Craven County Schools
Field Trip Checklist

Teacher: _____ **School:** _____ **Field Trip Date:** _____

Field Trip Checklist			
	Teacher	**Principal**	**District**
Forms	Complete the following request form and attachments: ☐ CCS Field Trip Request Form* Attachments: ☐ CCS Field Trip Chaperone Guidelines and List Form* ☐ CCS Parent/Guardian Field Trip Consent Form* ☐ Itinerary with description of activities ☐ Safety Plan ☐ Water Transportation Certificate of Insurance (if applicable) ☐ Fundraising Opportunity for Students (to offset trip costs, if applicable) **Available on the district website* *Staff Resources > Forms > Field Trips* *Note: Staff must be logged in to the district website to view forms.*	Review the request form and all attachments for approval: ☐ Teacher has signed the request ☐ School nurse and/or cafeteria manager has signed the request, if applicable ☐ Chaperone to Student ratio matches Board policy ☐ Pre-K = 1:4 ☐ Grades K-8 = 1:10 ☐ Grades 9-12 = 1:15 ☐ ECP = 1:5 ☐ Out-of-Country = 1:6 ☐ All chaperones are either staff members OR volunteers on the CCS approved volunteer list ☐ Date and Time of Departure and Return meet required deadlines for submission ☐ Mode of Transportation matches Board policy (see chart below) ☐ Itinerary is sufficient in scope and detail ☐ Parent Field Trip Consent Form completed ☐ Safety Plan completed **Master Field Trip List** ☐ Principals (or designated assistant principals) shall review a Master Field Trip List to assure alignment to the curriculum and to eliminate redundancy across grade levels. A Master Field Trip List shall be maintained at each school.	☐ Melody Howell or Wendy Wells will date stamp forms when received and verify all required documents are received, then forward to the appropriate program director(s). ☐ If applicable, ensure the cover sheet, *CCS Out-of-State or Out-of-Country Field Trip Checklist* is complete and attached ☐ Program director(s) will review request form and all attachments for approval ☐ Form and all attachments are complete and signed ☐ Established submission deadlines are met ☐ Approval Decision ☐ CTE and EC Directors must forward approved requests to the Elementary or Secondary Director based on school
Submission	☐ Submit signed CCS Field Trip Request form with all attachments to the school principal (or designated assistant principal) in ample time to meet the established deadline listed on the form. *(Note: Deadlines are for forms to be received at Central Services after principal approval.)*	☐ Submit principal-approved field trips to Melody Howell or Wendy Wells (CTE trips) by established deadlines. ☐ 3 weeks in advance – Out-of-County with NO water activity – Single Day ☐ 2 months in advance – In-County or Out-of-County with water activity ☐ 3 months in advance – Overnight OR Out-of-State ☐ 9 months in advance – Out-of-Country	☐ Elementary and Secondary Directors will submit requests requiring Board approval to the Assistant Superintendent: ☐ ALL field trips with a Water Activity ☐ Out-of-State ☐ Out-of-Country

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Approval Notification	N/A	☐ Notify Teacher of Approval decision	☐ Notify principal (or assistant principal designee) of Approval decision ☐ Provide approved Forms and Attachments to Melody Howell or Wendy Wells (CTE only) for district records.
Before Trip **(After Approval)**	☐ Ensure receipt of signed *Parent Field Trip Consent Form* for every participating student (must include permission to seek medical assistance in an emergency). ☐ For students with known medical problems, the parent and school officials must agree who will keep charge of medication and how, when, and by whom such medication will be administered ☐ Secure approved transportation with appropriate school administrator	☐ For students with known medical problems, the parent and school officials must agree who will keep charge of medication and how, when, and by whom such medication will be administered ☐ Ensure approved transportation is secured	☐ District leadership will monitor safety and threat assessments and will notify school principals in the event a field trip needs to be cancelled.
On the Day of the Trip	☐ Prior to departure, provide the principal (or designee) a complete and accurate roster of all students, school personnel and chaperones participating in the field trip. ☐ Teachers shall take copies of the parent permission slips with them. Originals shall remain at the school on file for the duration of the school year.	☐ The principal (or designee) shall confirm the appropriate teacher/chaperone to student ratio exists. If not, the field trip shall be canceled or rescheduled.	N/A
Irregularities or Problems	☐ If irregularities or problems occurred: ☐ Immediately inform the principal of issues ☐ Provide a written assessment of the event to the principal as soon as possible following the field trip	☐ If irregularities or problems occurred: ☐ Notify the Assistant Superintendent^ ☐ Forward a copy of the written assessment received from the teacher to the Assistant Superintendent	☐ If irregularities or problems occurred the Assistant Superintendent^ will review the written assessment and provide guidance on next steps needed.

