

REGULATION

GLEN RIDGE BOARD OF EDUCATION

R 2340 FIELD TRIPS

The following procedure will be used in planning a field trip:

1. All trip requests, including those of athletic "pep buses" must be submitted on the building district Field Trip Request Form. These forms are available in the Main Office. Submit Field Trip Request Forms to the administration.
2. All requests for field trips must be submitted to the administration at least twenty days prior to the day of the trip.
3. Due to conflicts with reviews and final exams, trips should not take place after May 5th at the high school. In addition, field trips for A.P. students should not occur within two weeks of exams. No field trips are to be scheduled two weeks prior to and during the midterm or final exams.
4. After securing permission for the trip, the teacher in charge will be responsible for all arrangements: transportation, chaperones, distribution and collection of permission forms, collection of fees, food, etc.
5. Students in the high school must present Field Trip Permission Forms to each of their teachers for signature at least two weeks prior to the trip. It is the responsibility of the student to comply with this procedure and the teacher in charge of the trip should not accept permission forms that are incomplete or late.
6. Students must have written parental permission. The teacher in charge must ensure that the Field Trip Permission Form is properly filled out. Parents should know the destination, method of transportation, cost, and times of departure and return.
7. The teacher in charge will submit a roster of students going on the trip to the Principal's office, attendance office, nurse's office and all staff members for review. Any staff member with concerns about a student's participation on a trip should notify the teacher in charge of that trip.

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8. Any student who has exceeded the allowed number of absences from school will not be permitted to participate without permission from the Principal.

9. A faculty member must be in charge of each bus. The ratio should be one faculty/adult member for every ten students, as per Board of Education Policy 2340.

10. The teacher in charge must notify the cafeteria staff of the number of students on the trip. Also the teacher in charge is to notify the Head Custodian if the return time for the trip is after regular school hours.

11. Attendance must be taken prior to departing for the trip. An updated list of students on the trip and absences will be submitted to the main office and the attendance office before leaving.

12. Students are to be dressed appropriately for the field trip, remembering that they are representing the school. The teacher in charge should determine what dress is appropriate for the activity and advise the students in advance.

13. All school rules and policies are in effect during the trip.

14. If a trip is to go beyond lunch period, students should provide for their own lunch. The teacher in charge is to notify the cafeteria staff of the number of students who will not be present at the school for lunch.

15. The Superintendent and the Board of Education must approve all overnight field trips that involve school personnel and students even if funding is not requested. This approval should be sought prior to the announcement and/or planning of the trip.

16. Deposit all money for the trip with the Principal's secretary, no later than five days prior to the trip. This will allow time for the appropriate checks to be drawn and presented on the day of the trip. Deposit forms and check request forms are available in the main office.

17. An attempt should be made that all field trips are to be related to the curriculum. Field trips cannot resemble or be construed as a class activity, picnic or day off from school and cannot be a reward for some aspect of school life.

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