

2340 FIELD TRIPS

The Board of Education believes that learning resources beyond the physical confines of the school can enrich the educational experiences of the students. It is the Board's desire to encourage field trips when they will provide the most effective means of accomplishing one or more general curriculum objectives.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

When field trips are to be arranged, the following guidelines apply:

1. Every trip must meet objective(s) in a specific curriculum area(s). Field trips should be planned to provide continuity from year to year and avoid duplication that does not serve a legitimate educational need.
2. All trips and their arrangements must have advance approval by the Board of Education. Times and locations of field trips shall not be posted on any district web sites.
3. Each child who goes on a field trip must have written parental permission.
4. Students who chose not to participate in school trips will be provided with alternative educational opportunities.
5. All trips must be well planned and be adequately supervised. In grades Kindergarten through six, one adult shall accompany every six to ten students. In grades seven and eight, teachers and administrators shall decide the number of adult chaperones.
6. Staff and students will evaluate each trip, and follow-up activities are expected.
7. First aid kits that have been inspected by the school nurse are required on all trips.
8. Field trip chaperones shall not be permitted to bring guests with them on a field trip. This includes, but is not limited to, younger children not enrolled in the school and visiting children from other districts.



9. Although the Board of Education will make attempts to cover transportation expenses related to field trips, the Board reserves the right to charge student fees to cover such transportation costs when necessary.
10. The Board will pay entrance fees for staff members required to provide adequate supervision. Students and adult chaperones may be responsible to provide entrance fees or admission charges.
11. In the event that students are assessed fees to cover costs, no student is to be denied the right to participate because of inability to pay.
12. The Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.
13. The Board will make every attempt to provide a nurse on field trips for a child that requires the administration of medication. If this is not possible, a parent or guardian of the student requiring medication will be asked to accompany his or her child on the field trip. In the event that the parent/guardian cannot attend the trip, the parent/guardian may designate an adult chaperone to administer the medication. The designation must be in writing and signed by both the parent/guardian and the designated adult chaperone.
14. A summary report of the field trip shall be filed with the Superintendent within seven days of the trip's conclusion. The summary shall include a description and overall rating of the trip along with its educational value.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 19 June 2019

