

SCOTLAND COUNTY SCHOOLS Date Submitted _____

Request for Approval - Field Trip

Approval required by Principal & Superintendent (Designee): *Local & out-of-county day trips.*

Form due for 1st Semester – September 15; 2nd Semester – December 15

Approval Required by Principal, Supt. (Designee), & Board of Education (International Travel):

Overnight & out-of-state trips: To CO 30 days prior to Board Meeting preceding trip.

****Chaperone(s): PK through 5 - (1) Chaperone per 8 Students, 6-13 – (1) Chaperone per 10 Students****

SCS COVID Guidelines and the guidelines set by the field trip location should be followed on all field trips by staff and students at all times. If there is a discrepancy between the two, the more restrictive guidelines will be followed.

Teacher(s): _____ School: _____ Grade(s): _____

Trip to: (exact destination and city): _____

School Bus # _____

Date(s) of Trip: _____ Mode of Transportation Activity Bus # _____

of School Days involved: _____ **If using Charter Bus, a Charter Bus _____

Departure Time is required: _____

Number of Students: _____ Length of Trip: Miles _____ Hours _____

Cost per Student: _____ Source of funds: _____ School to pay? Yes No

**Chaperone(s) _____ Total # of Adults: _____

***Background checks completed on chaperones? Yes _____ or No _____

Purpose of the Trip: How does this relate to objectives in the North Carolina Standard Course of Study?

List curriculum area(s) and objective(s) numbers. Please attach a pre, during and post field trip lesson plan.

SCOS Objective/Club Standards: _____

Measurable Pre-Activity: _____

Measurable During Activity: _____

Measurable Post Activity: _____

Will all eligible students be able to attend the field trip? Yes _____ No _____ If a student is not able to attend the field trip, please attach the alternate lesson plan for the student(s).

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Action by Principal Approved/Denied (Circle One) _____
Principal's Signature & Date

Action by CTE Director Approved/Denied (Circle One) _____
(Only if CTE is providing any funding for the field trip) CTE Director's Signature & Date

Action by Superintendent/Designee Approved/Denied (Circle One) _____
Superintendent Designee's Signature & Date

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Superintendent (Designee) Signature Date Board of Education (International Only) Date

* Work with Transportation on procedures for use of charter bus(s) Copy to School _____
** More than one chaperone per bus, one chaperone must sit in back of bus Copy to Transportation _____