

## FIELD TRIP PROCEDURES

### PURPOSE:

To establish procedures to be followed to support School Board Policy IICA.

### I. ROUTINE FIELD TRIPS

#### A. Instructional Field Trips

Any planned student outing away from campus under the supervision of a teacher or other school official with the purpose of enriching and expanding the classroom instructional program

1. It is expected that all field trips incorporate specific objectives supporting the Virginia Standards of Learning and include pre- and post-activities along with an evaluation component.
2. In cases where participation is limited by the capacity of the facility, selection of student participants shall be random, if appropriate, or based upon student readiness to participate and ability to benefit from the activity. Students with disabilities and English Learner students should be included in field trip activities to the greatest extent possible given the performance and safety requirements of the activity.
3. Student participation, while strongly encouraged, shall not be required for an instructional program field trip. If a student chooses not to participate in the scheduled field trip, the school shall provide an appropriate educational alternative. No student shall be penalized for not participating in an instructional field trip.
4. Instructional field trip forms are signed by the principal or designee and forwarded two weeks prior to the trip to the Office of Pupil Transportation and Fleet Management.
5. Walking field trips require the permission of the principal. These weather-dependent trips within a one mile radius of the school campus are planned to enhance or reinforce the curriculum. Parent/guardian permission for students under 18 years of age must be secured for all off-campus field trips, including walking field trips.

#### B. Student Activity Field Trips

Any planned outing away from campus under the supervision of a teacher or other school official, in support of academic and athletic teams, performing groups, or other student activity.

1. Student participation in field trips for activity purposes, though not strictly required, is expected and may be required by a sponsor (teacher, coach) of the activity. For example, a student member of an athletic team or musical group is expected and could be required to attend games, scrimmages, or practices that are scheduled away from the school.
2. Student activity field trip forms are signed by the principal or designee and forwarded to the Executive Director of Instructional Support.

3. Parent/guardian permission will be secured for student participation in activity field trips. Such permission is usually secured during the informational meetings with parents/guardians conducted by the coach/sponsor.

#### **C. Student Discipline While On Field Trips**

As emphasized in Policy IICA, field trips are an extension of school-based curriculum and instruction. Students are expected to conduct themselves appropriately, representing their school in a positive and productive light. Therefore, the following behavioral and disciplinary requirements are operational when students are participating in a field trip experience:

1. School-based behavioral and disciplinary expectations and regulations apply to students during a field trip experience.
2. All requirements for student behavior (including respect, decorum, and appropriate interactions with others) are applicable to all field-based experiences and settings.
3. An infraction of a disciplinary code or rule that occurs during a field trip should require the same consequences as norms and practices in the school environment.
4. Students are expected to abide by all norms and regulations related to safety and substance use, including expectations for appropriate conduct, respect for others, and the absence of weapons and controlled substances.
5. If a student violates these terms, he or she will receive appropriate disciplinary consequences, including potential denial of future opportunities for other field trip experiences.

## **II. SPECIAL CIRCUMSTANCES FIELD TRIPS**

Any instructional or student activity field trip that involves special circumstances and where the activity could raise issues of student safety or ACPS liability is considered a special circumstance field trip. Please see examples below:

1. Foreign travel (Must be approved by the Superintendent or the Superintendent's designee. Student participation on such trips must not be dependent upon ability to pay for the trip.)
2. Water-related activities.
3. Overnight trips (Procedures must focus on the safety of all students and address privacy interests regarding situations involving undressing or showering. Transgender and gender nonconforming students will be allowed to participate in a manner consistent with their gender identity, and will not be forced into single-occupancy accommodations that are not required for other students. However, such alternative accommodations should be made available to any student requesting them. Confidential student information, including gender identity, is protected under the Family Educational Rights and Privacy Act (FERPA) and will not be disclosed. Students requesting alternative accommodations should contact their Student Support Team (SST) member or school administrator. In addition, all students who

participate in extracurricular activities that involve overnight trips will be made aware of this regulation in advance, including the options that are available to them.)

4. Activities scheduled after the annually established spring cutoff for field trips.
5. Trips that fall into the special circumstances category must be approved by the principal or designee and reviewed by the Executive Director of Instructional Support and the Chief Financial Officer.

