

PURPOSE

When properly planned and executed, field trips are a valuable educational tool. Teachers are encouraged to use field trips as part of their educational program. They must be carefully planned and designed to meet valid educational objectives, and should be integrated with the science, social studies, and language arts curriculum.

Use the field trip experience to make connections between the classroom and the real world. An appropriate follow-up activity (group discussion, written response, i.e., student journals, art work, or cooperative learning activity) is suggested as a way to provide for the sharing of ideas and to bring closure to the experience. Trips are not to be used for recreation or a class outing.

If a field trip is to be valuable as an educational experience, then all the members of a given class should participate.

PROGRAM LIST

FIELD TRIPS

General Information

NEW 2006: Each grade level may schedule (1) local community trip approved for their grade level (see trip list)*

Each grade level will also have the option to schedule 1 field trip from the trip list.

Please reserve your trip as early in the school year as possible. Consider planning your trip for the fall, as the spring schedule fills up quickly.

Mid-day Trip: Any trip returning to school **no later than 1:30 p.m.**

Extended Trip: Strictly on the basis of availability - Please note there will be a limited number of extended trips per day.

Trip Times: Mid-day trips excluding kindergarten must return to school by 1:30 p.m.

When making arrangements for mid-day trips be sure to consider your total travel time, including time to eat lunch, in order to arrive back at your school by 1:30 p.m.

It is suggested that the teachers' secretary in each building be the contact person who communicates with Transportation for all field trips.

Payment

The purpose of this policy is to establish a central account for payment of fees and services related to field trips.

Daily Trips

Any staff member requesting a field trip must follow Administrative Policy in completing the Field Trip Request form and obtaining approval by the Board of Education. After the trip has been approved by the Board of Education, a copy of the approved field trip form will be forwarded to the school. If monies are needed, the field trip secretary, within ten (10) school days of the trip, should contact the Curriculum Office to request a check. The Board Secretary's Office will then process a check in the exact amount made payable to the vendor and the Curriculum Office will forward the check to the school. If for some reason the trip destination or vendor will not accept a school district check, a certified check will be issued. If possible, the staff member in charge of the trip shall attempt to get a receipt from the vendor and return it to the Board Secretary's Office upon their return along with any refunded money for individuals who did not attend on the day of the trip.

Administrative Guidelines

1. All trips must be approved by the administration.
2. Please arrange field trips as early in the year as possible. The months of April and May are usually booked solid by November. **No** field trips should be scheduled during the month of June.
3. Educational Trip Request/Expense Report forms are available in each school. Based upon information provided by the teacher in charge of the field trip, this form is typed, and then submitted to the Curriculum Office a minimum of four weeks in advance of the proposed field trip date. **Trip forms must be completed in full**.
4. No trip will be approved unless it is made for educational purposes.
5. The school should contact Transportation and get a trip verification number, and assure that transportation will be available on the date desired. (When the call is made, be prepared with several possible dates). Once that date is verified with Transportation and the trip site, the paperwork can be processed.
6. When a trip is approved by the building principal, the school office should retain a copy of the request form, and send the original to the Curriculum Office.
7. Upon approval by the Superintendent's Office, both the school and the Transportation Department will be notified. Final approval will not be granted until transportation arrangements have been verified.
8. If a field trip is approved and there are financial expenses involved, the Board of Education will provide the money. No money is to be collected from pupils for trip expenses.
9. Pupil permission slip forms will be prepared by the office from information supplied by the teacher. **A permission slip, signed by a parent or guardian must be on file in the office before any child may attend. This policy must be adhered to on all trips sponsored by the Toms River School District**. Due to the growing concern regarding Lyme Disease, use the Permission Slip for Outdoor Field Trips in addition to the Standard Field Trip Permission Slip.
10. An evaluation report may be requested by the building administrator on selected trips.
11. Teachers are to notify special teachers and the cafeteria of the time and date of the field trip well in advance.

12. Teachers are advised to adhere to the planned itinerary time schedule as closely as possible. If the unforeseen should occur, the teacher should make every effort to contact the school or the principal to inform him/her of any delay.
13. The teacher involved will be in charge of the pupils on the bus.
14. Teachers are encouraged to call the transportation department the day before a trip for an itinerary review.
15. Bus drivers are required to conduct a safety procedure review at the start of each trip.
16. Pupils returning to school after a field trip should be appropriately dressed, i.e., shoes on, shirts on, etc.
17. Due to time restrictions, pupils may eat lunch aboard the bus. The teacher in charge should have all garbage collected and removed with the class.
18. The recommended teacher/adult to pupil ratio is 1:10. Teachers are strongly advised to adhere to this ratio, as adult supervision on field trips is becoming increasingly necessary.

Annual Special Events

Throughout the year, special events may be targeted for specific groups of students. These activities are in addition to the approved K-6 Field Trip listing and may include the following:

- Selected elementary students attending fine arts programs.
- Selected elementary programs at the "Ritacco Center." (No field trip form is required for these trips.)
- Grades five and six selected students taking an end-of-year trip for participation in school Safety Patrol Program.
- Elementary Gifted/Talented Program trips.

REVISED: July 1998
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August 2000
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