

**FIELD TRIPS**

Field trips are off-campus instructional activities. They can provide excellent educational experiences for students by enriching the curriculum and making classroom learning experiences more meaningful. Additionally, they can provide valuable opportunities for competition for students in extracurricular programs.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience by students 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(es) and the curriculum being studied
- The relationship of the field trip to a particular aspect of the curriculum
- The distance to be travelled
- The time away from the regular instructional program
- The availability of transportation

Field trips shall be approved by the Superintendent or designee. Principals are expected to consider the educational value of the trip, the availability of the learning opportunities, and the distance, time and expense involved in the trip. Principals are also responsible for following all procedures for approval of field trips. Modes of transportation used for school trips must be properly insured. No student under 18 may participate on a field trip without the written permission of the parent or guardian.

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

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.

Additionally, field trips are an extension of school-based instruction. Since they should extend and refine student learning, participating students are expected to demonstrate behaviors consistent with school-based rules, regulations, and protocols. Specifically, students on field trips should understand that they represent their school and community; therefore, they must display appropriate respect, decorum, and self-control as they interact with individuals and groups in visited locations, organizations, and facilities. If a student demonstrates specific infractions or misbehaviors, he or she should receive appropriate disciplinary consequences, including potential loss of future field trip opportunities.

The Alexandria City School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips that are not part of the instructional program. Employees who are involved with such trips must emphasize to any interested student or

46 parent/guardian that such trips are strictly private enterprises and are not under the auspices of  
47 the school division and the division will not accept legal responsibility.

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49 Adopted: January 9, 1997

50 Amended: July 1, 2005

51 Amended: October 15, 2015

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54 Legal Ref.: [Code of Virginia](#), 1950, as amended, sections [22.1-70](#), [22.1-78](#), [22.1-176](#).

55 Cross Ref: JFCB Sportsmanship, Ethics and Integrity