

**RED HOOK CENTRAL SCHOOL DISTRICT**  
**Field Trip Proposal Form**

BEFORE BOOKING ANY FIELD TRIP, CONTACT THE TRANSPORTATION DEPARTMENT AT EXT. 29100

Building       Mill Road K-2       Mill Road 3-5       LAMS       RHHS

Type of Proposal     **Day Trip** using district transportation – at least **two weeks' notice** and principal's approval

Day Trip using a commercial carrier – at least **four weeks' notice** with Board of Education approval and principal's approval

**Overnight trip** - at least **three months' notice**, with prior Board of Education approval and principal's approval

Date of Trip \_\_\_\_\_ Grade Level/Course \_\_\_\_\_ Destination \_\_\_\_\_ No. of Students \_\_\_\_\_

Please provide a thorough written rationale explaining the proposed field trip's curricular connection and attach it to this form.

Signature of Teacher \_\_\_\_\_ Date of Submission \_\_\_\_\_

Teacher's Printed Name \_\_\_\_\_

At least two weeks prior to the approved field trip, the teacher requesting the field trip must submit a list of potential attendees (students/chaperones) to the following individuals: (1) building principal, (2) principal's secretary, (3) guidance secretary, and (4) all instructional staff including school nurses. Prior to departure, the teacher(s) taking attendance must submit the list of actual attendees to the main office secretary.

Cost Per Student \_\_\_\_\_ Funding Source(s) \_\_\_\_\_

Will any students require financial support? \_\_\_\_\_ If so, how many? \_\_\_\_\_

Transportation     School Bus       Commercial – Name of Carrier \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_ No. of Teacher Chaperone s \_\_\_\_\_ No. of Volunteer Chaperones \_\_\_\_\_

Administrators participating in field trip, if applicable \_\_\_\_\_

Cell phone for emergency contact \_\_\_\_\_  School Cell phone     Personal Cell phone

Administrator's contact phone number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Approval – Building principal \_\_\_\_\_ Date \_\_\_\_\_

Approval – Curriculum Admin \_\_\_\_\_ Date \_\_\_\_\_

Approval – Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Approval – Board of Education \_\_\_\_\_ Date \_\_\_\_\_  
(if required)

**cc: Principals (2), Teacher, Cafeteria Supervisor**

Field Trip Listing           

E-Mail Transportation     

Superintendent Signature   

E-Mail Building Secretary

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## RED HOOK CENTRAL SCHOOL DISTRICT Field Trip Proposal Instructions and Guidelines

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### Day Trips – District Transportation

**Day trips** using **district transportation** require only the approval of the building principal and the Superintendent. Proposals for these trips should be submitted for approval **at least two weeks** prior to the trip. A request for district transportation should be made at the same time. If a field trip needs to leave the high school before 9:00 a.m. or return after 1:45 p.m., the teacher needs to call the bus garage at ext. 29100 to determine the availability of buses.

### Day Trips – Commercial Carriers

**Day trips using commercial carriers** must have prior approval of the **Board of Education** and the building principal. Buses owned by commercial carriers must be inspected by district personnel before students can load. Contact the bus garage at ext. 29100 to arrange inspection. Proposals for field trips using commercial carriers must be submitted **four weeks** prior to the date of the trip.

Use of a **commercial carrier** requires obtaining a certificate of insurance as well as 19A information prior to forwarding of proposal for **Board of Education** approval. Contact the Business Office at ext. 53010 for additional information.

### Overnight Trips

**Overnight trips** require the prior approval of the Board of Education and the building principal. The field trip proposal should include contact information for the hotel and the field trip destination as well as a complete itinerary.

### Field Trips

The **function** of field trips is **curricular**, not social; therefore, only those proposals that are related to the curriculum will be considered. As such trips are part of the curriculum, students may not be restricted or prohibited from attending, without the approval of the building principal or superintendent.

Before submitting a proposal, teachers need to be aware of state assessment dates, mid-term and final examinations (i.e., school exams, Regents exams, and AP and IB exams), and holidays (not scheduling before or after a holiday). It is strongly recommended that field trips requests follow each school's cut-off dates.

Individual student **permission slips** must be signed by a parent/guardian prior to a field trip and submitted to the main office.

The adult to student ratio for **chaperones** is determined by the student's age. The ratios are 1:10 for Mill Road Primary (K-2); 1:10 for Mill Road Intermediate (3-5); 1:12 for Linden Avenue Middle School; 1:12 for the Red Hook High School.

**Administrative Coverage Person's name and phone number** must be completed for the proposal to be considered for approval.

**Notification to faculty** of the date of the approved field trip along with a list of potential attendees should be given no less than two weeks prior to the date of the trip.

Final attendance: The staff member organizing the trip is responsible for providing the main office with an up-to-date list of only those students boarding a bus.

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