

## R 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. These can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

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

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.

### 1. Application

- a. The date for a field trip must be cleared on the master calendar in the Assistant Principal's office before application is made. Clearing the date on the master calendar does not mean the field trip is approved.
- b. All applications for field trips must be made out and should be handed in at least two months prior to the date of the trip for approval by the supervisor and the Principal.
- c. Under no circumstances whatsoever is the teacher to collect money for tickets, bus fare, and the like prior to approval by the Principal as to the feasibility of the trip.
- d. Field Trip Request Forms are available in the faculty mailroom.
- e. Typically no field trips are to be planned for dates later than the Friday of the second week in May.



2. Teacher responsibility in informing staff and parent(s) or legal guardian(s)
  - a. Pupils must return a signed permission slip from their parent(s) or legal guardian(s). Parent(s) or legal guardian(s) must submit written authorization for a student's medical treatment for all overnight trips. Responsibility for checking these rests with the teacher in charge of the trip.
  - b. The teacher will make a master list of all pupils going on a trip which should also contain pertinent information such as time of departure, time of return. This list must be given to the Assistant Principal and to the Attendance office two weeks prior to the trip. If there are any changes, an amended list must be given to the Attendance office on the day of the trip. A field trip list must be given to each faculty member two weeks prior to the event.
3. Teacher responsibility for the trip
  - a. Pupils should be informed prior to the trip about: (1) cost (2) dress (3) behavior (4) lectures and exhibits they are expected to attend (5) grouping and bus assignment, etc., if needed and (6) time of departure and time of return.
  - b. Arrange for at least one teacher chaperone for every bus. It is suggested that one male and one female chaperone be used for co-educational groups.
  - c. Teacher responsibility will be terminated only when the last child has departed from the school grounds.
4. Office responsibility
  - a. Central office will arrange for necessary bus transportation and inform the teacher of the fee for transportation after the trip has been approved.
  - b. The Student Activity Account Manager will pay the bus company for the field trip after the bill comes to the school. It is necessary for the teacher taking the trip to deposit with the Student Activity Account Manager the necessary amount for the trip on the day before the trip is scheduled.



5. Rules concerning pupil eligibility and conduct
  - a. Pupils assigned a suspension on the day of the trip do not qualify for the field trip without the Principal's permission.
  - b. Pupils who are behavioral risks may be eliminated by the Principal or the teacher conducting the field trip.
  - c. Eating, drinking, or smoking on the bus is prohibited.
  - d. Pupils are to remain in their assigned seats.
  - e. Pupils whose grades are in jeopardy and may be adversely affected by attendance on the trip may be eliminated from the trip.
  - f. Pupils involved in disciplinary action, which prohibits them from attending a trip or school function, are not eligible for a refund of event or trip cost.
  - g. Pupils who present behavior problems may be banned from future trips or events.

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