

# Policy

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Board of Education  
Randolph

NO. 236 PROGRAM

## FIELD TRIPS

It is the Board's conviction that the learning process is not restricted to the boundaries of the classroom. The outside community contains many opportunities for children to experience real life situations. By extending the classroom through field trips, people, resources and sites which would not otherwise be available can be integrated into the school program.

Students will have opportunities to:

1. Develop responsibility, self-discipline, initiative, courtesy, good human relations and public relations.
2. Study real source materials on location.
3. Develop interests in various curriculum areas and discipline.
4. Use oral and written expression.
5. Demonstrate the inter-relationships of subject disciplines.

### Definition:

There are two types of field trips that involve our students. They are:

**Curricular Field Trips** - A trip by a group of students away from school under teacher supervision to afford a first-hand educational experience as an integral part of an approved course of study. These trips will be planned, carried out, and followed up with clearly understood objectives in terms of learning. They will normally occur during school hours.

**Co-curricular Field Trips** - A trip conceived as an enriching experience but not necessarily directly related to classroom programs. Attendance is voluntary; students are not automatically expected to participate. These trips will not normally be held during the school day.

### I. Criteria for Curricular Field Trips:

1. All factors related to the educational value students will receive from a trip must be considered in its selection.
2. The length of time traveling as compared to the actual time pupils spent at the site will be evaluated when approval is requested.
3. The administration will establish procedures designed to ensure equity in field trip opportunities for students.

# Policy

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Board of Education  
Randolph

NO. 236 PROGRAM  
(page 2)

4. The administration will establish procedures designed to ensure for the supervision and safety of students.
5. All field trips must be approved by the principal in concert with the appropriate supervisor, where applicable.

## II. Field trip expenses and reporting:

1. Students will be charged for curricular field trips in accordance with N.J.S.A. 18A:36-21 which states: "Any Board of education may authorize field trips for which all or part of the costs are borne by the pupils' parents or legal guardians, with the exception of pupils in special education classes and pupils with financial hardship. In determining financial hardship the criteria shall be the same as the statewide eligibility standards for free and reduced price meals under the state school lunch program." A parent or guardian who is experiencing financial hardship and whose child is not currently receiving free or reduced lunches may apply to the principal for financial assistance. The administration shall implement procedures that will protect them from knowing that he or she is the recipient of this option.
2. The district will provide school bus transportation to curricular activities within a reasonable distance. The superintendent with Board approval may authorize the payment of transportation by the district in unusual circumstances. Students will pay for all other trips subject to review by the school principal.
3. The district will be responsible where practical for expenses for co-curricular groups that participate in organized activities involving other schools, eg. interscholastic athletics, mathematics league, debating society, newspaper competitions, service clubs, and the like.
4. Fund raising can be used to finance enrichment field trips which might otherwise not be available to students. However, fund raising will not be allowed to detract from classroom time, or place an undue burden on pupil, teacher, or the community. Fund raising shall be approved by the building principal.
5. A list of all curricular field trips taken during the month will be included in the principal's or district supervisor's monthly report.
6. An information sheet shall be forwarded to parents to inform them of the objectives of the trip, date of departure and return, lunch provisions and other relevant details. Written parental permission is required for participation in field trip activities.

# Policy

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Board of Education  
Randolph

NO. 236 PROGRAM  
(page 3)

## III. Overnight Field Trips:

Every curricular and co-curricular overnight field trip must be approved by the superintendent and Board of Education.

IV. If and when charter busses are hired to transport students to a field trip and a parent chooses not to send his/her child(ren) on the chartered bus, the said parent may opt to drive his/her own child(ren) to the field trip destination only when the following criteria are met:

1. The parent must complete and sign a permission form that releases the Board of education from any and all liability while transporting his/her child(ren) to and from the field trip destination.
2. All children who are transported by their parent(s) for a field trip must first report to the school and homeroom teacher and/or designee for attendance purposes.
3. Upon arrival at the field trip destination, all students who were transported privately must report to the homeroom teacher or designee for attendance. Students and their parents must remain with the class for the duration of the field trip activities.
4. Once the field trip activities are completed, the child(ren) can be released to the custody of their parent(s) and transported back home.

V. When school transportation is provided for school functions (i.e. interscholastic athletics, curricular competitions, students must use the school transportation to travel to the destination. After the event, a parent(s) may opt to use his/her private vehicle to transport their child(ren) home only if the following condition is met:

The parent(s) must complete and sign a permission form that releases the Board of Education from any and all liability while transporting their child(ren) from the event. The signed document must be submitted to the coach, advisor, or staff member in charge prior to the event.

REFERENCE: N.J.S.A.18A:53-2, 18A:36-21

DATE ADOPTED: March 14, 1989 DATE REVISED: August 19, 1996, August 25, 2004