



Augusta County Public Schools

# Field Trip Guidelines

Revised 2018

## **Rationale for Field Trips**

Field trips provide effective educational opportunities to enhance the instructional program for children. All field trips should be an outgrowth and an extension of the curriculum and must be planned in conjunction with the instructional strategies and objectives of the classroom teacher. The purpose of field trips is to provide educational experiences that cannot be obtained from classroom instructional methods and techniques. All field trips must be approved by the guidelines established in this document.

## **Field Trip Guidelines Revision Committee**

**Sincere appreciation is given to the following committee members:**

John Matherly, Director of Instruction  
William Schindler, Director of Transportation  
Mark Lotts, Finance Director  
Amy Pultz, Assistant Principal at Fort Defiance High School  
Mike Conner, Assistant Principal at Beverley Manor Middle School  
Fonda Morris, Assistant Principal at Riverheads Elementary School  
Abigail Hostetter, Fine Arts Instructor at Wilson Memorial High School  
Amanda Marshall, Family and Consumer Science Instructor at Stewart Middle School  
Kristin Carr, Agriculture Instructor at Wilson Middle School  
Rene' Hasey, Instructor at Riverheads Elementary School  
Lesley Dofflemeyer, Secretary of Instruction  
Kimberly Shiflett, Secretary of Instruction  
Lisa Shifflett, Curriculum Supervisor

## Definitions

A **field trip** is defined as an educational experience involving students which occurs off school grounds.

- An **Instructional Field Trip** is one taken by a grade level, team, or class in which students are expected to participate as part of the curriculum.
- A **Co-curricular Field Trip** is one sponsored by an organization in which select students are eligible to attend based on performance events or other competitive activities (i.e. band and choral county/district/state/honors level performance opportunities and Career and Technical Education local/state/national competitions and practice sessions).

A **conference** is defined as an educational event away from school involving only teachers.

## General Guidelines

- All field trips are subject to the availability of fuel, drivers, equipment, and sufficient funds.
- All Augusta County School Board policies and regulations apply to students, teachers, other Augusta County School Board staff, and chaperones on a field trip.
- Field trips may be cancelled at any time due to security or risk issues.
- If a field trip is cancelled for any reason, the school must contact the Director of Transportation to cancel a scheduled bus or car.
- Every effort needs to be made to share transportation with other schools as appropriate to maximize resources.
- All field trips, including walking trips, require submission of a Field Trip Request Form.
  - The building principal will approve walking field trips and do not require additional written field trip permission forms. All walking trips should be in close proximity to the school itself and easily and safely traveled to and from. Teachers must walk with and supervise all students in areas of traffic or other hazards.
- The ratio of chaperones to students in Pre K-2 is 1:8.
- The ratio of chaperones to students in grades 3-8 is 1:10.
- The ratio of chaperones to students in high school is 1:15.
- All chaperones must complete and sign the required documentation and be approved by school administration prior to the field trip.
- County transportation will be provided for instructional field trips that occur between 8:30 a.m. and 2:30 p.m.
- The school/sponsoring organization will be responsible for chartering a bus for instructional field trips that occur before 8:30 a.m. or return after 2:30 p.m.
- The Director of Instruction will establish annual limits on the number of instructional field trips.

## **General Guidelines (Continued)**

- Teachers should take pictures of groups of students (still or video) when departing for a field trip. If a student becomes missing during the trip, a picture will help the teacher accurately describe the child. Schools have cameras available if necessary.
- No student shall be denied an instructional field trip due to lack of personal funds. The school shall assume such costs for these students.
- No student shall be denied a field trip experience due to a disability. For any special transportation needs, the administrator should contact the Director of Transportation. Any special medical needs/procedures should be documented and taken with the staff on the field trip.
- For field trips in which the bus and driver do not remain at the field trip site, some mode of transportation must be available.
- A student may ride home from a field trip with a parent only if previously arranged with the school or emergency situation.

