

INTERNAL CHANGES ARE IN RED

2340 FIELD TRIPS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

For purposes of this policy, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

The Board of Education shall approve all field trips which include in-district, walking trips, out-of-district education experiences, and overnight or longer stays.

The Board may authorize field trips for which all or part of the costs are borne by the pupils' parent(s) or legal guardian(s), except that no pupil in a special education class or pupil 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 pupil's inability to pay will be based upon the pupil's eligibility for free and reduced meals in accordance with Board Policy No. 8540 - Free and Reduced Rate Meals.

The refund of field trip fees paid by a parent/guardian which are assessed per pupil for admission, lodging, transportation and meals are subject to the stipulations of the organization(s) providing these services. The Board of Education can only return monies paid for field trips if the sponsoring organization(s) issues a refund. The exact amount refunded by the organization will ONLY be given to the parent/guardian who provided payment(s).

Field trip permission forms will indicate the last date a refund is given by the organization(s) and include any proration clauses (e.g.: There will be a 10% fee assessed to any trip cancelled by a specific date). The BOE is not responsible to refund field trip fees due to a student-related issue (e.g.: discipline, sickness, etc.)

Pupils on field trips remain under the supervision of this Board and are subject to its rules and regulations.



A pupil who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other pupils and may be summarily dismissed from the trip. The teaching staff member in charge will contact the parent or guardian to confirm 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 pupil. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600 - Pupil Discipline/Code of Conduct.

The Superintendent shall prepare regulations for the operation of field trips that ensure that the safety and well-being of pupils shall be protected at all times; that parental permission is sought and obtained before any pupil may be removed from the school district for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of pupils is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.

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

Adopted: 30 April 2007
Revised First Reading 24 November 2008
Final Reading 15 December 2008
Revised First Reading 10 June 2019

