

FIELD TRIPS

Field trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom learning experiences more meaningful. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience during and after the trip. Teachers will plan advance activities that prepare students for the trip and follow-up activities that assist students in summarizing, applying, and evaluating information learned on the trip.

The following factors should be considered in proposing and approving field trips:

- The value of the trip to the particular class
- The relationship of the field trip to a particular aspect of the curriculum
- The distance travelled
- The time away from the regular instructional program
- The availability of transportation

No student will be denied the opportunity to participate in a field trip because of a lack of funds.

Trips will be approved by the superintendent or designee pursuant to regulations developed by the superintendent. Approval must be obtained before commitments are made to students, parents, or commercial establishments. The superintendent will make an annual report to the School Board on field trips taken.

Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission for such trips may be obtained for the entire athletic season or school year.

The Dickenson County School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted: June 27, 1995

Revised: March 28, 2012

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

Cross Ref.: JFCB Sportsmanship, Ethics and Integrity

Guidelines for Field Trip Requests

1. **Approval of field trips** will follow the existing timeline and request channels; that is, submission of request by teacher(s), approval by principal, approval by superintendent, and approval by School Board prior to the trip.
2. **Submission of Field Trip Requests** will include the following information submitted on the electronic form available on the DCPS website. Teachers should complete the form electronically and print it in duplicate for submission first to the principal. The required information includes
 - a. *Destination* information (specific name and address of the destination and date(s) of the requested field trip)
 - b. *Purpose of trip*
 - i. Directly instructional: a clear, well-defined link between the destination for the requested field trip and subjects/courses in which students are enrolled. The description of the instructional purpose should define SOLs *or* other specific instructional objectives.
 - ii. Indirectly instructional: the trip does not link to specific SOLs or other instructional objectives but does provide clear educational benefits for students, including but not limited to trips to theaters, museums, college campuses, or historical sites. The field trip request should specify sites to be included and the educational value intended. This type of trip might include 8th grade or senior trips, state/national conferences for established school-based organizations, etc.
 - iii. Recreational: Such trips may be considered on a case-by-case basis with preference to sites in Dickenson County. This type of trip may be limited to one per class/grade and should never interfere with instructional time.
 - c. *Mode of Transportation* (buses or other DCPS-owned vehicles, personal vehicles)
 - i. Bus drivers
 - ii. Other drivers
 - d. *Adult supervision*
 - i. Teachers and other DCPS personnel (will substitute teachers be hired?)
 - ii. Parents and other volunteers
 - e. *Source of Funding*
 - i. DCPS funded: DCPS will work with schools to provide financial support for field trips with a directly instructional purpose as requested by teachers
 - ii. School funded: funds provided through school-based accounts
 - iii. Participant-funded: students pay for the expense of the trip either through fund-raising or individual contribution or a combination
 - iv. Sponsored: funds provided by sponsoring organization or corporate or private donation such as Columbus Phipps Foundation
3. **Field Trip Bus Voucher** must be completed and submitted in duplicate by the bus driver(s) for each bus used after an approved trip *if* a DCPS bus is used for transportation. The Field Trip Bus Voucher form is accessible at the DCPS website. This form includes:
 - a. *General trip information* (including destination, dates and length of trip)
 - b. *Driver information* (including SSN)
 - c. *Bus information* (including bus #, start/end odometer readings, total mileage)
 - d. *Source of funding*
 - e. *Certification by school representative*