## **Teacher Guidelines**

- Teachers must take into consideration the availability of local resources, cost, distance, and classroom instructional time lost when requesting a field trip.
- Teacher submits a Field Trip Request Form.
- Students and chaperones are to be instructed on safety procedures and behavior expectations prior to the field trip.
- Teacher confirms that chaperones have completed the Chaperone Expectations Form and Volunteer/Mentor Application Form and that all chaperones have been approved by an administrator.
- Once approved, teachers should prepare students with advance classroom instruction on purposes, objectives, and follow-up activities.
- Written parental permission must be obtained before a student is allowed to leave school grounds (exception for walking trips). Teachers should send home the Field Trip Permission/Emergency Treatment form at the beginning of the year as well as individual permission slips for each field trip.
- Teachers are liable for direct supervision of all students under their care at all times. A signed Field Trip Request Form implies acceptance of this responsibility. Parents cannot relieve teachers of this responsibility.
- If a parent/guardian refuses to allow his child to participate in a field trip experience, the students should be assigned work commensurate with the objectives and purpose of the field trip missed. The student should be assigned to a supervising teacher during the day/time when the field trip occurs. Students are not to be penalized for instructional time lost as a result for not participating in an approved field trip.
- Teachers will take a copy of emergency care information for each student on the trip and leave a cell phone or phone number of the trip destination with the principal.
- Teachers should take pictures of groups of students (still or video) when departing for a field trip. If a student becomes missing during the trip, a picture will help the teacher accurately describe the child. Schools have cameras available if necessary.

### **Chaperone Guidelines**

- Chaperones should be school personnel or other individuals approved by the administrator.
- All Augusta County School Board policies and regulations apply to chaperones.
- Chaperones may not bring additional children or guests.
- Chaperones should be thoroughly briefed on field trip expectations and complete and sign the Chaperone Expectations Form.
- Chaperones must complete and sign the Volunteer/Mentor Application form and receive administrator approval prior to field trip.
- Chaperones are responsible for their own expenses on single-day field trips.
- Bus drivers should not spend time as chaperones for field trips unless it is deemed appropriate by the Superintendent or designee.
- Principals should be sparingly used as chaperones on a field trip except in the case of extreme need.

### **Administrator Guidelines**

- Each school will have structured procedures for submitting field trip requests and approving requests and chaperones.
- Principals will screen all field trip requests from their schools and forward approved requests to the Director of Instruction.
- The Director of Instruction will then review each Field Trip Permission Request Form, as well as any Special Needs Transportation Request Forms and either approve or deny the trip.
- Overnight or unusual requests will be submitted to the School Board for approval (see Overnight Field Trip Guidelines).

### **Transportation Guidelines**

- For planning purposes, a regular school bus seats 64 elementary students (3/seat) and 44 middle or high school students (2/seat).
- Only Augusta County Public School employees (full time teachers, part time teachers, other school board staff, and those acting as an agent of the school system) may drive county cars on field trips.
- Driver for the field trip may be allowed to bring their child (only one) on the trip if the child does not have child care during the scheduled day and time of the field trip. There must be a seat available in the vehicle without restricting a student's participation and the field trip must be within the Augusta County boundary lines.
- County cars are picked up at the county bus garage located in Fishersville between the hours of 8:00 a.m. and 4:00 p.m.
- School buses will not be permitted to be used for trips taken out of state except for Washington, D.C.
- Field trip requests for travel outside of the United States need school board review and approval.
- Air travel must be approved by the Superintendent.
- Teachers are discouraged from using their personal vehicles to transport students and assume all liability.
- Employees are prohibited from leasing or renting a vehicle, such as a car or van, as an agent of Augusta County Public Schools.

### **Overnight Field Trip Guidelines**

- The Director of Instruction should receive overnight field trip requests at least 6 weeks in advance of the overnight field trip unless such notification is not possible.
- All overnight field trips must be approved by the Augusta County School Board. The School Board normally meets the first Thursday of each month. A mailing is prepared for each School Board member one week in advance of the meeting, and the overnight request should be in that mailing. Meeting the deadline requires planning and organization by the teacher.
- A complete list of students participating and chaperones must be included with the request.
- Proper arrangements must be made to chaperone both male and female students.
- Only student participants, school personnel, and approved chaperones are allowed on overnight trips.
- If county transportation is used for an overnight trip, the sponsoring organization/school is responsible for the payment of the driver's hours and expenses (meals, room, registration, etc.).
- Career and Technical Education co-curricular organizations:
  - Reimbursement for school personnel may be requested for overnight field trips.
  - The co-curricular organization funds may be used to reimburse required chaperones for expenses incurred for overnight field trips.

## Appendix of Forms

(Forms are also located online at

[http://10.100.9.80/forms/index.php?option=com\\_content&view=article&id=51&Itemid=58](http://10.100.9.80/forms/index.php?option=com_content&view=article&id=51&Itemid=58))

Field Trip Request Form – located online

Field Trip Permission/Emergency Treatment Form

Chaperone Expectations Form

Volunteer/Mentor Application Form – located online at

[http://10.100.9.80/forms/index.php?option=com\\_content&view=article&id=47&Itemid=54](http://10.100.9.80/forms/index.php?option=com_content&view=article&id=47&Itemid=54)

Special Needs Transportation Request Form

Teacher Checklist for a Successful Trip

# Augusta County Schools

## Field Trip Permission/Emergency Treatment Form

Parents/Guardians: Please complete the information requested and return to your child's teacher.

