

POLICY

GREENWICH BOARD OF EDUCATION

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FIELD TRIPS

2340 FIELD TRIPS

The Board of Education realizes the education benefits derived from field trips and some of the problems involved in such trips. This policy attempts to provide for a uniform administration of these activities.

The Board views field trips as an extension of and enrichment to classroom studies. Though considerable latitude will be shown in the approval of field trips, educational relevance will be the primary factor in determining the merits of each trip requested.

Approval Guidelines:

1. All field trips will be approved by the Superintendent.
2. All field trips so submitted will be reviewed by the school administrators. In cases where the administration recommends denial of the request, it should be so indicated on the agenda for the meeting where the request is considered.
3. The Board will pay all transportation costs of all educationally authorized field trips (one per class per year) for all district pupils.
4. Walking trips may be approved by the building Principal. When considering walking trips, the administration will be consistent in its approvals and denials. Walking trips will not be counted in the limit for field trips.

Teacher Guidelines

1. Each class is urged to take at least one field trip each year.



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2. Grade-level teachers, together with administration, should recommend class trips for entire grade levels where possible to avoid multiple arrangements to the same destination.
3. As a general guide, classes may be permitted two field trips during the school year provided that there is no expense to the Board.

Student Participation

1. Field trips are considered a part of the total school curriculum, and attendance is expected by all students.
2. Each child who participates in a field trip may do so only with parental acknowledgement in writing.
3. Any child who has given reasons to believe his/her behavior may be below expected school standards may be excluded from the trip. Determination of proper behavior shall be based upon criteria developed by the staff and administrators and approved by the Board. Appropriate arrangements shall be made by the teacher and administration for any child so excluded.
4. Children will not be permitted to leave the field trip group during the trip.
5. If children return to school from a trip after school hours, the teacher and the Principal will make provisions for their safe departure for home, taking into account the age of the student and the hour.

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

Adopted: 14 March 2005
Revised: 9 January 2012

