

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's obligation for payment of the cost for curriculum related field trips will be at the discretion of the Superintendent or the Board of Education, as appropriate. When field trips are to be paid by pupils or parent(s) or legal guardian(s), the cost of transportation shall be included with such payments. However, no pupil is to be denied the right to participate because of inability to pay as determined by the Superintendent.

No trip should be scheduled so as to interfere with the taking of mid-term, or final examinations, advanced placement examinations, P.S.A.T., S.A.T. or State mandated tests unless approved in advance by the Superintendent.

Trip leaders may not make on site modifications to a trip itinerary, except where the health, safety or welfare of one or more pupils is endangered.

All trips of more than one day should be scheduled, if possible, during vacation time or over weekends so as to minimize loss of instructional time. Trips to foreign countries require approval by the County Superintendent.

Pupils on field trips remain under the supervision of the Board and are subject to its rules and regulations. However, non-school approved trips, which may be unrelated to West Essex Regional yet include West Essex Regional pupils and/or staff, are not to be confused with Board approved field trips. They are not Board sponsored nor sanctioned trips and the Board has no responsibility nor liability for these.

Each year the Board may budget a sum of money to be used for curriculum related field trips for the Junior High School and the Senior High School. Field trips which take pupils more than one hundred miles from this district or are planned to keep pupils out of the district overnight or longer must be approved by the Board of Education. Board approval shall be based upon the recommendation of the Building Principal, and the Superintendent. All other field trips may be approved by the Superintendent.



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 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.

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 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. Parent(s) or legal guardian(s) must submit written authorization for a student's medical treatment for all overnight trips.

In addition to approved field trips, the Board of Education recognizes that there are related field trips which are of value in enhancing a pupil's experience but may not be directly related to an approved course of study. Related field trips are encouraged when they can be arranged at no cost to the Board of Education. Discretion as to whether a trip constitutes a field trip or a related field trip rests with the Superintendent. Total costs of related field trips are to be paid by pupils and/or through fund raising activities. This includes the cost of all transportation as well.

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

Adopted: 09 February 2009

Modified: 09 December 2019

