby room assignments consider gender identity and age.
 2. Students may not share beds. For hotel rooms with two double beds, three students should be assigned per room, whereby one student may use a pull out couch or cot.
 3. Chaperones will not sleep in the same room as students that are not their children.
 4. A plan must be made for supervision during overnight accommodations. For elementary age students, a suite-style or adjoining room would be appropriate. For middle and high school, room checks, key retrieval, hall checks, etc can be utilized.
 - ☐ Payment accepted in check or money order only. Method of payment planned and communicated with students, parents and administration.
 - ☐ Fundraisers approved by Principals.
 - ☐ [Overnight Field Trip Medical and Emergency Information](#) and [Overnight Field Trip Medication Policy and Permission](#) form distributed and obtained from students
 - ☐ Where applicable, “permission for students to carry/self-administer medications” distributed and obtained from students.
 - ☐ [Overnight Field Trip Permission Form](#) completed, approved, and distributed. Slip should include:
 1. Forms may indicate sponsorship of trip (i.e. PTA), but cannot be addressed under the direction of the sponsoring organization. All letters, communication, and authority regarding field trips are communicated through the school.
 - ☐ [Overnight Chaperone Agreement Form](#) signed.



Harford County Public Schools

Form 8

Overnight Field Trip Checklist

Week prior to the Trip

- ☐ Review emergency action plans specific to this field trip.
- ☐ List of students attending to administration
- ☐ Method of emergency communication planned and communicated (i.e. phone chain, text app, etc.)
- ☐ Confirmation call to field trip destination and/or field trip vendor.
- ☐ Confirmation call to hotel accommodations to ensure X-rated TV blocked and courtesy bars locked.
- ☐ Plan and communicate procedures to guard against drugs, alcohol, and tobacco.
- ☐ Pick up medication and field trip backpacks from nurse. You will also need to be trained by the nurse on how to administer any medications.
- ☐ Chaperone list to principal or principal's designee. Chaperone inputted into the visitor management system.
- ☐ Package for each chaperone, to include:
 - List of students for which he/she is responsible;
 - Typed itinerary;
 - Contact phone number for teacher in charge of field trip; and
 - Reminder card outlining chaperone responsibilities *including* hotel responsibilities.
- ☐ Students instructed to arrange missed work where applicable



Harford County Public Schools

Form 9

Overnight Field Trip

Permission Form

Please complete, sign, and return to your child's teacher by INSERT RETURN DATE.

My child, _____, has my permission to participate in the field trip to INSERT LOCATION. The nature of the activity includes travel and overnight accommodations, along with INSERT DESCRIPTION OF ACTIVITY. A full itinerary is attached. To travel for this trip, the following means of transportation will be utilized INSERT DESCRIPTION OF ALL TRANSPORTATION.

I understand and commit to the costs associated with this trip, which total INSERT FEE, and does not include spending money or incidental costs incurred by my child.

In the event of an emergency, please contact me at:

HOME PHONE: _____ CELL PHONE: _____
WORK PHONE: _____

In the event you cannot contact me, please contact the following person at the number provided.

NAME: _____ PHONE: _____

Health insurance information is required:

INSURANCE COMPANY: _____
POLICY HOLDER NAME: _____
GROUP NUMBER: _____ IND. POLICY NUMBER: _____

Parent/Guardian Signature

Relationship to Child

Printed Parent/Guardian Name

Date

ACKNOWLEDGEMENT

I understand that my child's participation in this overnight field trip is voluntary and that there are risks involved in this participation that would be present for all types of physical activity. I acknowledge that neither protective equipment, safety rules, nor instruction will prevent all injuries. I will seek to communicate any concerns I have about this trip and ask questions as they arise. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the HCPS policies/procedures, and to abide by all decisions made by teachers, staff, and those in authority. I agree that my child's participation in this trip may at any time be terminated by HCPS in the light of my child's failure to follow these rules, or for any reason deemed to be in the best interest of the safety/security of HCPS students/staff, and that my child may be sent home at my own expense. I understand that if I use my private vehicle to transport my child, I do so at my own risk. I understand the description of the overnight field trip and financial obligations communicated by the school.

Parent/Guardian Signature

Date



Harford County Public Schools
Form 10 (Page 1 of 1)
Overnight Field Trip
Chaperone Agreement Form

| | |
|--|--|
| Name (as it appears on Driver's License) | Address |
| Trip Destination | Student's Name |
| Date(s) of Trip | Student's Classroom/Homeroom Number |
| Address | Home Phone Number Cell Phone Number |

RESPONSIBILITIES OF CHAPERONES

Congratulations, you have been selected as a field trip chaperone! The role of the field trip chaperone is to provide additional support to the instructional team in the supervision of students. Please read the following responsibilities, sign, and return to your child's homeroom teacher by _____.

