

# POLICY

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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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 be asked to approve those field trips which take pupils out of the district overnight or longer, upon the recommendation of the Superintendent and Building Principal. The Superintendent shall be asked to approve all other field trips upon the recommendation of the Building Principal. The Superintendent's recommendation to the Board of Education of field trips which take pupils out of the district overnight or longer shall take into account any travel warnings, threat alerts, or cautions of the U.S. Department of State. In addition, before making any recommendation, the Superintendent may seek advice concerning overnight travel from the District's legal counsel and insurance carrier. In the event the Superintendent recommends cancellation of an overnight trip, or cancels a day field trip, the Board of Education will not be responsible for reimbursement of costs incurred by pupils; however, the Board will make every effort to secure the return of monies deposited.

The Board may authorize field trips for which all or part of the costs are borne by the pupils' parents or legal guardians, 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.

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 and other extenuating reasons as determined by the principal.

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



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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 taking into account any government advisories that might affect the safety and well-being of the pupils; that written 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 conditions beyond the control of the teacher have frustrated the purpose of the trip.

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

Adopted: 29 June 1998

Revised: 14 October 2003

