



2340 FIELD TRIPS

The Board of Education believes that field trips can be an integral part of the educational program. For the purpose of this policy, a field trip must be defined as any journey by a group of students away from the school premises, under the supervision of a teacher or administrator, conducted for the purpose of providing a firsthand educational experience not available in the classroom.

Field trips shall normally be taken during school hours and governed by the same rules as attendance at regular classroom and school activities. A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students/staff and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed pupil's transportation to home or school as appropriate. The cost of any such transportation will be borne by the parent(s) or legal guardian(s) of the student. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Board may authorize field trips for which all or part of the costs are borne by the student's parent(s) or legal guardian(s), except that no student in a special education class or student unable to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21) The determination of a student's inability to pay will be based upon the student's eligibility for free and reduced meals (**Policy 8540**) or **unforeseen hardship**. **A committee including the principal or designee will determine hardship and need**. Students will receive a lunch from the school cafeteria but shall be responsible for other purchases made on the trip.

Necessity for Nurse

A nurse, or designee, will attend field trips when warranted based upon a student's medical condition or schedule for medication administration in accordance with Board Policy 5330 (Administration of Medication).

When field trips and excursions are to be arranged, the following guidelines apply.

1. All trips, and the arrangements for them, must have advance approval and be related to the curriculum. All trips require approval by the Building Principal, Superintendent, and Board of Education PRIOR to the trip date. The Superintendent reserves the right to waive the prior approval requirement for local trips that are a routine part of the curriculum.

2. Each child who goes on a field trip or excursion must have written parent(s) or legal guardian(s) permission.
3. Pupil safety must be of prime concern and adequate supervision must be provided by staff aided by other adult chaperones if necessary.
4. All trips must be well planned, properly timed, related to the curriculum, or to district goals and objectives, and evaluated.
5. The Superintendent shall develop procedures for planning trips suitable to the various grade levels.

All field trip transportation shall be arranged by the district transportation department. Exceptions will require Building Principal and Superintendent permission. All students participating in the field trip are required to use the transportation facility arranged by the school district for the field trip.

The Board does not assume responsibility or liability in any way for any staff member who takes students on unauthorized trips, nor does the Board assume responsibility or liability for those students who elect to take part in such trips.

Fund-raising activities to support field trips must be conducted in accordance with procedures developed by the Superintendent. These fundraising activities must be approved in advance by the Principal, the Superintendent, the Board, and be supervised by members of the professional staff.

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