

## FIELD TRIP REGULATIONS

### I. FIELD TRIP GUIDELINES

#### A. REQUEST FOR APPROVAL OF FIELD TRIP

- (1) Written requests for field trips are to be submitted to the building principal at least twelve (12) school days prior to the anticipated date of the trip. Such requests shall contain the purpose of the trip, the teacher's name, subject, number of students, date of request, and the times of departure and return
- (2) Upon receipt of the written request, the building principal shall review the request in terms of the educational value and budgetary limitations. The building principal will approve or deny the request and so notify the teacher in writing
- (3) If approved, the building principal shall forward a transportation request form to the transportation office **ten** (10) or more school days before the scheduled date of the trip

#### B. SCHEDULING OF FIELD TRIPS

- (1) Field trips will be scheduled by the transportation manager in the order the requests are received.
- (2) Field trips scheduled to take place during the school day are not to interfere with regularly schedule bus transportation.
- (3) Field trips will originate and end at the school.

#### C. PERMISSION OF PARENTS/GUARDIANS

- (1) Written permission must be obtained from the parent/legal guardian of each student who participates in a field trip. The written permission form must be returned to the child's teacher at least one-(1) week prior to the date of the field trip.
- (2) Special arrangements will need to be made with the parent/legal guardian of any student who requires any type of medication to be taken while s/he is on the field trip. All arrangements for matters related to the storage, handling and administration of any medication shall be made in writing to the school nurse. The school nurse shall inform the building principal and the teacher(s) involved, in writing, of such arrangements and may contact the school physician for advice on the matter. An appropriate written record shall be maintained during the field trip and returned to the school nurse at the conclusion of the field trip.

#### D. SUPERVISION OF FIELD TRIPS

- (1) Students on field trips will be supervised by teachers or other instructional personnel. The specific number of such personnel shall be determined by the building principal based on the nature of the particular field trip.
- (2) Parents or other adults may accompany a field trip to *assist* with supervision provided that they are approved in advance by the building principal
- (3) The teacher(s) supervising the field trip shall be responsible for enforcing all school rules and regulations at all times on school busses and at the site of visitations.
- (4) An appropriate educational experience, as well as supervision, shall be provided to students not participating in school field trips.

**POLICY ADOPTED:** May 21, 1997  
**REVISED:** January 9, 2002

**WAYNE CENTRAL SCHOOL DISTRICT**  
Ontario Center, New York 14520

## II. EXTENDED FIELD TRIP GUIDELINES

Extended field trips are those that involve an overnight stay and/or travel outside New York State.

Recommendations for extended field trips need to be submitted, in writing, by the building principal to the superintendent of schools at least sixty (60) calendar days prior to the anticipated date of the trip. The specific written approval of the superintendent of schools, or his/her designee, must be obtained prior to making any commitments for the trip.

The request shall contain the purpose of the trip, the name(s) of the teacher (s) and any additional chaperone (s) who will be supervising the trip, the number of students, means of transportation, planned itinerary, requested date, and the times of departure and return.

The superintendent of schools, or his/her designee, shall inform the Board of Education of approved extended field trips.

*Specific guidelines for extended field trips follow:*

- (1) Busses may be rented in accordance with state law and with the approval of the superintendent of schools, or his/her designee, who shall inform the Board of Education of such approval.
- (2) School facilities and time shall not be used by staff members or outside commercial interests to promote or solicit non-school sponsored trips.
- (3) Medical release, emergency information and health information forms must be completed, signed and returned by the parent/legal guardian's with the permission form in order for a student to participate in the extended field trip.
- (4) Special arrangements will need to be made with the parent/legal guardian of any student who requires any type of medication to be taken while s/he is on the field trip. All arrangements for matters related to the storage, handling and administration of any medication shall be made, in writing, to the school nurse. The school nurse shall inform the building principal and the teacher(s) involved, in writing, of such arrangements and may contact the school physician for advice on the matter. An appropriate written record shall be maintained during the field trip and returned to the school nurse at the conclusion of the field trip.
- (5) Prior to participation of a student in the extended field trip, the parent/legal guardian shall provide, in writing, proof of valid cancellation insurance or a waiver for same.

*References:* Policy, Regulations & Exhibits – 5420, 5420R, 5420E.1 & 2

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