### **III. NON-SCHOOL SPONSORED TRIPS**

Trips which may involve groups identifiable as students or teachers of ACPS, but are privately sponsored, do not support the educational mission of ACPS, and/or trips not approved by the designated ACPS administrator under the category of routine or special circumstances field trip, will be considered non-school sponsored. Examples may include, but are not limited to, most international trips, ski trips, club trips, and professional sporting events. These additional requirements apply:

1. Foreign travel sponsored by outside agencies may not be promoted in the school or in any manner associated with the school. For example, solicitation may not occur during the instructional day; posters promoting the event may not be displayed in classrooms or distributed to students during the instructional day; the public address system, closed circuit television, or electronic message boards may not be used to promote the event; or promoted on school letterhead.
2. The PTA, Booster, or other organization must plan and organize the event, not an ACPS employee (full-time, part-time, stipend) or ACPS contractor or volunteer while working for ACPS.
3. No group of students may be formed or meet during the school day for the purpose of planning, conducting, or facilitating a non-approved program or tour.
4. School Board liability insurance shall not provide protection for activities not approved and not sponsored by the Alexandria City Public Schools.

### **IV. REQUIREMENTS AND PROCEDURES FOR FIELD TRIPS**

#### **A. Scheduling**

1. By the final Friday in October, each school should submit a list of known field trips planned for the year, to the Executive Director of Instructional Support along with a Request for Approval of Field Trip form.
2. Field trips should be scheduled to minimize time away from school.

#### **B. Appropriate Field Trips**

1. Field trips must include intended outcomes that justify the instructional time and transportation costs. One or more of the following conditions must be met:
  - The trip contributes significantly to the accomplishment of specific class content area or grade level objectives.

- Special training and/or enhancement of in-class activities can best be accomplished at a site off-campus (e.g., nature center).
  - Students with disabilities and English Learner students should be included in field trip activities to the greatest extent possible given the performance and safety requirements of the activity.
2. Field trips that **shall not** be approved for sponsorship by the Alexandria City Public Schools include the following:
- Field trips that are primarily recreational in nature or are rewards for accomplishments, such as trips to an amusement or theme park or to a student's home for a celebration, unless such trip is scheduled during non-instructional time (nights, weekends, etc.).
  - Field trips that require travel time that would be too long for the age-levels of the students involved.
  - Field trips that require inordinate expense or excessive absence from campus.
  - Field trips outside the United States unless approved under the provisions of this regulation.

C. Procedures

1. Each field trip request should list the Virginia Standards of Learning or curricular objective(s) the trip addresses.
2. Field trip requests must be approved by the principal and submitted to the Executive Director of Instructional Support at least two weeks prior to the actual date.
3. The principal will make certain the dates do not conflict with religious holidays, major school wide events, or early dismissal days.
4. Instructional field trip requests must be entered into the TOMS routing system by the person requesting the field trip and must be approved by the principal or designee and forwarded two weeks prior to the trip to the Office of Pupil Transportation and Fleet Management.
5. Each principal must maintain a list of all students and chaperones by bus, a map of the intended route, the name of the bus company with a contact person and phone number (if private company), and the cellular phone number of the teacher on the field trip (if available). Additionally, each chaperone must carry a complete set of this information.
6. Routine field trips will only be operated between the hours 8:45 a.m. – 1:30 p.m., subject to transportation availability and Director of Pupil Transportation and Fleet Management's approval.
7. Field trip sponsors and school administrators must:
  - Request sufficient buses for the size of the group. Seating capacity: 44 secondary students or 66 elementary students per bus;
  - Notify food services two weeks in advance of the trip if a class will not be having lunch in the cafeteria and if you wish to order bag lunches; and
  - Notify the school nurse of a scheduled field trip a minimum of four days before the trip so that necessary arrangements may be made for administration of medications or special procedures arranged for any of your students.

