

**AVERILL PARK CENTRAL SCHOOL DISTRICT  
FIELD TRIP REQUEST**

**This request must be received in the Superintendent's office at least seven days prior to field trip.**

**TO: SCHOOL SUPERINTENDENT**

Date of Field Trip:			
Transportation needed (Check one)	School Transportation		*Private Carrier
*If Private Carrier is required, you must <b>first</b> contact Transportation at <a href="mailto:premom@apcsd.org">premom@apcsd.org</a> or ext. 7329			
<b>Will a substitute be needed?</b>	<b>No</b>	<b>Yes</b>	Check if ___ All Day ___ ½ Day ___ am ___ pm
Name of class or activity group:			
Number going (students and chaperones):			
Address of destination:			
Estimated one-way mileage:			
Purpose:			
Teacher in charge:		Phone #:	
Place of Pick-up:		Place of Return:	
Time of departure:		*Time of return:	
*All trips must return to school by 1:45 p.m.			
Route of travel desired:			
Plan for refreshment stop en route:			

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of teacher in charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal's Approval\*

<b>Field trip is to be paid by Building Field Trip Allocation, grant funds, or (PTO) etc.</b>	
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:

**TRANSPORATION 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 must be approved by the building principal.
3. Prior to making arrangements for the trip, final approval shall be given by the Superintendent or his designee at least seven days 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 permitted 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 and no tobacco, 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.
9. Trips scheduled during regular classroom hours shall not exclude students from participation because of individual student expense.
10. Substitute teachers, as approved by the Superintendent, shall be hired for 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.