



# Chesapeake Public Schools FIELD TRIP APPLICATION

(Please refer to the policies and procedures listed on the reverse side of the form.)

School: _____ Date submitted: _____	
School Group Name: _____ Grade(s): _____	(Check one) Curricular: _____ Non-curricular: _____ VHSL: _____
Field Trip Sponsor(s) Attending: Name: _____ Title: _____ Cell Phone #: (_____) _____	Field Trip Sponsor(s) Attending: Name: _____ Title: _____ Cell Phone #: (_____) _____
Destination of field trip: _____	
Purpose of field trip: _____	
Mode of transportation: _____ Company/Carrier: _____	Phone Number: (_____) _____ Certificate of Compliance Received: _____
Date(s) of Trip: _____	Time of Departure: _____ Time of Return: _____
Total # of students attending: _____	# of females: _____ # of males: _____
Total # of adult chaperones: _____	# of females: _____ # of males: _____
Cost per student: _____	Cost per Adult: _____ Total Cost: _____
Name of Lodging (if overnight): _____ Phone number (_____) _____	
Address: _____ City: _____ State: _____	

**(For VHSL sanctioned events, omit #1 through #4 below)**

1. Specific instructional objectives of the proposed trip and related SOL: \_\_\_\_\_
2. Anticipated learner outcomes: \_\_\_\_\_
3. Specific learning activities during trip: \_\_\_\_\_
4. Related activities:  
Before trip: \_\_\_\_\_  
After trip: \_\_\_\_\_  
(Attach additional papers to complete the questions above, if necessary.)
5. Field Trip Itinerary attached

This application is in compliance with Chesapeake School Board Policy 6-33 and regulations addressing field trips.

**APPROVAL:**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent for Curriculum and Instruction  
(when applicable)

\_\_\_\_\_  
Date

Chesapeake Public Schools  
**FIELD TRIP POLICIES AND PROCEDURES**

A field trip can be defined as any off-campus, educationally-related experience that provides enrichment, performance, or competitive opportunities for students. Enrichment and performance field trips should enhance course objectives and align with city and state objectives and the Standards of Learning. Generally, field trips should be confined to a single day. In all cases, careful consideration should be given to the amount of instructional time lost. The Superintendent shall develop, maintain, and promulgate such guidelines as are necessary to ensure that field trips are beneficial to and promote the educational interests of participating students and the School Division.

**The following policies and procedures apply to all field trips:**

- A. Field trip teacher sponsor(s) must complete a Field Trip Application and submit it to the building principal for approval. Non-overnight field trips require the approval of the building principal only. No money can be collected and no commitments made prior to the approval of the field trip. Any change in the purpose or itinerary of the field trip must have prior approval.
- B. Principals should specify the requirements for individual student participation in field trips. These school-based policies should be consistent with state and federal guidelines related to the participation of special education students.
- C. The teacher sponsor-in-charge should prepare and retain a roster of participating students that include pertinent parental contact information. Permission slips must be secured from the parent or guardian before a student is permitted to participate in a field trip. Permission slips must be kept on file. A copy should be given to the building principal prior to departure.
- D. The chaperone-student ratio shall be ONE adult chaperone for each TEN students. Exceptions will be handled on an individual basis. When possible, consideration should be given to gender equity among the chaperones. All field trip chaperones must be screened using the Sex Offender Registry.
- E. All School Board policies and established school division procedures must be followed during the field trip. These include the CPS Code of Conduct and the Health Service Medication Procedures for Field Trips.
- F. Teacher sponsors should prepare a trip information sheet including departure and return times as well as other pertinent information. This should be distributed to students, parents, and chaperones prior to departure.
- G. If school transportation is to be used, an appropriate application should be submitted to the Transportation Department at least two weeks prior to the trip. If charter bus service is to be used and paid for using school funds, a copy of the contract should be filed with the school bookkeeper. All CPS accounting procedures must be followed.
- H. No field trip may be scheduled during a time when the school is administering state or national standardized tests, or during the semester or final exam period. The Assistant Superintendent for Curriculum and Instruction may grant exceptions on an individual basis.

**Additional policies and procedures for overnight field trips:**

- I. In addition to the approval of the building principal, overnight field trips require the approval of the Assistant Superintendent for Curriculum and Instruction. No money can be collected and no commitment made prior to the approval of the Assistant Superintendent. A copy of the field trip itinerary must be submitted with the application, and any change in the purpose or itinerary of the overnight field trip must have prior approval from the Assistant Superintendent for Curriculum and Instruction.
- J. A signed parental consent form that includes health insurance information and a medical release statement must be obtained from each participant at least three days to departure. These documents must be in possession of the teacher sponsor-in-charge at all times during the trip.
- K. These items should be provided to the students and their parents, as well as the building principal:
  - 1. a detailed itinerary
  - 2. transportation information, including flight numbers where applicable
  - 3. names, addresses, and phone numbers of all lodgings
  - 4. a statement of rules, behavior, and expectations for all participants
- L. Males and females may not fraternize in hotel rooms.
- M. A curfew appropriate to the age of the students and hotel regulations should be set and enforced.
- N. Performing groups such as chorus, band, and orchestra; delegate groups such as Key Club and DECA; and teams attending Virginia High School League events shall confine their trips to those necessary to fulfill their obligations. All other groups must confine their trips to no more than two instructional days.
- O. Teacher sponsors are encouraged to meet with chaperones and, where appropriate, parents prior to the trip to review guidelines and answer questions. All field trip chaperones must be screened using the Sex Offender Registry.
- P. Overnight field trips are subject to specific travel guidelines and grade-level restrictions. Overnight trips involving elementary and middle school students and/or travel out of the forty-eight contiguous states are discouraged and will be considered on an individual basis by the superintendent or his designee.

**Appeal Process:** In the event an application for a field trip is denied, an appeal of the decision to deny can be made to the Superintendent. Please refer to R 6-33 (R-U) for appeal procedures.

