

## Checklist for Submitting School Trip Requests to Assistant Superintendent for Approval

For any school-sponsored trip approved by the School Trip Committee to be taken by students at your school, you must submit a School Trip Request Packet to your Curriculum Director **————→** Assistant Superintendent of Curriculum for review and approval before the trip is to be taken, **if you can check any one or more of the boxes below:**

- All elementary and middle school trips**
  - School trips shall not involve an overnight stay.
  - School trips shall not exceed 125 miles one way.
  - School trips out of the system shall not involve competitions or adjudications.
  
- All elementary, middle, and high school trips**
  - School trips involving amusement parks (elementary field trips to amusement parks are prohibited).
  - School trips involving water related activities.

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The school trip packet to be submitted to your Curriculum Director should include the following basic information. You may not need to include all of the examples below or you may need to include more information related to your specific trip, as appropriate.

- 1) **School trip request form**
  - a) Teacher/sponsor and *principal, not a designee* should sign the form.
  - b) Complete **all** areas of the form that are applicable to the specific trip to be taken.
  - c) Method of Financing should include a statement addressing how students who cannot afford to pay for the trip will be assisted.
  - d) Overnight field trips should not take more than two instructional days.
  - e) Principal to initial and date each page of the field trip request packet.
- 2) **Itinerary**
  - a) Itinerary cannot be a generic itinerary provided by the vendor. It must be specific to the group attending from your school and must have the date of the trip to be taken on the form.
- 3) **Safety Plan**
  - a) Chaperones
    - I. Include a statement that non-Randolph County School Systems chaperones have been approved by the RCSS volunteer system.
    - II. If the trip is overnight, include information addressing supervision of male and female students after lights out.
  - b) Health Plan/Medical Information
    - I. Include information regarding who will be in possession of health plans and medical information during the trip and who will distribute medication to students.
    - II. Include a statement that parent permission and information forms will be accounted for and kept with a supervisor during the trip.
  - c) Water Safety
    - I. Include detailed information as to the plans in place to assure that students are safe when participating in educational water-related activities during the trip. (Examples: students will wear life vest when wading in ankle deep water, chaperones will be with students at all times, charter boat has safety plan of its own in case of emergency on the boat, students will be walking on the beach but will not be going into the water).
  - d) Transportation Safety
    - I. Charter bus is a RCSS approved vendor.
    - II. Students will be accounted for when boarding and leaving the bus.

