

**CCS Overnight/Out of Virginia Field Trip Approval Form**

In order to provide adequate time for consultation and/or clarification this form must be submitted no later than 90 days prior to the trip.

**General Information**

**School:**

**Trip Description:**

**Purpose of Trip:**

**Curricular Relevance/Instructional Objectives:**

**Destination(s);**

**Departure Date and Time:**

**Return Date and Time:**

**Number of school days to be missed:**

**Number of students:** (A list of all participants is due 30 days prior to departure.)

**Total:** \_\_\_\_\_

**Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**Grades** \_\_\_\_\_ **Ages:** \_\_\_\_\_

**Names of supervisors:** (It is required that you have supervisors who are the same sex as the participants.)

<b>Name Male Staff:</b>	<b>Position</b>	<b>Name Female</b>	<b>Position</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Other:**

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**Type of transportation to be used throughout the trip:**

**Departure:**

**On Location:**

**Return:**

**Type of lodging throughout the duration of the trip:**

**Other considerations:**

**Attach a detailed outline of the trip including itinerary, information about transportation, lodging, and any other information that will be supplied to the parent and student.**

**Estimated Expenditures:**

**Travel:**

**Meals:**

**Lodging:**

**Other (please specify):**

**Total:**

**Estimated Revenues:**

<b>Source of Funds</b>	<b>Amount Requested/Anticipated</b>	<b>Amount Approved/Received</b>
<b>School Funds</b>		
<b>Other Agencies (please specify)</b>		
<b>Participant Contribution</b>  _____ x \$ _____ <b># participants x amount</b>		
<b>Fundraising (specify methods)</b>  _____ _____ _____		
<b>Other (specify)</b>		
<b>Totals</b>		

## Medical Information

The teacher must meet with the school nurse to coordinate medication for the trip as well as review the medical status for students. A CCS nurse or medically trained staff designee must attend the trip.

The school nurse is responsible for the following:

1. A letter is drafted for the parents explaining the policy for medication on the trip according to Virginia Department of Education guidelines.
2. Medication permission forms are attached to the letter and a deadline for return of the forms is set to allow time for physician approval, organization of the medication and review with the designated CCS nurse or employee responsible during the trip. Medical forms should be collected for all teacher and parent chaperones as well as students in the event of an emergency.
3. Training is required for all CCS employees administering medication. There is a medication module on disc that is required as well as specific training with the nurse, if necessary re: diabetic students; administering emergency medication such as EpiPen, Glucogen, and the proper use of an inhaler.
4. All returned medication forms are reviewed.
5. Medication logs are made for each student with student photograph included. All medication is charted and initialed when administered, as it would be during the school day.
6. Phone calls are made to the parent to coordinate medication being dropped off to be packed before the trip.
7. The school's Health Condition List is compared with the trip roster and a Health Condition List is made for the trip.
8. All medication counts are done prior to the trip and upon return.
9. All medication is packed in a locked backpack and travels with the medically trained designee at all times. All medication remains in the backpack, unless otherwise directed per physician request for medical necessity, i.e. inhalers or EpiPens.

**Parent/Student Information Packet and Meeting**

**It is required to have a parent/student meeting prior to the field trip to inform and clarify different aspects of the trip. The school nurse and an administrator must be present at the parent/student meeting.**

**Pre-trip Meeting Date(s):**

**The following information must be included in the parent/student package:**

- School**
- Activity**
- Instructional Objectives**
- Supervisor's name and contact information**
- General description of the trip**
- Detailed itinerary of each day which includes times, transportation, lodging, meal plans, and specific sites to be visited (Copies must be left with a school administrator and school nurse.)**
- Potential risks involved, plus health and safety precautions to reduce risk factors**
- Behavioral Contract and Permission Form based on CCS Code of Conduct (including strict NO ALCOHOL policy for students traveling in countries where consumption may be legal for minors)**
- Rules, expectations, and consequences for the trip**
- Medical information form for each student and required signatures**
- Equipment/materials provided by the school**
- Equipment, materials, clothing, and special items required by the student**
- Information in the event the activity is cancelled, including any non-recoverable expenses**

**Signature of Teacher Supervisor \_\_\_\_\_ Date \_\_\_\_\_**

**Principal Approval \_\_\_\_\_ Date \_\_\_\_\_**

**Assistant Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_**

**Associate Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_**

## Guidelines for Field Trip Chaperones

Thank you for volunteering to help assist our teachers and staff by chaperoning students at a school sponsored event or classroom field trip. Additional adult support gives the teacher an opportunity to monitor activities as well as insure that all possible measures are taken to provide the maximum safety for all our students. We hope you enjoy your field trip experience.

Please review the guidelines below:

- ⌚Chaperones may be assigned to lead small groups during the trip or event. Chaperones may or may not be assigned to the same group as their own child. Teachers may assign chaperones to lead specific prearranged groups of students based on the overall needs of the group.
  
- ⌚Please limit the use of cell phones while attending an event or on the field trip. Business or personal conversations, texting, or checking email are not considered appropriate while chaperoning a school event or trip. Chaperones must be alert and monitoring students at all times free of distraction. The use of cell phones for taking pictures, where appropriate, is acceptable as long as photos with students other than your own are not posted on social media websites such as Twitter or Facebook, or other online sites.
  
- ⌚Students should never be left unattended. Students should go to public restrooms in small groups. Please be aware of any adults who appear to be lingering around your area and/or who might access the restrooms when your students are using them.
  
- ⌚Please do not purchase items or provide opportunities that are not offered to all students in the class or pre-approved by the teacher. Often times waiting for your group to have a turn at an exhibit or activity requires patience, but this is part of the experience of traveling with or monitoring a group.
  
- ⌚Under no circumstances is the purchase or consumption of tobacco products or alcoholic beverages allowed during the entire duration of a school sponsored trip or event. This is in accordance with the Code of Virginia and School Board Policy.
  
- ⌚Under no circumstances should a chaperone dispense prescription or over the counter medication to any student other than their own child. The teacher in charge, who has been trained by the school nurse, will handle all medication.
  
- ⌚Please follow procedures outlined by the teacher even if there is a difference of opinion, with the exception of a safety issue. Teachers have the ultimate responsibility and depend on your support.
  
- ⌚Timelines are critical. When chaperoning a trip, please wear a watch and coordinate meeting times. Please be prompt and plan for the unexpected. Try to arrive at the meeting spot a few minutes early. Buses are often on very tight timelines.

Above all, thank you, and have a great trip.