

**BALTIMORE COUNTY PUBLIC SCHOOLS  
OVERVIEW AND APPROVAL PROCEDURES GUIDE**

		<b>FIELD TRIPS</b>		<b>Foreign Study Program</b>
		<b>Day/Extended-Day Field Trip</b>	<b>Overnight Field Trip</b>	
<b>PROPOSAL DEADLINES</b>		20 calendar days prior to departure	60 calendar days prior to departure	6 months prior to departure
<b>APPROVAL</b>		Principal Executive Director, School Support	Principal Curriculum Content Supervisor Director, Social Studies Executive Director, Academics Community Superintendent Superintendent ( <i>if more than 3 student days</i> )	Principal Curriculum Content Supervisor Director, Social Studies Executive Director, Academics Community Superintendent Superintendent
<b>FORMS</b>	<b>TEACHER</b>	Field Trip Proposal Day/Extended-Day Field Trip (Form E) <i>Approved Request for Risk Management Review Form</i> , if applicable, (Office of Employee Absence and Risk Management Intranet Site) Parent/Guardian Permission Form Day/Extended-Day Field Trip (Form F) Field Trip Planning Timeline Day/Extended-Day/Overnight (Form H) Chaperone Agreement Form (Form I) Field Trip Notification – Cafeteria/School Nurse (Form J) Final Report–Day/Extended-Day Field Trip (Form M)	Overnight Field Trip Proposal and Summary Sheet (Form C) <i>Approved Request for Risk Management Review Form</i> , if applicable, (BCPS Intranet, Office of Employee Absence and Risk Management) Parent/Guardian Permission Form Overnight Field Trip/Foreign Study Program (Form G) Field Trip Planning Timeline Day/Extended-Day/Overnight (Form H) Chaperone Agreement Form (Form I) Student Health History Form Overnight Field Trip/Foreign Study Program (Form K) Request to Administer Medication/Treatments Overnight Field Trip/Foreign Study Program Form, if applicable (Form L) Field Trip Notification - Cafeteria/School Nurse (Form J) Final Report-Overnight Field Trip/Foreign Study Program (Form N)	Foreign Study Program Proposal and Summary Sheet (Form D) <i>Approved Request for Risk Management Review Form</i> , if applicable, (BCPS Intranet, Office of Employee Absence and Risk Management) Parent/Guardian Permission Form Overnight Field Trip/Foreign Study Program (Form G) Chaperone Agreement Form (Form I) Student Health History Form Overnight Field Trip/Foreign Study Program (Form K) Request to Administer Medication/Treatments Overnight Field Trip/Foreign Study Program Form, if applicable (Form L) Field Trip Notification - Cafeteria/School Nurse (Form J) Final Report-Overnight Field Trip/Foreign Study Program (Form N) Field Trip Planning Timeline Foreign Study Program (Form O)

Rule 6800, Form B

STUDENT/PARENT/GUARDIAN	<p>Parent/Guardian Permission Form Day and Extended-Day Field Trip Page 2, Authorization and Emergency Medical Treatment Authorization Sections) (Form F) Chaperone Agreement Form, if applicable (Form I)</p>	<p>Parent/Guardian Permission Form Overnight Field Trip/Foreign Study Program (Page 2, Authorization and Emergency Medical Treatment Authorization Sections) (Form G) Chaperone Agreement Form, if applicable (Form I) Student Health History Form Overnight Field Trip/Foreign Study Program (Form K) Request to Administer Medication/Treatments Form, if applicable (Form L)</p>	<p>Parent/Guardian Permission Form Overnight Field Trip/Foreign Study Program (Page 2, Authorization and Emergency Medical Treatment Authorization Sections) (Form G) Chaperone Agreement Form, if applicable (Form I) Student Health History Form Overnight Field Trip/Foreign Study Program (Form K) Request to Administer Medication/Treatments Form, if applicable (Form L) Attend all requisite orientation sessions.</p>
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