Note: Two signatures are needed on the form at X's

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

911 Address \_\_\_\_\_

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

From time to time students take field trips to enrich the school program, provide hands-on learning experiences, support the Virginia Standards of Learning objectives, and to facilitate overall learning. **Parents will be informed** when students are taking field trips. **We are asking that parental permission be given via this form for all field trips which your son/daughter may take this year with the class.** The teacher/trip sponsor will send home a notice of each trip to be taken. **If you do not wish your child to participate in a particular field trip, please notify the school/teacher in writing.**

\_\_\_\_\_ I DO give...

\_\_\_\_\_ I DO NOT give...

...permission for (student's name) \_\_\_\_\_  
to participate in the field trips to be taken by the class/group this school year.

Parent/Guardian's Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Treatment Information:

*In the event of an emergency, (when my physician or I cannot be contacted), the school is granted permission to take my son/daughter to the hospital. The hospital and its medical staff have my authorization to provide treatment necessary for the well-being of the patient.*

Home Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_ Beeper #: \_\_\_\_\_

Emergency Contact if unable to reach the parent or guardian: Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please list any **allergies** your child has and the reaction. (NOTE: If allergic to food, insects, medication, or other, the most current medication with instructions should accompany the student on the field trip):

\_\_\_\_\_

\_\_\_\_\_

Please list any **prescription medication** your child takes and when it is to be taken:

\_\_\_\_\_

\_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Other health problems we should be aware of or any comments:

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian's Signature: **X** \_\_\_\_\_

**All Augusta County School Board policies and regulations apply to students, teachers, other Augusta County School Board staff, and chaperones on a field trip.**



# Augusta County Public Schools

## *Chaperone Expectations*

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Thank you for your willingness to chaperone field trips. The following expectations will help to ensure a safe and educational experience for students. After reading these, please sign at the bottom that you agree to the expectations.

1. Chaperones should be school personnel or other individuals approved by the administrator.
2. Chaperones are role models and will follow all Augusta County School Board policies and regulations; they may not use tobacco or alcohol products during the field trip.
3. Chaperones may not bring additional children or guests.
4. Chaperones should be thoroughly briefed on field trip expectations.
5. Chaperones must complete and sign the Volunteer/Mentor Application form.
6. Chaperones are responsible for their own expenses on single-day field trips.

I agree to the above chaperone expectations.

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Name of Chaperone

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Signature of Chaperone

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Date



## Volunteer/Mentor Application Augusta County Public Schools

Please note: This form is not applicable to athletic coaches who must follow guidelines established by the Augusta County Public Schools Human Resources Department.

Name:  Mr. \_\_\_\_\_  
 Ms. First Middle Last

Present Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Emergency) \_\_\_\_\_

Are you a current ACPS employee or have you worked for ACPS in the past?  Yes  
 No

If so, when \_\_\_\_\_ What school/location \_\_\_\_\_

Your name when employed by ACPS (if different from present name) \_\_\_\_\_

Do you have a valid driver's license?  Yes  No License I.D. number \_\_\_\_\_  
 Issuing state \_\_\_\_\_ Expiration date \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Children	Grade Levels	Schools They Attend	Teachers

Specific mentoring program or area of volunteer service in which you are interested (chaperone, tutor, office assistance, classroom assistance, etc.) \_\_\_\_\_

Volunteer Information (Please list any volunteer experience)

Agency	Title	Duties	Length of Service

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Other \_\_\_\_\_

Have you been convicted of any offense involving the sexual molestation, sexual battery physical abuse, sexual abuse or rape of a child?  Yes  No

Have you been investigated by the Department of Social Services (Child Protective Services Unit) for abuse or neglect with a result of "founded"?  Yes  No

Have you been convicted of a felony and/or a misdemeanor?  Yes  
If yes, please explain, and give dates of conviction, type of conviction, and jurisdiction where convicted.  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Please use additional sheet if necessary)

If you answered "Yes" to any of the above questions, ACPS may need to contact Child Protective Services (CPS) before making a decision about your application.  Yes  
Do you grant ACPS the right to check with CPS and /or police regarding any of the above investigations and/or convictions?  No

A school volunteer is defined as a person who has chosen to donate his/her time and talent, without compensation, to assist with programs and activities in Augusta County Public Schools in an effort to enhance instruction and to promote learning opportunities.

