

Carroll County Field Trip Security Guidelines

The safety and security of staff and students remain a priority for Carroll County Public Schools. As has been common practice, at any time prior to the trip, including the day of the trip, an emergency/security situation may force the cancellation of a field trip. All school systems understand that there is an inherent risk any time field trips to any location occur. In that light, the following updates shall be added to the CCPS Procedures for Field Trips and Other Off-Campus Activities.

- Any credible security concerns received from the Maryland Center for School Safety (MCSS), the Maryland Coordination and Analysis Center (MCAC) and/or the Washington Regional Threat Analysis Center (WRTAC) that relate to field trip security will be relayed to school directors and administrators.
- Furthermore, Baltimore City Watch has requested to be notified of all field trips into the city. Such notifications allow Baltimore City Police to maintain a level of awareness in the event of a major emergency or crisis.
 - A school administrator shall complete the Baltimore City Watch Field Trip Notification Form and forward it to the CCPS Supervisor of Security a minimum of 5 days in advance of the trip.
 - The Office of Security will in turn make notification to the Baltimore City Watch.
- School Principals and Directors should also consider the totality of the following factors to assess the level of risk for any field trip:
 - The age of the students participating in the field trip.
 - Students with special needs and how they will be accommodated.
 - Adequate supervision as enumerated in the CCPS Procedures for Field Trips.
 - Travel routes to and from the field trip site, as well as proximity of drop off and pick up locations for students.
 - Level of security at facilities to be visited.
 - For small children, the ability to contain or maintain accountability.
- Buses shall park/stage within a reasonable proximity of the field trip venue.
- Staff and chaperones shall maintain a level of situational awareness at all times. If there are safety concerns during a field trip, the teacher or administrator in charge will have the authority to terminate the trip at any time.
- A method to communicate with all staff, chaperones and bus drivers should be established prior to the field trip.
- Prior to the field trip, if a teacher or school administrator has concerns about the risk level of a particular trip, they should consult with their respective school director and the Supervisor of Security to make a determination as to whether it should take place.
- The following prohibitions shall apply:
 - Students shall not be left unsupervised during any field trip.
 - Students and chaperones shall not drive themselves to the field trip location. Any exception to this rule must be approved by school director.
- Parents should understand that they have the ability to opt their children out of any field trip.

Carroll County Public Schools

Baltimore City Watch Field Trip Notification Form

Procedures:

1. This form shall be completed by any teacher or administrator planning a field trip to Baltimore City.
 2. The form shall be emailed or faxed to the Supervisor of School Security a minimum of 5 business days prior to the field trip.
 3. The Supervisor of Security shall ensure that proper notification is made to the Baltimore City Watch.
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Name of School: _____

Teacher/Administrator in Charge: _____

Name of the Venue: _____

Physical Address of the Venue: _____

Date and Est. Time of Arrival: _____

Date and Est. Time of Departure: _____

Number of Students Attending: _____

Number of Staff Attending: _____

Number of Volunteers/Chaperones: _____

Number of Buses: _____ Will buses be parking on site: Yes _____ No _____

If no, where will buses be parked: _____