

# POLICY

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## 2340 FIELD TRIPS

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

For purposes of this policy, a field trip shall be defined as any planned travel activity that supplements or enriches the educational program.

All such field trips shall be initiated and planned by the teacher and shall be submitted to the building principal and Superintendent of Schools for approval. The cost of field trips may be borne in total or in part by the Board of Education.

Field trips that are planned to keep pupils out of the district overnight or longer require final approval of the Board of Education.

The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board or Superintendent in accordance with this policy and shall not be liable for the welfare of pupils who travel on such trips. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district unless approved by the Board of Education.

Participation in approved field trips is not a right and may be denied to any pupil who has demonstrated disregard for school rules. No pupil unable to pay the cost assessed for an educational day trip shall be denied participation.

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 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 parents or legal guardians of the pupil. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Superintendent shall prepare regulations for the operation of field trips that insure 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 for a field trip; that each field trip is properly planned,



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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: 3 May 2004  
Revised: 25 June 2012  
Revised: 27 April 2015