The safety and security of the school community is a top priority of Augusta County Public Schools. For your protection and that of the students and staff, the school system conducts a check with the National Sex Offender Public Website which includes the Virginia State Police "Registry of Sexual Offenders and Crimes against Minors" on all school personnel and volunteers.

Anyone convicted of a misdemeanor or felony offense, especially an offense against a minor, may be disqualified from volunteering depending upon the nature of the offense and/or volunteer activity.

I acknowledge that I have read and received a copy of the school's Volunteer Guidelines and that Augusta County Public Schools will check my name against the National Sex Offender Public Website.

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omission on this application will be considered sufficient cause to disqualify me for volunteer opportunities with Augusta County Public Schools.

During such times as I am a participant in the Augusta County Public Schools volunteer program, I agree to assume full responsibility for such participation and release Augusta County Public Schools from any damages which I may sustain thereby. I fully understand that if my services are no longer needed, or my performance is not acceptable, Augusta County Public Schools has the right to terminate my services as required and without notice.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If volunteer applicant is under 18 years of age, a parent/guardian must sign below:

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

In case of emergency, please contact \_\_\_\_\_ Telephone \_\_\_\_\_

All applications must be filled out **completely**, or they will not be processed. Please return this completed form to your **local school**. Questions regarding the volunteer policy can be directed to the Assistant Superintendent for Administration at 245-5100.

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**FOR OFFICE USE ONLY**

Name of Person Verifying Application \_\_\_\_\_

Date of Verification \_\_\_\_\_

National Sex Offender Public Registry Checked  Yes  No Follow-up Necessary  Yes  No

# AUGUSTA COUNTY PUBLIC SCHOOLS

## Special Needs Transportation Request Form

*The Director of Instruction will submit this form to the Director of Transportation once the Field Trip is approved.*

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**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date of Field Trip:** \_\_\_\_\_

**Staff Person Making Request:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Describe specific transportation needs related to this field trip. (Equipment, restraints, or special instructions in regard to the vehicle should be consistent with current special transportation requests and I.E.P.)**

**Director of Transportation's Comments / Response to Request:**

Approved

Not Approved

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Teacher Checklist for a Successful Field Trip

- Plan the field trip with objectives relating to the curriculum you teach.
  - Is this site the best choice for the purposes/objectives set?
  - Is the time away from the classroom instructionally sound?
  - Will the trip simulate student interest, inquiry, and curiosity?
- Submit to the Director of Instruction at least 14 days to the field trip and 6 weeks prior to overnight field trips.
- Check with the principal to determine if the field trip request was approved by the Director of Instruction.
- Make travel arrangements for special needs students using the Special Needs Transportation Request Form.
- Send permission slip home with the field trip information.
- Plan the transportation route in detail including costs/sites/meals/breaks, etc.
- Make arrangements with field trip site for arrival, departure times and expectations while on the site.
- Notify the cafeteria in advance if packed lunches are needed or to report the number of students out of the building on the day of the trip.
- Obtain an appropriate number of chaperones using the guidelines.
- Conduct an orientation session with chaperones using guidelines.
- Each chaperone will sign the Chaperone Expectation Form and Volunteer/Mentor Application Form to be collected by the teacher/trip coordinator.
- The student will know:
  - the purpose(s) and objective(s) of the trip
  - assignments, projects, activities, which will accompany the experience
  - the background and reasoning for the site selection
  - specific points of interest to be seen on the trip
  - safety and behavioral expectations
  - the expectations or assignments for any student who does not attend.
- Take a folder containing a copy of the Permission/Emergency Treatment Form, the permission slip signed by parents, and important phone numbers to contact the school.
- Contact school nurse for students' medications needed for the day.
- Take pictures (still or video) of groups of students when departing for the field trip.
- On the day of the trip leave the following with the principal:
  - your itinerary
  - a list of students on the trip
  - a list of absent students
  - your cell phone number or a phone number at the site to be visited

### After the Field Trip

- Have thank you notes been sent to sites/guides and chaperones?
- Follow up in the classroom with a field trip review that may include:
  - group discussions of observations of the field trip/experience
  - student evaluation of the value of the trip (site visited and time spent, cost, etc.)
  - explanations of unclear information
  - creative projects, assignments, sketches, stories, writing journal entries, digital media presentations