

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 Field Trips. 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 Social Events/Class Trips.

B. Approval of Trips

- ~~1. A list of field trips considered appropriate for each grade level or subject area will be prepared cooperatively by teaching staff members and approved by the Principal. The approved list will be reviewed annually for additions, deletions, and revisions and will be distributed to teachers as a suggested guideline. In addition, the curriculum guide for a specific course of study may include suggested field trips.~~
- ~~2. To ensure the equitable allocation of budgeted field trip funds, each teacher shall submit a list of proposed field trips to the Principal at the beginning of the school year. The acceptance of the list does not constitute approval of any specific field trip on the list or of the number of field trips proposed by a teacher.~~
3. A teacher shall request approval of a specific field trip by submitting a written application to the Principal no less than **sixty (60)** ~~twenty (20)~~ working days prior to the date of the anticipated trip. Field trip application forms are available **in digital format** ~~in the office of the Principal~~.
4. The field trip application includes:
 - 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 relationship of the trip to curriculum goals and objectives;
 - d. The location of the destination and the route that will be taken to it;
 - e. Transportation arrangements, the estimated cost of transportation;
 - f. The time of departure and the estimated time of return to the school;
 - g. Admission fees and tolls, if any; and
 - h. Provisions for meals, if any are required.
5. The Principal may deny a field trip request when:
 - a. The application is incomplete;



- b. The anticipated cost is deemed excessive;
 - c. The proposed trip bears insufficient relationship to the curriculum;
 - d. The pupils involved in the trip would have been taken from the class for the trip and other activities for an excessive amount of time;
 - e. The trip conflicts with other scheduled events or with other demands on school buses;
 - f. The class has exceeded its equitable allocation of field trips;
 - g. The trip will bring pupils back to the school later than 2:00 p.m.;
 - h. The trip will occur during an exam period or immediately before the end of a marking period; or
 - i. The destination and trip activity are inappropriate choices for pupils of the age and maturity typical of the class.
 - j. Other justifiable reasons.
6. A request for an overnight field trip must receive the preliminary approval of the Superintendent before it is submitted to the Board of Education for final approval.
7. The teacher will be given written approval or denial of the teacher's request for a field trip. A denial of approval will include the reason(s) for the denial.

C. Planning and Preparation

1. Each teacher who plans a field trip should take the following preliminary steps:
 - a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. ~~Consult the list of approved field trip destinations for alternatives;~~
 - 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 for maximum economy;
 - d. Gather the information necessary to fill out the field trip application form; and
 - e. 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, note 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(s) or legal guardian(s). The slip will include notice of:
 - 1) The date, departure time, and return time;
 - 2) The destination and its location;
 - 3) The name of the teacher in charge;
 - 4) The per pupil cost of the trip;
 - 5) The means of transportation; and
 - 6) The purpose of the trip.7) Signed permission slips will be filed with the teacher in charge who will file them until the end of the school year.
- c. Make arrangements for travel and inform the Transportation Office of those arrangements in writing no later than ~~twenty (20)~~ sixty (60) days prior to the trip. This includes both district-owned buses and contracted buses.

Private vehicle transportation may be arranged only on the express written permission of the Principal and in accordance with Policy No. 8660 Transportation by Private Vehicle.
- 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. Pupil safety must be of prime concern, and staff aided by other adult chaperones if necessary must provide adequate supervision. The ratio of students to adults should be as follows:

12:1 for elementary (grades preK-5)
15:1 for middle school (grades 6-8)
20:1 for high school (grades 9-12)
- 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
 - 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(s) or legal guardian(s) 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 Principal.
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.
 - 1) Check with the Principal who may cancel or postpone the trip.
 - 2) If the trip is canceled or postponed, promptly inform chaperones.
 - b. Take attendance and deliver to the Principal 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 Principal may pupils be delivered directly to 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 (see paragraph E following).
 - 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.
 - h. If the trip will bring pupils back to school after the end of the school day, ascertain that the Principal will remain on the premises until the pupils' return or has appointed a designee to remain on school premises. Plan to stay at the school until the last pupil has been picked up or has departed for home by his/her regular transportation.

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. 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/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.
3. Smoking and the use of alcohol or drugs or the possession of weapons are prohibited for both pupils and chaperones.
4. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:
 - a. The conduct expected 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.
5. Chaperones should 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.

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630 Bus Drive Responsibility.
2. In the event a pupil is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall call the Principal. If the Principal is not immediately available, the teacher shall call the office of the Superintendent for further instructions.
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 Principal. Within twenty-four hours of the trip, the teacher shall file with the 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/she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school. The Principal or designee will:
 - a. Inform parent(s) or legal guardian(s) 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
 - d. Confer with the teacher to be certain all pupils have been safely dispatched.

