**RANDOLPH COUNTY SCHOOLS**

**FIELD TRIP PROCEDURES**

**Teachers need to do the following:**

☐ Plan all trips according to AG 2340A

☐ Complete Field Trip Request Form

☐ List all Chaperones (must have CIB check on file at Central Office and must be board approved) see Administrative Guideline 2340F. Only one CIB check for each chaperone is required, but the Board must approve all chaperones annually. (Reference Form 2340 F8 Responsibilities of Trip Chaperones)

☐ List all staff members who will be participating on the field trip.

☐ **Each employee who will be participating in the field trip will need to request professional leave in Smart Find Express----provide details for each request. This entry needs to be completed prior to submitting paperwork to the Central Office.**

☐ List the names of all Students who will be participating in the field trip

☐ If students are going to be transported in private vehicles, a copy of each driver’s license and proof of insurance must be submitted with paperwork.

☐ All of the above forms, above along with a copy of this checklist, needs to be given to the principal upon completion 30 school days prior to the trip.

**Principals need to do the following:**

☐ Principals need to review the paperwork to:

☐ Confirm that all information on the Field Trip Form has been completed in full.

☐ Chaperones must be listed on the Field Trip Form. **(Each chaperone must have a CIB check on file at Central Office and/or the CIB report must be attached to the field trip form.)** Only one CIB check is required per chaperone. All chaperones must be approved annually by the BOE.

☐ Grant Level 1 approval for professional leave for participating staff in Smart Find Express.

☐ Confirm that funding sources for all expenses have been determined and noted on appropriate forms.

☐ The names of participating students must be listed on the Field Trip Form.

☐ Sign all forms

☐ Upon approval of Principal, a request for the bus will need to be entered into Trip Direct.

☐ Forward all papers in a packet to Assistant Superintendent 20 school days prior to the date of the trip.

**Assistant Superintendent will:**

☐ Review each field trip request to determine if all information has been provided – **if it is not complete the request will be returned back to the school for revision.**

☐ If the trip is an overnight trip or an out-of-state trip, a board memo will be prepared seeking approval by the board for the request.

☐ After board action has occurred, the Assistant Superintendent will process the paperwork and copies will be returned to the school and a copy will be forwarded to the transportation department to confirm or cancel the requested bus on Trip Direct.

☐ All other trip requests will be approved or denied by the Assistant Superintendent and copies will be returned back to the school.

☐ Level 2 professional leave requests will be approved in Smart Find Express.