

2340 FIELD TRIPS

The Board of Education believes that learning resources beyond the physical confines of the school can enrich the educational experiences of our pupils. 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 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.

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

1. Every trip must meet objectives 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. Pupils 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 pupils. In grades seven and eight, teachers and administrators shall decide the number of adult chaperones.
6. Staff 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. The cost of the trip, including transportation and entrance fees for both pupils and chaperones, will be the responsibility of the pupils.
10. In the event that pupils are assessed fees to cover costs, no pupil is to be denied the right to participate because of inability to pay.

In determining financial hardship, the criteria will be the same as the State-wide eligibility standards established by the State Board of Education for free and reduced price meals under the State School Lunch Program.

11. The Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.
12. The Superintendent shall provide a written report to the Board at the end of the school year as to the field trips that have been taken. The Superintendent shall provide a proposed field trip list to the Board of Education for approval.
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(s) or legal guardian(s) of the pupil 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(s) or legal guardian(s) may designate an adult chaperone to administer the medication. The designation must be in writing and signed by both the parent(s) or legal guardian(s) and the designated adult chaperone.
14. A summary report of the field trip shall be filed with the Principal 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.

Standards of Eligibility

There are two standards of eligibility for all field trips: behavioral eligibility and attendance. The Superintendent may modify or alter as needed for unusual circumstances.

A. Behavioral Eligibility

1. Pupils are eligible to participate in extra-curricular activities if they hold fifteen or less points on the school's discipline system.



2. Pupils are not eligible to participate as stated if they accrue points as follows:
 - a. If student's current status is over 15 Points – Students will lose the following privileges:
 - (1) Participation in all extracurricular activities (sports teams, chorus, band, Student Council, DI, etc.)
 - (2) Graduation
 - (3) 8th grade dance
 - (4) 8th grade Washington, D.C. trip
 - (5) 7th grade Fairview Lakes trip
 - (6) Field trips with alternate program put in place at school
 - b. A student is subject to a discipline committee review to determine eligibility for future school events, if the student accumulates 20 or more points during the course of the year. The points are calculated by the total number of points a child receives throughout the course of a single academic year, regardless of any point reductions.
 3. Students may initiate point-reduction plans through school community service provided said plans are worked out in advance and approved by school administration. An hour of volunteer community service will equal three (3) points. Sample services may include but are not limited to assisting a teacher before or after school with an activity or volunteering time at a school function.
- B. Attendance
1. A pupil in grades Kindergarten through eighth may be ineligible for participating if he/she has demonstrated unusual attendance by missing ten (10) or more days of school.
 2. No pupil who has been absent for a school day may participate in an activity, event, trip, or performance scheduled for the afternoon or evening of that school day.



3. A pupil who has been suspended from participation in co-curricular activities for reason of poor attendance will be offered an opportunity to work out a plan for improved attendance with the Principal. If the pupil adheres to the plan and demonstrates his/her improved attendance within a period of not less than two weeks, the pupil may be reinstated to participation in co-curricular activities.

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

Adopted: 26 May 2009

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