8. One adult chaperone should be provided according to the following ratio:  
Grades K-2 – 1:5; grades 3-5 – 1:10; grades 6-8 – 1:10; and grades 9-12 -- 1:15.
9. A written permission slip must be obtained from the parent/guardian of each student who is scheduled for the trip. Students who do not return a signed permission slip must remain at school.
10. Schools should keep completed parent/guardian permission forms on file at least until the end of the quarter in which the trip was taken.
11. In some instances, because of behavior that threatens safety, the principal, in consultation with the teacher, may determine a child should be excluded from a trip or that a parent/ guardian accompany the child or that a chaperone be assigned to accompany the child in order for the student to attend. If a student is excluded from participating in a field trip for behavioral reasons, the parent/guardian must be informed. Withholding of educational field trips as a general punitive measure is not appropriate.
12. If a trip is canceled due to weather or other extenuating circumstances, students cannot be taken to another location in lieu of the planned activity. The original field trip request should include a rain date. Cancelled trips should be rescheduled for a later date.
13. To provide appropriate supervision and to control the use of illegal substances or dangerous items on overnight field trips, parents/guardians must be made aware that a search of student luggage may be conducted at any time during the field trip.
14. All school and school division policies, rules and regulations apply for the duration of the field trip.
15. Security alerts could result in the Superintendent canceling selected field trips.

## **V. FUNDING**

Field trips are funded through a per pupil allocation based on school enrollment. The Office of Pupil Transportation and Fleet Management will inform schools of their annual allocation.

1. Instructional operating and student activity funds may be used to fund field trips.
2. Funds may be donated by the PTA, Booster Clubs, or private donations.\*
3. No student will be denied access to a field trip due to an inability to pay. The principal is expected to work with the Executive Director of Instructional Support to seek funds for students of limited financial means.

\*A donation form may be submitted through the Office of Community Partnerships and Engagement for private donations.

## **VI. FIELD TRIP FORMS**

Request for Approval of Routine Field Trip

Request for Approval of Special Circumstance Field Trip

Parental Authorization and Acknowledgement of Risk for Field Trip

Driver and/or Chaperone Information

Emergency Contact Information

Field Trip Luggage and Lodging Search Permission Form

Established: October 15, 2015

Revised: October 7, 2021

Legal Refs.: Code of Virginia, 1950, as amended, §§22.1-23.3, 22.1-70, 22.1-78, 22.1-176.

Cross Refs: IGDA Student Organizations, Co-curricular Programs and Extracurricular  
Activities  
IICA Field Trips  
JFCB Sportsmanship, Ethics and Integrity



## REQUEST FOR APPROVAL OF ROUTINE FIELD TRIP

TRIP INFORMATION			
Date of Application:	School:		
Teacher:	Grade:	Subject/Activity:	
# of Students:	# of Staff Members:	# of Chaperones:	
Names of Chaperone:			
Departure Date:	Departure Time:	Place of Departure:	
Return Date:	Return Time:	Place of Return:	
Rain Date (Departure):		Rain Date (Return):	
Purpose of Trip:			
SOL or Curricular Objective(s):			
Repeated Trips:			
Transportation: <input type="checkbox"/> Walking <input type="checkbox"/> School Bus/Van <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Commercial Carrier <input type="checkbox"/> Metro Bus or Rail <input type="checkbox"/> ACPS Vehicle <input type="checkbox"/> Leased Vehicle                       _____ <span style="font-size: small; margin-left: 500px;">Commercial Carrier Name</span>			
# of Buses Needed:	# of Vehicles Needed:	Does this Require Facilities for Special Needs: <input type="checkbox"/> Yes <input type="checkbox"/> No	
All plans are in accordance with Regulation IICA: _____ <span style="font-size: x-small; margin-left: 450px;">Requestors Signature</span>			
REQUESTER			
Signature:			Date:
APPROVAL			
Principal or Designee Signature:			Date:



