

Afton Central School
FIELD TRIP PROCEDURES

Purpose

A field trip is a school-sponsored and school chaperoned activity consisting of one or more students that investigate or participates in real and life-like experiences away from the classroom.

Guidelines

1. Field trips are restricted to one per week, and there should be no same grade level trips during the same week, exam week, or the month of June (for middle/high school).
2. Field trips on school time shall be limited to those specifically related to classroom instruction or other regularly scheduled instructional activities.
3. Planning for field trips and conducting them should be carried out in conformity with the guidelines and procedures accordingly.
4. The field trip should be closely correlated with the classroom instructional program. The manner of such correlation and the specific purpose of the trip should be explicitly stated in the request for approval.

Supervision

All trips away from the school and under school auspices must be supervised by a teacher at all times, assisted by responsible adults when necessary. The ratio for chaperones will be as follows: (1) One faculty member is required for every 20 students. (2) One adult for each additional 10 students.

Procedures

1. The teacher contemplating a field trip is advised to check the calendar in the office (as to date and time availability) before completing field trip request form.
2. The teacher must complete the field trip request and transportation request forms and review it with the principal. The field trip request must have the following information:
 - a. purpose and destination
 - b. directions to destination
 - c. names/locations of restaurants and/or hotels if applicable
 - d. number of students involved
 - e. number of chaperones
 - f. date and time of departure
 - g. date and estimated time of return
 - h. cost to the student
 - i. other factors of interest
3. The teacher must submit the form to the principal for approval.
4. The principal is responsible for reviewing and approving plans with the teachers involved to determine the instructional value of the trip as well as whether all necessary measures to provide for the health and welfare of the students have been taken. The principal will notify the teacher of the approval or reasons for non-approval of the trip.
5. The teacher must have a student/parent signed code of conduct contract/permission form for each student participating. Trip cards are to be used for club trips only. Teachers are required to keep completed forms on file.
6. The teacher is to provide a list of students participating on the field trip for the convenience of the faculty/staff. A copy must be placed in each faculty/staff members' mailbox one week prior to the scheduled trip. The notice must stipulate meeting time, departure time, date, destination, and return time. A revised alphabetic list with phone numbers must be submitted to the nurse's and principal's offices the day of the trip.
7. All monies collected to cover trip expenses (admission, etc.) must be turned in to the school treasurer two days prior to the trip. A check will be issued when a payment order is submitted and signed by the advisor. Money should not be left in the classroom at any time. The safe in the office is available if money must be kept overnight in the building.
8. The teacher should contact the principal two days prior to the trip for review and final arrangements.
9. Attendance must be taken on the bus before the trip and upon return to school. All students must return with the teacher unless special permission has been granted by the principal.
10. In the event of an accident, of a student lost during the course of the trip, a change of plans or scheduled time of return, or any other problem that needs immediate attention, the teacher should advise the principal as soon as possible by telephone. Notify the school before calling parents.
11. The bus travels 45 m.p.h. according to State Law and never faster than 55 m.p.h.. Plan accordingly.
12. Chaperones are responsible for student behavior and safety.

July 1979

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Revised August 1994

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AFTON CENTRAL SCHOOL
Afton, New York 13730

FIELD TRIP REQUEST

Name of person making this request: _____

1. Date of proposed field trip _____

2. Destination of proposed field trip _____

3. Directions to destination (attach directions from mapquest.com or some other map program to the transportation request)

4. Names/locations of restaurants and/or hotels if applicable _____

5. Educational goals of field trip:
A. _____
B. _____
C. _____

6. Learning activities planned for students while on the bus:
A. _____
B. _____
C. _____

7. Is another field trip planned for the same week? _____

8. Number of students attending field trip: _____

9. Name(s) of chaperone(s) _____

10. Departure time: _____ Returning time: _____

11. Estimated cost to student: _____

12. Date that names of participating students will be distributed to faculty/staff: _____

Teacher's Signature Date Principal's Approval Date

Reminder: Teacher's Check List (Things to do)

1. Submit completed transportation request with the field trip request. Transportation requests are available in the office. Be sure to attach map directions.
2. For M/H School: Put alphabetical list of students' attending field trip in mailboxes one week prior to the trip or if list is small, notify office secretary with names to include on staff announcements.
3. Call sub registry if substitute is required and leave lesson plans for substitute.
4. Collect signed Code of Conduct Contract/Parent Permission Forms from students. If a student does not turn one in, he/she will not be going on the field trip. Be sure to make arrangements for any student(s) who will remain at school.

AFTON MIDDLE/HIGH SCHOOL
CODE OF CONDUCT FOR SCHOOL-SPONSORED TRIPS

Students are always expected to:

1. Follow directions of the chaperones.
2. Demonstrate a cooperative attitude.
3. Respect the privacy of others.
4. Keep their hands and feet to themselves.
5. Be responsible for their own personal property.
6. Remain with the assigned group(s).
7. Be punctual regarding all scheduled appointments.
8. Allow chaperones to inspect their luggage and/or bags.
9. Adhere to assigned curfews.

Students shall not be allowed to:

1. Use/possess tobacco products.
2. Consume/possess alcohol.
3. Consume/possess illegal substances (drugs).
4. Play a radio on the bus unless headphones are used.
5. Use profanity.
6. Be disrespectful.
7. Violate any laws.
8. Exhibit inappropriate displays of affection.
9. Participate in any sexual activity.
10. Be in motel rooms of the opposite sex.
11. Be violent.

