

FINANCE

Risk Management

Field Trips

This policy supersedes Policy 5790.

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

Section III. has been revised to update approval authority.

III. APPROVAL

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

A. Routine field trips: Require principal approval only.

B. Unusual field trips

1. 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.
2. International: Require principal, cluster assistant superintendent, and deputy superintendent approval, and review by risk management, Office of the Comptroller, Department of Financial Services.

C. Foreign exchange and overseas study and travel program field trips require adherence to Regulation 2236.

IV. 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, Sections 22.1-176, 22.1-182, 183, and 22.1-190.

Policy

Adopted: July 1, 1986

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FAIRFAX COUNTY SCHOOL BOARD