

### 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 and is governed instead by Regulation No. 5850.

1. If a field trip is approved, the Principal shall endorse the request and submit it to the office of the Superintendent for approval.
2. Requests for field trips must be submitted to the office of the Superintendent at least one month in advance of the date whenever possible.
3. No pupil shall be permitted to attend a field trip without written permission of the parents. A permission form must be completed for each trip.
4. Field trips and distances should be considered in light of the age of the pupils involved. These should be kept within reasonable distances.
5. All field trips should be planned so they are kept within regular school hours. Permission to exceed these hours must be granted by the Principal and Superintendent. Parents must be notified of the return time by the Principal. No overnight field trips are permitted.
6. Costs should be kept as nominal as possible.
7. Teachers accompanying pupils on educational field trips will not be considered absent and may be eligible for reimbursement for their personal expenses.
8. Sufficient adult proctors must accompany each trip to insure that all reasonable protection will be afforded the pupils involved.
9. Principals shall regulate the use of field trips in their buildings to insure proper use, nominal cost of trips, and minimal loss of classroom instruction time.



10. It is the responsibility of the teacher to maintain proper conduct at all times since these pupils represent not only our schools but also our community. The discipline policy is to be in effect during all field trips.
11. Any pupil deemed a disruptive influence may, at the discretion of the Principal, be prohibited from participating in a field trip. The parent or guardian of the child shall be so notified.

### B. Performing Group Trips

1. If a performing group trip is approved, the Principal shall endorse the request and submit it to the office of the Superintendent for approval.
2. Requests for performing group trips must be submitted to the office of the Superintendent at least two months in advance of the date whenever possible.
3. No pupil shall be permitted to attend a performing group trip without written permission of the parents. A permission form must be completed for each trip.
4. The program, accommodations and distances should be considered in light of the age of pupils involved. Trips should be kept within reasonable distances.
5. All trips should be planned so they are kept within regular schools hours. Permission to exceed these hours must be granted by the Principal and Superintendent. Parents must be notified of the return time by the Principal. Overnight trips must be approved by the Board of Education.
6. Costs should be kept as nominal as possible.
7. Teachers accompanying pupils on performing group trips will not be considered absent and may be eligible for reimbursement for their personal expenses.
8. Sufficient adult proctors must accompany each trip to insure that all reasonable protection will be afforded the pupils involved.



# REGULATION

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9. Principals shall regulate the use of performing group trips in their buildings to insure proper use, nominal cost of trips, and minimal loss of classroom instruction time.
10. It is the responsibility of the teacher to maintain proper conduct at all times since these pupils represent not only our schools but also our community. The discipline policy is to be in effect during all performing group trips.
11. Performing groups such as bands, chorus, majorettes, chess teams, fencing group, etc., may participate in competitive activities. However, each group will be limited to participating in one series of competitive events which could lead to national competition. All events which could lead to national competition must be approved by the Board. Funding must be approved by the Board. A cost estimate for the entire series of competitive events must be submitted to the Board.

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