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CCS Field Trip Request Submission Schedule		
Requires Principal Approval <u>only</u> (or designated assistant principal)	**Requires District Program Director Approval (after Principal Approval)**	**Requires Board Approval (after Approval from Program Director)**
☐ In-County/Local single day general education trips that do NOT involve water ☐ Athletics ☐ High School Band ☐ High School Chorus ☐ Junior Reserve Officers training Corp	☐ 3 weeks in advance - All Out-of-County - Single Day – NO Water Activity o *Field trips requiring contracts or deposits must be submitted at least 3 weeks prior to the date any contracts or deposits are due.* ☐ 2 months in advance - In-County or Out-of-County Trip with a Water Activity ☐ 3 months in advance - Overnight	☐ 3 months in advance - Out-of- State ☐ 9 months in advance - Out-of-Country o *Note: For trips requiring Board approval there can be no solicitation or money collected until the trip has been Board approved.*
Note: All CTE field trips require CTE Director funding approval prior to principal approval.	**District Program Directors to Review Field Trip Request Forms** ☐ EC Director *(forwards to Elementary or Secondary Director after review)* ☐ CTE Director *(forwards to Secondary Director after review)* ☐ Elementary Director ☐ Secondary Director *Note: Once approved, the Elementary or Secondary Director will provide signed original copy to the Administrative Assistant for Student Services or Administrative Assistant for CTE (CTE trips) for district records.*	
^Assistant Superintendents		
☐ Assistant Superintendent for Academic Services – Secondary and CTE Field Trips		
☐ Assistant Superintendent for Strategic Planning and Continuous Improvement – Elementary and EC Field Trips		

Mode of Transportation	
Approved	☐ Commercial transportation – secured via contracts with companies pre-approved by the superintendent or superintendent's designee ☐ Activity Buses ☐ Yellow Buses – if school trip does not leave Craven County or interfere with the regular transportation program. Yellow buses shall be reserved through the Transportation Department.
Not Approved	☐ Private Vehicles (see not for high schools below) ☐ Any other form of transportation unless approved by the Superintendent
Notes	☐ High schools: If mode states "self" each student or student's parent must drive themselves…NO carpooling! ☐ Schools needing water transportation (i.e. ferry or boat) shall verify that the agency has been approved by Central Services

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Other Important Reminders	
Policies, Regulations, School Rules	All school Board policies, regulations, and school rules apply to all students, school employees, and volunteers while they are on a school trip.
Chaperones	At all times, the trip must be supervised by staff members as well as adequate chaperones. All supervising adults shall follow school Board policy and rules regarding student safety and supervision. This includes not consuming alcohol. All supervising adults who are not Craven County employees must be on the CCS approved volunteer list which includes background check. Review and adhere to all Chaperone Guidelines as included on the *CCS Field Trip Chaperone Guidelines and List form* and in district policy (Policy 3302 School Trips). **Required Chaperone to Student Ratio:** ☐ Pre-K = 1:4 ☐ Grades K-8 = 1:10 ☐ Grades 9-12 = 1:15 ☐ ECP = 1:5 ☐ Out-of-Country = 1:6
Water Activities (Swimming, Boating, Rafting, Canoeing, etc.)	Water activities, including but not limited to, swimming, boating, rafting, canoeing, etc. are not permissible without direct Board approval and without a certified lifeguard present during the activity. In the event of approval, the *CCS Parent Field Trip Consent Form* and the *CCS Request for Field Trip Form* will include the specific water activity, e.g. "swimming" as an activity on the itinerary. The principal shall require a safety plan for supervision during all water activities.
Threat Assessment & Trip Approval / Cancellation	Craven County Schools will consider both the threat status of Cherry Point Marine Corps Air Station and the alert system threat condition for the US Department of Homeland Security. Status of school trips will be contingent upon threat levels and may be cancelled at any time deemed necessary. Refer to district Policy 3302 School Trips for more details.
Student Safety	Staff is expected to use good judgment and safety measures when planning and conducting all school sponsored field trips. Safety measures must be appropriate to the alert level. The school administrator in consultation with the superintendent or designee shall have discretion in determining whether a proposed trip will be cancelled based on the level of alert or other safety considerations.
Trip Costs	The cost of school trips should be minimal so that all students have the opportunity to attend. Provisions should be made for students who cannot pay. No student shall be denied the opportunity to participate in a school sponsored trip because of inability to pay. Principals and Teachers should include information about Fundraising Opportunities when submitting a request for field trip.