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R 2340 – FIELD TRIPS

A. Definition

A “field trip” is any journey by a group of pupils away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by pupils as part of a co-curricular activity or a class trip is not a field trip.

B. Approval of trips

A teacher shall request approval of a specific field trip by submitting a written application to the Principal no less than thirty (30) days prior to the date of the anticipated trip.

1. The field trip application will include:
 - a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);
 - b. The proposed destination and, if the destination is not generally known, its description and the reason it is selected by the teacher;
 - c. The location of the destination
 - d. Transportation arrangements, the estimated cost of transportation, and the provision of safe and adequate loading and unloading areas for bus-borne pupils;
 - e. The time of departure and the estimated time of return to the school/
 - f. Admission fees and tolls, if any; and



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- b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date.
 - c. Determine whether classes can be combined in a joint field trip field trip for maximum economy.
 - d. Gather the information necessary to fill out the field trip application form; complete and submit the form.
2. If the field trip is approved, the teacher should take the following preparatory steps.
- a. Discuss the proposed trip with pupils, giving particular attention to:
 1. The purpose of the trip and its relationship to the course of study.
 2. What in the trip the pupils should give particular attention to and ask questions about;
 3. Any reports, not taking, sketching, or the like pupils should accomplish on the trip;
 4. The assignment of background materials and research to enhance the value of the trip, and
 5. Rules of conduct and expected behaviors, both at the trip destination and in transit to and from the destination.
 - b. Distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent or legal guardian. The slip will include notice of:
 1. The date, departure time, and return time;



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2. The destination and its location;
3. The name of the teacher in charge;
4. The means of transportation; and
5. The purpose of the trip.

Signed permission slips will be filed with the teacher, who will file them until the end of the school year.

- c. Make arrangements for travel and inform the Administration of those arrangements in writing.
- d. Arrange with officials at the point of destination for:
 1. The pupils' admission;
 2. The provision of any materials that will enhance the trip;
 3. The services of guides, if necessary; and
 4. The provision of meals, if necessary.
- e. Arrange for chaperones, who may be other teaching staff members or volunteer parents or legal guardians, and apprise them of their responsibilities.
- f. If unfamiliar with trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.
- g. Notify other teachers or departments, as appropriate, of the nature of the field trip and the pupils involved in the trips.
 1. To permit other teachers to plan for the absences, and



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2. To encourage other teachers to incorporate the field trip experience in their lesson plans.
 - h. Prepare a roster of pupils who will participate in the field trip.
 - i. Make alternate educational arrangements for any pupils who will not participate in the field trip.
 - j. Ascertain whether any pupil participating in the field trip will or may require medication in the course of the trip and arrange for the presence of the school nurse, a registered nurse, or the pupil's parent or legal guardian to administer the medication, except where pupils are allowed to self administer medication under statutory authority. If none can be present, report the matter to the Administration, who may deny the pupil's participation.
3. On the day of the field trip, the teacher will:
 - a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather, check with the Superintendent/Principal who may determine to cancel or postpone the trip. If the trip is canceled or postponed, promptly inform chaperones.
 - b. Take attendance and deliver to the school office a roster of the pupils who are actually leaving on the field trip.
 - c. Ascertain that the full complement of assigned chaperones is present and prepared.
 - d. Ascertain that all pupils participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Superintendent/Principal, may pupils be delivered directly to



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the destination by means other than those arranged by the teacher.

- e. Take all reasonable steps to assure that pupils profit educationally from the trip.
- f. Make no change or substitutions in the trip itinerary unless an emergency has occurred.
- g. Ascertain that all pupils participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal, or in an emergency may pupils be taken from the destination by means other than those arranged by the teacher.

D. Chaperones

1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the pupils' age and maturity.
2. The Board will pay the expenses of chaperones to the extent that the expenses of pupils and teachers are paid.
3. Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if the chaperone must briefly leave his or her assigned pupils, the chaperone should ask the teacher or another chaperone to take his or her place for the absence.
4. Smoking and the use of alcohol is prohibited for both pupils and chaperones.
5. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:



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- a. The conduct expect of them;
 - b. The time and place of departure; and
 - c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.
6. Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

E. Emergencies

The following guidelines will be followed in the event of an emergency during a field trip.

2. In the event a pupil is lost or missing, and all reasonable efforts to find him or her have failed, the teacher shall call the Administration.
3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Administration. Within two days of the trip, the teacher shall file with the Superintendent/Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.
4. In the event of a delay that will bring pupils back to school later than anticipated and after the end of the school day, the teacher will, as soon as he or she can estimate the actual time of arrival.
 - a. Inform parents or legal guardians of the delay by telephone;
 - b. Make the school facilities available to waiting parents or legal guardians;
 - c. Remain at the telephone to answer incoming calls; and



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- d. Confer with the teacher to be certain all pupils have been safely dispatched.

F. Overnight trips

1. A field trip that will remove pupils from the district overnight must be specifically approved by the Board.
2. All of the provisions of this regulation are applicable to overnight field trips.
3. Pupils and their parents or legal guardians may be required, as a condition of their participation in the trip, to attend a meeting at which they will be informed of the:
 - a. Purpose of the trip;
 - b. The particulars of the trip such as itinerary, departure and return times, duration, overnight accommodations, and points of interest;
 - c. Rules of conduct and behavior expectations, both on the trip and at the destination;
 - d. Need, if any for special clothing, supplies, apparatus, or equipment; and
 - e. Costs, if any, of the trip.

G. Follow-up and evaluation

1. The teacher in charge of the field trip should express his or her appreciation to:
 - a. The chaperones, both lay and professional;



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- b. The officials and guides at the destination; and
 - c. Any other persons or representatives who assisted in the conduct of the trip.
2. The teacher in charge should incorporate the field trip experience into pupils' learning by:
- a. Conducting a discussion and a critical evaluation of the experience;
 - b. Encouraging creative projects on themes experienced on the field trip;
 - c. Testing pupils on information gained and attitudes formed; and/or
 - d. Assigning pupils written reports or presentations on the experience.

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