## REQUEST FOR APPROVAL OF SPECIAL CIRCUMSTANCE FIELD TRIP

The following constitutes a special circumstance field trip:		
<input type="checkbox"/> Involves student safety or Alexandria City Public Schools (ACPS) liability	<input type="checkbox"/> Involves overnight trip	
<input type="checkbox"/> Includes a water-related activity (i.e.: amusement park, hotel swimming pool)	<input type="checkbox"/> Involves international travel	
<input type="checkbox"/> Involves an activity scheduled after the spring cut-off date for field trips		
TRIP INFORMATION		
School:	Subject/Activity:	
Destination:		
# of Students:	# of Staff Members:	# of Chaperones:
Names of Chaperones:		
Departure Date:	Departure Time:	Place of Departure:
Return Date:	Return Time:	Place of Return:
Purpose of Trip:		
Repeated Trips:		
SOL or Curricular Objective(s):		
** A DETAILED ITINERARY MUST BE ATTACHED TO THIS REQUEST **		
Transportation:	<input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Commercial Carrier <input type="checkbox"/> Metro Bus or Rail      ACPS Vehicle      Leased Vehicle <small>Commercial Carrier Name</small> Airline      Other	
Please fill out section below if Private, ACPS, or Leased Vehicle is selected:		
Driver:	Student      Parent      Staff      Chaperone      Other	
Vehicle Type:	Car      SUV      Mini Van      Other Van (seats 10 passengers or less)	
# of Buses Needed:	# of Vehicles Needed:	Does this Require Facilities for Special Needs: Yes      No
Cost per Participant:	Source of Funding:	Substitute (s) Needed for Classes: Yes      No
Names of Drivers:		
Name of Person to Contact for Emergencies:		Phone #:
FOR OVERNIGHT TRIPS ONLY		
Name of Staff Member(s) Responsible for Trip:		Phone #:
Names of Other Staff Members and Chaperones (Direct Supervision Must Be Provided by Adults):		
REQUESTER		
Teacher (Print Name):		Date:
APPROVALS		
Approved by Principal		Date
Approved by Superintendent (International Trips Only)		Date
Comments		



**PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISK  
 FOR FIELD TRIP**

(This form and an attached field trip description are required for all field trips.)

**IMPORTANT DIRECTIONS:** (1) Use one form per trip, (2) Complete the school portion (top half) of form, (3) Duplicate one form per student and (4) Send a copy home for parent and student signatures.

TO BE COMPLETED BY SCHOOL	Student Name:		School:		Grade:
	Dates of Trip:		Time of Trip:		Destination:
	Purpose & Planned Activities:				
	<b>TRANSPORTATION BEING PROVIDED</b> (Check all that apply): <input type="checkbox"/> Walking <input type="checkbox"/> School Bus/Van <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Commercial Carrier <input type="checkbox"/> Metro Bus or Rail <input type="checkbox"/> ACPS Vehicle <input type="checkbox"/> Leased Vehicle    _____ <span style="margin-left: 150px;"><small>Commercial Carrier Name</small></span>				
	<b>-OR-</b> <b>DRIVERS OF PRIVATE OR LEASED VEHICLES</b> (Check all that apply): <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Staff <input type="checkbox"/> Chaperone <b>VEHICLE TYPE</b> (Check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> SUV <input type="checkbox"/> Van (10 passengers or less) <input type="checkbox"/> Other _____ <span style="margin-left: 150px;"><small>Specify</small></span>				
<b>RISK RELATED</b> (Check all that apply): <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Amusement or Theme Park <input type="checkbox"/> Beach or Ocean <input type="checkbox"/> Other _____ <span style="margin-left: 150px;"><small>List Activity</small></span>					

TO BE COMPLETED AT HOME	<b>STUDENT AGREEMENT</b>	
	While participating in this field trip, I will accept responsibility for maintaining good conduct and behavior, and I will follow directions at all times.	
	_____ Signature of Student	_____ Date
<b>PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS</b>		
I understand that participation in this field trip is voluntary, that it is not required and that it exposes my child to some risk(s). I also understand that the trip may include amusement activities and that participation in any amusement activities will expose my child to some risk of injury or even death. I have read and understand the description of the field trip (attached) and authorize my child to participate in the planned components of the field trip to the extent indicated by my signature below. I also understand that participation in the field trip will involve activities off school property; therefore, neither the Alexandria City School Board or its employees and volunteers, will have any responsibility for the condition or use of any non-school property.		
<b>PARENT PERMISSION</b> (Check all that apply) <input type="checkbox"/> I agree to all of the above. <input type="checkbox"/> I opt out of this field trip.		
I give permission for _____ to participate in this field trip.		
_____ Signature of Parent/Guardian	_____ Date	