Students are expected to follow accepted norms of behavior. These rules are not intended to be inclusive but rather a guide for conduct.

Students who violate these rules may be sent home at parent/guardian expense (trip sponsor's judgement). Parents must understand that refunds of monies paid towards any trip will not be refunded if any student is sent home for disciplinary reasons.

Any additional information for the parent(s)/guardian(s) from the trip coordinator should be entered below:

AFTON CENTRAL SCHOOL SPONSORED TRIP
CODE OF CONDUCT CONTRACT/PARENTAL PERMISSION

Student's name (please print): _____

I give permission for my son/daughter to go on a field trip with _____
to _____ on _____, _____.

Furthermore, we agree that we have read and understand the rules that will govern the school sponsored trip. Both of us will agree to abide by these rules.

Parent/Guardian Signature

Date

Student Signature

Date

Parent/guardian must provide the following information in case of emergency:

Contact 1 Name: _____
Contact 1 home phone: _____
Contact 1 cell phone: _____
Contact 1 work phone: _____

Contact 2 Name: _____
Contact 2 home phone: _____
Contact 2 cell phone: _____
Contact 2 work phone: _____

AFTON ELEMENTARY SCHOOL
CODE OF CONDUCT FOR SCHOOL-SPONSORED TRIPS

Students are always expected to:

1. Follow directions of the chaperones.
2. Demonstrate a cooperative attitude.
3. Respect the privacy of others.
4. Keep their hands and feet to themselves.
5. Be responsible for their own personal property.
6. Remain with the assigned group(s).
7. Be punctual regarding all scheduled appointments.

Students shall not be allowed to:

1. Use/possess tobacco products.
2. Consume/possess alcohol.
3. Consume/possess illegal substances (drugs).
4. Play a radio on the bus unless headphones are used.
5. Use profanity.
6. Be disrespectful.

Students are expected to follow accepted norms of behavior. These rules are not intended to be inclusive but rather a guide for conduct.

Students who violate these rules may be sent home at parent/guardian expense (trip sponsor's judgement). Parents must understand that refunds of monies paid towards any trip will not be refunded if any student is sent home for disciplinary reasons.

Any additional information for the parent(s)/guardian(s) from the trip coordinator should be entered below:

AFTON ELEMENTARY SCHOOL SPONSORED TRIP
CODE OF CONDUCT CONTRACT/PARENTAL PERMISSION

Student's name (please print): _____

I give permission for my son/daughter to go on a field trip with _____
to _____ on _____, _____.

Furthermore, we agree that we have read and understand the rules that will govern the school sponsored trip. Both of us will agree to abide by these rules.

Parent/Guardian Signature

Date

Student Signature

Date

Parent/guardian must provide the following information in case of emergency:

Contact 1 Name: _____

Contact 2 Name: _____

Contact 1 home phone: _____

Contact 2 home phone: _____

Contact 1 cell phone: _____

Contact 2 cell phone: _____

Contact 1 work phone: _____

Contact 2 work phone: _____

AFTON CENTRAL SCHOOL SENIOR TRIP
CODE OF CONDUCT FOR SCHOOL SPONSORED TRIPS

Students are always expected to:

1. Follow directions of the chaperones.
2. Demonstrate a cooperative attitude.
3. Respect the privacy of others.
4. Keep their hands and feet to themselves.
5. Be responsible for their own personal property.
6. Remain with the assigned group(s).
7. Be punctual regarding all scheduled appointments.
8. Allow chaperones to inspect their luggage and/or bags.
9. Adhere to assigned curfews.

Students shall not be allowed to:

1. Use/possess tobacco products.
2. Consume/possess alcohol.
3. Consume/possess illegal substances (drugs).
4. Play a radio on the bus unless headphones are used.
5. Use profanity.
6. Be disrespectful.
7. Violate any laws.
8. Exhibit inappropriate displays of affection.
9. Participate in any sexual activity.
10. Be in motel rooms of the opposite sex.
11. Be violent.

Students are expected to follow accepted norms of behavior. These rules are not intended to be inclusive but rather a guide for conduct.

Students who violate these rules may be sent home at parent/guardian expense (trip sponsor's judgement). Parents must understand that refunds of monies paid towards any trip will not be refunded if any student is sent home for disciplinary reasons.

Any additional information for the parent(s)/guardian(s) from the trip coordinator should be entered below:

AFTON CENTRAL SCHOOL SPONSORED TRIP
CODE OF CONDUCT CONTRACT/PARENTAL PERMISSION

Student's name (please print): _____

I give permission for my son/daughter to go on a field trip with Afton Central School's Class of ____ to _____
from _____ to _____, 20__.

Furthermore, we agree that we have read and understand the rules that will govern the school sponsored trip. Both of us will agree to abide by these rules.

_____ Parent/Guardian Signature	_____ Date	_____ Student Signature	_____ Date
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Parent/guardian must provide the following information in case of emergency:

Contact 1 Name: _____	Contact 2 Name: _____
Contact 1 home phone: _____	Contact 2 home phone: _____
Contact 1 cell phone: _____	Contact 2 cell phone: _____
Contact 1 work phone: _____	Contact 2 work phone: _____