

**FIELD TRIPS AND EXCURSIONS  
REGULATION**

Building principals are directed to review field trip regulations with staff members annually.

**I. CURRICULAR FIELD TRIP GUIDELINES**

**A. REQUEST FOR APPROVAL**

1. Written requests for field trips are to be submitted to the Building Principal at least twenty (20) school days prior to the anticipated date of the trip.
2. Such requests shall contain the purpose of the trip, the teacher's name, subject, number of students, date of request, estimated associated costs, and the times of departure and return
3. 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
4. If approved, the Building Principal shall forward a transportation request form to the transportation office fifteen (15) or more school days before the scheduled date of the trip

**B. TRANSPORTATION**

1. Transportation for field trips will be scheduled by the Transportation Director in the order the requests are received.
2. Field trips scheduled to take place during the school day are not to interfere with regularly scheduled 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/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/guardian of any student who requires any type of medication to be taken while he/she 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.

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**D. SUPERVISION OF FIELD TRIPS**

1. Teachers or other instructional personnel will supervise students on field trips. 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. These volunteer chaperones should support the District staff and should never be expected to provide the sole supervision to a student or group of students. A “buddy system” for parent volunteers is expected.
3. The teacher(s) supervising the field trip shall be responsible for enforcing all school rules and regulations at all times on school buses 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.
5. Staff members and volunteers who serve as chaperones for a field trip are on duty at all times during the field trip. Consumption of alcohol or use of any controlled substance that could impair judgment is prohibited at all times during the field trip. On extended field trips, this regulation extends for twenty-four (24) hours.

**II. CO-CURRICULAR AND NON-ROUTINE FIELD TRIP GUIDELINES**

School facilities and time shall not be used by staff members or outside commercial interests to promote or solicit non-school sponsored trips.

**A. REQUEST FOR APPROVAL**

1. Requests for extended and non-routine field trips need to be submitted, in writing, by the building principal to the superintendent of schools at least 120 calendar days prior to the anticipated date of the trip.
2. 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, estimated associated costs, means of transportation, planned itinerary, is the trip optional/mandatory, requested date, and the times of departure and return.
3. The Superintendent of School shall forward a recommendation to the Board of Education regarding the trip. Board approval of the trip must be obtained prior to making any commitments for the trip or prior to any fundraising beginning for the trip.

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**B. TRANSPORTATION**

1. If necessary and warranted, buses 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. Charter bus transportation must be coordinated through the Director of Transportation, who will be responsible for ensuring that all requirements of law and regulation are complied with, including: (a) The vehicle must be inspected by a Corning-Painted Post Transportation Department employee prior to the trip; (b) The driver must be school bus qualified under the Vehicle and Traffic law; and (c) the appropriate liability insurance coverage is in place.

**C. PERMISSION OF PARENTS/GUARDIANS**

1. Written permission must be obtained from the parent/guardian of each student who participates in a field trip. The written permission form must be returned to the child's teacher or club advisor at least 2 weeks prior to the date of the field trip.
2. Medical release, emergency information, health information forms and/or liability waivers must be completed, signed and returned with the permission form by the parent/legal guardian in order for a student to participate in an extended and/or non-routine field trip.
3. 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 he/she 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.