

**Averill Park Central School District
Field Trip Request Form**

This request must be received in the Superintendent's office at least 2 weeks prior to the field trip.

To: School Superintendent

Date of Trip	
Name of Class/Group	
Purpose	
Teacher in Charge/Cell Phone	
Number of Students Going	
Number of Chaperones	
Number of Substitutes Needed	
Address of Destination	
Estimated Mileage (one-way mileage)	
Transportation Needed	<input type="checkbox"/> School <input type="checkbox"/> Private
Place of Pick Up	
Place of Return	
Time of Departure (Not before 9AM)	
Time of Return (No later than 1:30PM)	
Plan for Refreshment Stop	En-Route: <input type="checkbox"/> Yes <input type="checkbox"/> No Return: Yes <input type="checkbox"/> No <input type="checkbox"/>
Plan for Lunch	<input type="checkbox"/> In Building as Normal <input type="checkbox"/> In Building Alternate Plan <input type="checkbox"/> As Part of Trip
Does the location have AED on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Share the Student List with the School Nurse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Nurse Needed to Attend the Trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby certify that I have read and agreed to abide by the district's Rules and Regulations for Field Trips.

Signature of Teacher in Charge

Date

Building Principal's Approval*

Date

Field Trip is to be Paid by Building Field Trip Allocation, Grant Funds, or (PTO), etc.	
Budget Code:	Other Payer:
*Budget transfer will automatically be generated with appropriate signature	
Approved by Superintendent:	Date:
Driver Expenses:	
(Please call Transportation if there is a question on the number of buses needed)	
Recorded by Business Office:	Date:

Transportation of Activities and Field Trips Rules and Regulations

1. Teachers may request approval for field trips if such trips are of an educational nature, pertain to a specific element of the curriculum, and have a minimum participation of 85% of the specific group involved.
2. All requests must be approved by the building principal.
3. Prior to making arrangement for the trip, final approval shall be given by the Superintendent or his designee at least 2 weeks prior to the scheduled trip.
4. A permission slip, signed by the parent or guardian, shall be completed for each student going on the trip and retained by the teacher until all have returned from the trip. Permission slips are not required for transportation of students to events taking place in the Averill Park Schools.
5. Students going on field trips are required to make up any regular school work that has been missed.
6. Children of pre-school age may not accompany parents when the parents serve as chaperones on a field trip.
7. Because field trips are an extension of regular classroom activities, proper behavior is expected at all times. All school rules apply. No tobacco products, alcohol or illegal drugs may be used by those participating in such trips.
8. The teacher in charge is responsible for the accounting for and conduct of all pupils on and off the bus. Must have a written roster.
9. Trips scheduled during regular classroom hours shall not exclude students from participation because of individual student expenses or medical needs.
10. Substitute teachers, as approved by the Superintendent, shall be hired to supervise students not scheduled for the trip.
11. Overnight trips must have the prior approval of the Board of Education and, whenever possible, should be scheduled during vacation periods.
12. Field trip participants found in violation of these rules and regulations are subject to appropriate disciplinary action.