FINANCE

Risk Management

Field Trips

This policy supersedes Policy 5790.~~1~~2.

I. PURPOSE

To establish guidelines for instructional and student activity field trips that are extensions of academic, athletic, and other student activities.

II. SUMMARY OF CHANGES ~~SINCE LAST PUBLICATION~~

~~A. In section III.B.2., the word "cluster" has been changed to "region."~~

~~B. In section III.C., the title of Regulation 2236 has been added.~~

~~C. In legal reference, sections 22.1-182 and 22.1-183 from the Code of Virginia have been deleted since they are not specifically applicable to this policy.~~

- A Philosophy section has been added.
- Former Section III, Approval, has been renumbered. Within this section, the approval authority has been updated from the Deputy Superintendent to the Chief of Schools.
- Legal references have been updated.

III. PHILOSOPHY

The School Board recognizes that field trips support student learning as an extension of the educational program. Field trips shall be planned and conducted to ensure student safety, appropriate supervision, fiscal responsibility, and compliance with policies and regulations, with approval required based on the nature, location, and risk of the trip.

IV. RESPONSIBILITIES

A. APPROVAL

Instructional and student activity field trips that are appropriately planned and organized are authorized.

1. Routine Field Trips: Require principal approval only.

2. Unusual Field Trips:

   a. Continental United States, Alaska, Hawaii, and U.S. possessions: Require principal approval and review by risk management, Office of the Comptroller, Department of Financial Services.

b. International: Require principal, region assistant superintendent, and ~~deputy superintendent~~ Chief of Schools approval, and review by risk management, Office of the Comptroller, Department of Financial Services.

~~3.~~ The Division Superintendent shall maintain a regulation to provide guidelines for all f~~F~~oreign exchange and overseas study and travel program field trips. ~~require adherence to Regulation 2236, Foreign Exchange and Overseas Study Travel Programs.~~

B. FUNDING

The School Board may appropriate funds to support instructional and student activity field trips. In addition, school activity funds, contributions, or student fees – if the trips are not required activities – may be used to defray the cost of school-sponsored student activity field trips. Charges may not exceed the cost of the field trip.

Legal reference:
Code of Virginia, Section~~s 22.1-176 and~~ 22.1-190
Virginia Administrative Code, 8VAC20-110-50

Cross References: See current version of Regulation 2236

Policy
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