**DRIVER AND/OR CHAPERONE INFORMATION**

*Please complete all sections that are applicable*

<b>PART I: CHAPERONE AND DRIVER INFORMATION</b>	
Chaperone or Drivers Name:	Cell Phone:
Emergency Contact Name:	
<b>PART II: DRIVER INFORMATION (FOR DRIVERS ONLY)</b>	
<input type="checkbox"/> Valid driver's license and expiration date (attach a copy):	
<input type="checkbox"/> Proof of Insurance (attach a copy of your insurance card)	
<input type="checkbox"/> Vehicle Type, Make, and Model:	
<input type="checkbox"/> License Tag Number:	
<input type="checkbox"/> Vehicle Owner:	
I certify that: (a) I have not been convicted of two or more traffic violations within the preceding 12 months; (b) I do not have two or more unresolved traffic violations in the preceding 12 months; (c) I have not been convicted of driving under the influence of drugs or alcohol in the preceding five years; and (d) I do not have driving under the influence of drugs or alcohol charge pending.	
Driver Signature:	Date:

**NOTE TO DRIVERS OF PRIVATELY OWNED VEHICLES:**

All students in privately owned vehicles (not buses) must be properly secured in an approved child safety seat, booster seat, or safety belt no matter where the child is seated in the vehicle. Private vehicles must be equipped with factory installed lap belts and shoulder harnesses for each seat, and installed air bags for vehicles manufactured after 1998. All children aged eight or younger must be secured in a car or booster seat in compliance with the requirements of Virginia law.

**NOTE TO TRIP SUPERVISOR:**

Please fax a completed copy of this form and attachments to the ACPS Office of Safety and Security Services.

**EMERGENCY CONTACT INFORMATION**  
**Contact Information During the Time Period of the Field Trip**

Mother or Guardian Name:		
Home #:	Work #:	Cell#:
Father or Guardian Name:		
Home #:	Work #:	Cell#:
Alternate Contact Name:		Relationship:
Home #:	Work #:	Cell#:
<b>MEDICAL CARE INFORMATION</b>		
Family Physician:		
Health Insurance Company (If student does not have insurance, please write <i>None</i> ):		
Group Policy Number (If student does not have insurance, please write <i>None</i> ):		
ID Number(If student does not have insurance, please write <i>None</i> ):		
Is student allergic to any food, insects, or medications? If so, please list:		
Will any medication be needed during trip? If so, please list:		
Will an Epi-Pen be required for this trip (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe any special needs of the above student related to this trip:		
<b>NOTE: Medications for field trips that occur during the school day, and for which the School Nurse has the medications and the authorization form, will be provided by the School Nurse to the Field Trip Coordinator on the day of the trip. It is the responsibility of the parent to provide authorization and medications to the Field Trip Coordinator for trips outside the school day and/or lasting more than one day.</b>		
<b>MEDICAL AUTHORIZATION</b>		
The school has my permission when I cannot be contacted, to take my child to the Emergency Room of the nearest hospital (in a private or emergency vehicle). I further provide the hospital and its medical staff my authorization to provide treatment which a physician determines necessary for the well-being of my child.		
_____ Parent/Guardian Signature (or eligible student over 18)		Date:

**ALEXANDRIA CITY PUBLIC SCHOOLS  
 Field Trip Luggage Search Form**

**No student will be allowed to participate in the Alexandria City Public School sponsored overnight trip, scheduled for departure on \_\_\_\_\_, 20\_\_\_\_, unless both PART I and PART II are completed and signed by a parent or guardian.**

**Part I: Consent to Search of Luggage and Lodging**

I, \_\_\_\_\_ (*print name of parent of guardian*), give my consent to officials of Alexandria City Public Schools and their officially designated representatives to search the luggage of my child, \_\_\_\_\_ (*print child's name*), in connection with the school activity scheduled for the above date. Also, I give my consent for any search, deemed advisable, of my child's lodgings, including luggage, while on the trip.

_____	_____
Parent or Guardian's Signature	Date
_____	_____
Student's Signature (if over age 18)	Date

**Part II: Certification of Contents**

I, \_\_\_\_\_ (*print name of parent of guardian*), certify that I will search the luggage of my child, \_\_\_\_\_ (*print child's name*), and it will not contain any illegal or prohibited items (A list of prohibited items can be found below).

_____	_____
Parent or Guardian's Signature	Date
_____	_____
Student's Signature (if over age 18)	Date

**For the purposes of this form, prohibited items include, but are not limited to: tobacco, alcohol, drugs, drug paraphernalia, weapons (or look-alikes), sharps, pornography and medications unaccompanied by a completed Authorization for Medication or Self-Administered Inhaler form**