F. Overnight Filed Trip Guidelines

1. Definitions – “Parents” shall mean the parent or legal guardian of a pupil.
2. Authority
 - a. All school rules will be in effect from departure through return to school. Those rules that apply to a specific overnight field trip will be distributed to pupils prior to the trip and will be followed throughout the entire trip. Rules apply to all pupils regardless of age.
 - b. The Board of Education has designated Chaperones with the responsibility to supervise pupils and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school.
 - c. In the interest of maintaining the good name and integrity of the Jefferson Township Public School District, it is expected that all members of the organization conduct themselves in a creditable manner using common courtesies and proper manners at all times.
 - d. The administration reserves the right to deny the participation of any pupil on any overnight field trip based upon a record of inappropriate behavior and/or a poor attendance pattern.
 - e. Class trips are not part of the thorough and efficient system of education provided the Board. Participation in them is, therefore, not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in class trips.
3. Trip Preparations
 - a. Parents will be provided with a written document describing all rules and regulations and clearly defining consequences.
 - b. An itinerary will be provided to all parents and the home school. All rooming lists will be prepared in advance of the trip and will include written hotel confirmation. All pupils will be assigned to a specific bus. A bus list will be prepared with a copy remaining in the home school.\



- c. Prior to the trip, all pupils will be given an itinerary listing all events and times; pupils are expected to be prompt for all events listed.
- d. Pupils are expected to travel in appropriate attire; specific guidelines will be provided by the advisor.
- e. All luggage are subject to a check by the Chaperones and should be appropriately tagged before departure.
- f. Any pupil taking medication of any kind must report this to the advisor before leaving the school and provide written approval from a parent. Prescription medication will require a physician's authorization. The role of the advisor will be limited only to supervising the storage and taking of any medication by the pupil – not the administering of the medication.

4. Trip Regulations

- a. In the event transportation is by plane, boarding passes will be given to each pupil. Upon arrival at the airport, pupils will proceed to the departure gate as announced upon arrival. Ground transportation shall be arranged utilizing proper district approved transportation.
- b. The participants will travel together and must remain together except upon specific instructions from the advisor.
- c. Before leaving buses, pupils must check to see that no litter or personal belongings are left on the bus.
- d. Pupils are to report any accidents or illness immediately to the Chaperones.
- e. A pupil guilty of a serious violation of school policy, such as a drug or alcohol incident or serious misconduct, may face the following consequences:
 - 1) As appropriate, a chaperon or parent will accompany the pupil home;
 - 2) Appropriate travel arrangements will be made and the pupil's parents will be notified of the incident and of the travel arrangements;
 - 3) Both the pupil and the chaperon will be returned home at the parents' expense.
- f. No alcoholic beverages or drugs of any kind will be tolerated. Possession, purchase and/or drinking of alcoholic beverages of any kind, as well as possession and/or use of drugs other than those for medical purposes previously reported before leaving the school will result in severe disciplinary action as described above.
- g. Curfew will be strictly enforced. Each pupil must be in his or her room at the time designated by the advisor. No one will be permitted to leave his or her room after that time. Specifically, boys are not to be in the girls' rooms nor girls in the boys' rooms at any time without prior permission from the advisor. Outsiders are not permitted in any pupil's room at any time.

5. Responsibilities



- a. In case of any accident resulting in personal injury to any pupil during the trip, the Board of Education, administration and Chaperones will not be held responsible.
- b. The Board, administration and Chaperones will not be held responsible for any loss or damage to personal property.
- c. In the event of illness or a family emergency at home which would require a pupil to be sent home by the best available means of transportation, it will be the responsibility of the parent to make the arrangements for the transportation home at the parent/guardian's expense.
- d. In the case of an accident, the parent will be notified as quickly as possible. Should a pupil require hospitalization requiring him or her to be sent home after the termination of the trip, it will be the responsibility of the parent to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (pupil and chaperon) required will rest with the parent of the pupil involved.
- e. Prior to leaving the hotel the last day of a trip, each room will be inspected by the advisors and/or Chaperones. All pupils sharing a room will be held responsible for missing items or any damage to the room or furnishings. Cost will be shared equally by those who occupy the room unless the responsible person or persons assume the responsibility.

6. Overnight Field Trips Required Forms

a. Parent Cover Letter Information

The purpose of this cover letter is to summarize:

- 1) Overview of trip.
- 2) Cost to student.
- 3) Means of transportation.
- 4) Dates of trip.
- 5) Hotel accommodations.
- 6) Request forms.
- 7) Itinerary.

b. Itinerary Form

This form should include, but may not be limited to, a daily log from time of departure to time of return to include the following:

- 1) Date.
- 2) Time sequence.
- 3) Locations and telephone numbers.
- 4) Hotel arrangement.
- 5) Transportation arrangements.
- 6) Activities.

c. Student Participation Rosters



REGULATION

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Program
R 2340/Page 9 of 9
FIELD TRIPS

This form should include, but may not be limited to, the following rosters:

- 1) Alphabetical list of all trip participants.
- 2) Bus list (number each bus if more than one).
- 3) Rooming list (indicate room assignments).
- d. Packing Requirement List
 - 1) This form should include, but may not be limited to, the following:
 - 2) Luggage requirements (number and type).
 - 3) Apparel requirements.
 - 4) Toiletries and cosmetics.
 - 5) Instrument and uniform requirements, if applicable.

Issued: 16 April 2007
Revised: 21 July 2025

