



## **Policy: IICA**

### **Section I: Instruction**

#### **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 non-exhaustive factors will be considered in 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 the student may lack financial resources to attend a field trip.

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 the 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 Charles City County School Board ("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.

**School Division Sponsored International Travel**

The Charles City County Public Schools (“CCPS”) encourages students to participate in division-sponsored international travel to provide students with the opportunity to study and experience the culture, language, and history of people around the world. International travel is separate from field trips and must be approved by the School Board before any announcement or invitation to students can be made.

Faculty or staff members responsible for organizing the trip shall insure that each student under their supervision provides all of the necessary travel documents at least three weeks prior to travel. Any student who fails to produce the necessary paperwork at least three weeks prior to travel will not be permitted to travel and may lose any previous down payment or deposit.

All students traveling abroad must be covered by health insurance for the duration of their travel. The insurance policy shall include coverage of illness and accidents, including coverage of any pre-existing medical problems. If a student is not adequately insured, the student will not be permitted to travel and may lose any previous down payment or deposit.

Unless specified below, the following forms and information must be completed at least three weeks prior to travel:

1. Student Health Information Form: This confidential form requires disclosure of health and/or disability information, grants permission to CCPS to contact specified person(s) in the event of illness or emergency, and authorizes the provision of medical treatment overseas under emergency conditions.
2. Consent to Release Information Form: This form authorizes CCPS to contact a student’s family to discuss personal matters, including financial and medical issues, in the event of illness or emergency.
3. General Release and Student Responsibilities Form: This form includes a waiver of liability and statement of student responsibilities while abroad.
4. Travel Warnings: The school personnel conducting the trip must verify with the U.S. State Department the nature of any travel alerts for all countries to be visited during the trip. This verification must be submitted with the original request for approval by the School Board. A follow-up check must be conducted and verification submitted to the Superintendent no sooner than 48 hours prior to departure from the U.S. Overseas travel to countries or areas where a U.S. Department of State Warning is in effect will not be approved by the School Board.
5. It is necessary that the sponsoring teacher(s) provide evidence of registration of all student travelers with the U.S. State Department, identifying the countries where travel will occur using the State Department’s website, and health information from the U.S. Centers for Disease Control on specific destinations, as well as the World Health Organization and the US Department of Agriculture.

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6. Teachers who are sponsoring the trip shall provide a list of contacts to students, parents/ guardians, and chaperones for in-country services that can be used in the event of an emergency, including but not limited to, the American Embassy, Consulate and Diplomatic Missions, if applicable.
7. The agency arranging the travel must be identified explicitly, along with its address. The agency bearing legal responsibility, must also be clearly indicated. It is important that the parent/ guardian know precisely with whom to deal in the event that any emergency would arise.
8. Chaperones and/or teachers should be selected on the basis of their professional qualifications for a particular assignment. Staff selection does not depend on recruitment of students by potential staff members. Adults traveling and working with students overseas need specific, relatively uncommon skills, understandings, and competencies for working with young people in an information setting.
9. Promotional materials for international travel must clearly detail provisions and arrangements for coping with illness, accidents, and other unusual circumstances. Requirements for health and travel insurance must be carefully detailed. Additional costs, for which the parents may be responsible, should be explicitly stated.
10. Opportunities will be provided for parents/guardians, students and CCPS Teachers and sponsors/chaperones to contact individuals who have previously participated in international travel experiences provided by the travel company for their reactions and appraisals.
11. A separate list of all required forms, checklists and procedures will be presented to the sponsors, along with a checklist for completion, up to six months prior to the international travel experience. Failure to submit all completed forms by the deadlines established in these procedures will result in cancellation of the trip with the forfeiture of any previous down payments.

**Non-School Division Sponsored Field Trips or International Travel**

Employees are not permitted to solicit students for any non-school sponsored field trips or international travel. Students will not be granted an excused absence from school for non-school sponsored field trips or international travel.

**Adopted:**

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

**Cross References.: JFCB Sportsmanship, Ethics and Integrity**