You must agree to:

Sign in at school prior to the field trip and sign out prior to leaving the school grounds. Chaperones need to be entered into the Visitor Management System prior to the field trip. If possible, please stop by the school to pre-register, which will save time the morning of the trip.

1. Supervise students and follow the directions of the sponsoring teacher or other school personnel.
2. Seat yourself at certain points on the bus(es) as determined by the sponsoring teacher.
3. Report behavior concerns to the sponsoring teacher or other school personnel. It is not the responsibility of the chaperone to discipline students at any time.
4. Not bring visitors, children, siblings, or others in your care on the trip.
5. Remain with your group during all scheduled activities. No chaperone may be alone with a single student at any time.
6. Report any incidents or situations that may pose a safety concern to a member of the instructional team immediately. Report all injuries, illness, or altercations to a member of the instructional team immediately.
7. Defer to the members of the instructional team when making decisions about appropriate behavior and the interpretation of school policies, rules and procedures.
8. Comply with all HCPS rules and guidelines for behavior while on school grounds. This includes refraining from smoking and use of alcohol.

For this field trip, chaperones:

- ☐ must provide own transportation, or ☐ will be able to ride the bus with students.
☐ will pay the associated fee of \$_____, or ☐ will have fees associated with the cost of the trip paid by the school.

I have read the responsibilities of a chaperone and agree to abide by the established guidelines listed above.

Chaperone Signature

Relationship to Child



Harford County Public Schools
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Overnight Field Trip
Expectations and Responsibilities

[Click or tap here to enter the location of the field trip](#)

[Click or tap here to enter the date of the field trip](#)

Participation in the [Choose a program name](#) program at [Choose a school](#) is regarded as a privilege. Students chosen for participation are expected to comply with reasonable rules of conduct. Violation of these rules will result in disciplinary actions, including consequences from school administration upon return. **All school policies outlined in the student handbook will be enforced during the entire trip.** Additionally, all [Choose a program name](#) students must comply with the following guidelines.

Both Student and Guardian must sign below accepting this list of Expectations and Responsibilities.

1. If any student is involved in the use of alcoholic beverages, illegal drugs, tobacco products, or breaking of any laws or local ordinances which may result in arrest or detention, it shall be the responsibility of the parent/guardian to come take custody of the student and be responsible for their return home. Administrative action will be taken as outlined in the student handbook.
2. Follow all directions from your assigned chaperone. Any disrespectful behavior toward a chaperone will be treated as insubordination and appropriate administrative action will be taken.
3. Students are to stay in their own area of the hotel. No wandering around the hotel grounds, pool area, game area, etc. No boys should be in or around the area of the girl's rooms and vice versa. Lights out means lights out, you will need your sleep. We have a long day planned for you, so get a good night's rest.
4. Any damage to a hotel room, its fixtures, or contents will be charged to all occupants of the room unless it can be attributed to one or more specific persons. In that event, the damages will be charged to those individuals and their parents. Use of the hotel phone will also be charged to all room occupants.
5. It is the responsibility of each member of the room to assist in keeping the room and its contents in respectable order. Only chaperones will handle room keys.
6. Our hotel has already been notified that no room service, pay-per-view movies, or long distance phone calls will be allowed in our rooms.
7. Be at all places promptly. We do not want the entire group to be waiting for one late person. **Early is on time and on time is late!**



**Harford County Public Schools
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Overnight Field Trip
Expectations and Responsibilities**

8. Harford County Public Schools will not be responsible for any lost or stolen items during this trip. Please think carefully about bringing any valuables with you. Keep all money and personal belongings with you. Do not leave your wallet, purse, or money lying around your room.
9. Cell Phones will be allowed on the trip. Please understand it is your responsibility to secure your cell phone at all times. Bring a cell phone charger with you. There are NO outlets on the bus.
10. At no time will a student or a group of students wander off by themselves. A chaperone must accompany individual students or small groups of students if there is the need to be separated from the general group location. We will follow a 3-person buddy system in the [Click or tap here to enter text.](#)
11. A group is judged very quickly by how they look and what they say. Therefore, we expect you to carry yourself with dignity and maturity at all times. Think about how your appearance, actions, and words reflect on you, your ensemble, and your school.
12. Dress requirements [Click or tap here to enter any dress requirements.](#)

Student Name: _____

Signature: _____

Date: _____

Guardian Name: _____

Signature: _____

Date: _____