FIELD TRIPS

The guidance document for field trips shall be available in each school office, in the central administrative office for Charlottesville City Schools, and on the division website.

1. Day trips shall be approved by the school principal. Approval must be on the Field Trip Request Form and must be approved prior to advertising the field trip to students.
2. Overnight trips shall be approved by the Superintendent or designee. Approval must be on the Field Trip Request Form and must be approved prior to advertising the field trip to students.
3. All students shall have a signed permission form from their parents prior to participating in the field trip.
4. All CCS policies and regulations shall apply to students and staff while on the field trip.
5. The teachers/staff sponsoring the field trip shall work with the principal to ensure that the proper number of chaperones will be used for the trip.
6. Any chaperones who are not employees of CCS shall sign an agreement to follow all school policies and regulations while participating in the trip.
7. Chaperones may not bring family members who are not a part of the class or program participating in the field trip without written approval of the Superintendent or designee.
8. Only properly insured modes of transportation may be used for school trips.
9. Principals shall ensure that no student is denied participation on a field trip because of the expense of the trip.
10. For students participating in Virginia High School League (VHSL) teams requiring numerous trips, one signed permission form is required for the entire season or school year.
11. CCS will not accept responsibility for student/faculty participation in privately sponsored trip. Further information can be found in Policy/Regulation IIBEBA.

Issued: August 17, 2009
Revised: October 11, 2010
Revised: January 9, 2013
Reviewed: June 17, 2021

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-176

Cross Reference JFCB Sportsmanship, Ethics, and Integrity