

R 2340 FIELD TRIPS

A. Definition

A "field trip" is any journey by a group of students away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by students as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

B. Approval of Trips

1. The application for a field trip must be submitted to the Principal per the timeline established by the Principal.

The teacher shall be responsible for sending permission forms to the parents or guardians at least one week prior to the date of the trip, indicating the date of the trip, time, destination and purpose of the trip.

Students not wishing to participate in a field trip, or who have not returned permission slips from their parents or guardian, shall receive a program of classroom instruction within the limits of available staff, space and time.

2. In planning field trips, the teacher is to abide by the following regulations:
 - a. Trips will originate and terminate at the school.
 - b. All arrangements for a field trip must be made by the teacher.
 - c. No student is to leave school premises on a trip of any nature unless he/she has presented a permission form, properly signed by his/her parents or guardians.
 - d. No phase of a field trip may be changed while on the trip, except for an emergency. The building principal should be notified of any such (emergency) change.
 - e. Field trips must depart promptly as scheduled on the field trip application.
 - f. Local (within thirty-five miles of the schools) trips will not be scheduled before 8:45 a.m. and will not extend past 2:05 p.m. on school days in order



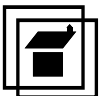
to use school owned buses, when possible, and not to interfere with arrivals and departures of students.

- g. Charter buses may be provided for field trips only in the following cases:
 - (1) Overnight trips.
 - (2) At the discretion of the transportation coordinator when the Board vehicles are not available.
- h. Students must be orderly on the buses at all times and will be given instructions in class before trip time. Teachers will be responsible for maintaining order.
- i. Students must stay with the assigned chaperone. There should generally be one adult for every ten students.
- j. Teachers will be responsible for providing directions to destinations, when asked in advance.
- k. Food and drink may be consumed on the buses when necessary.
 - (1) Drinks must be contained in cartons, such as are served in the school cafeteria. (Thermos bottles are permitted) Canned or bottled drinks or carbonated beverages are not permissible on the buses for obvious safety reasons.
 - (2) Teachers must provide adequate refuse containers when needed.
- l. The teacher in charge will be responsible for bringing a first aid kit from the office.

Instructions for Field Trip Application Forms

1. A teacher desiring to take a class on a field trip will fill out the field trip application forms. Forms are available on request in the office of the teacher's building.

Before the Principal authorizes approval for a field trip requested by a teacher, the teacher shall:



- a. Demonstrate and document how the proposed trip relates to what has taken place or will take place within the classroom.
- b. The teacher shall:
 - (1) List or narrate the educational objectives to be met by the proposed educational field trip.
 - (2) Explain where the trip is to be and how, within existing curriculum guides, the trip to a particular location will accomplish the objectives.
2. The application will then be forwarded to the Principal of the appropriate building. After the Principal's approval, the form will be forwarded to the Transportation Coordinator.
3. The Transportation Coordinator will make arrangements and compute the cost of the trip. All copies will be returned to the Principal of the building, who will confirm the trip. Copies of the approval will be sent to the teacher.
4. Should there be a cancellation of a field trip, the Transportation Coordinator should be notified immediately so that the bus can be utilized by others.

This notification must be in writing or by telephone, followed by written memo, in case of rain or need for immediate action.

5. When it becomes necessary to hire buses, the Transportation Coordinator will hire all buses.

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.
 - 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; 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 students, giving particular attention to:
 - (1) The purpose of the trip and its relationship to the course of study;
 - (2) What in the trip the students should give particular attention to and ask questions about;
 - (3) Any reports, note taking, sketching, or the like students 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 student who will participate in the trip. The slip must be signed by the student's parent or legal guardian. 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 means of transportation; and
 - (5) The purpose of the trip.

Signed permission slips will be filed with the school office, who will file them until the end of the school year.

- c. Arrange for chaperones, who may be other teaching staff members or volunteer parents or legal guardians, and apprise them of their responsibilities



(see paragraph D below). The number of chaperones appointed will be a ratio of one chaperone per ten students.

d. 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.

e. Notify other teachers or departments, as appropriate, of the nature of the field trip and the students 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.

f. Notify the cafeteria manager, no later than three days in advance, of the number of students who will miss lunch on the day of the field trip.

g. Prepare a roster of students who will participate in the field trip.

h. Make alternate educational arrangements for any students who will not participate in the field trip.

i. Ascertain whether any student 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 student's parent or legal guardian to administer the medication, except where students are allowed to self administer medication under statutory authority. If none can be present, report the matter to the Principal who may deny the student's participation.

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, check with the Principal or designee who may determine to cancel or postpone the trip. If the trip is canceled or postponed, promptly inform chaperones.
- b. Take attendance and deliver to the school office a roster of the students who are actually leaving on the field trip.



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- c. Ascertain that the full complement of assigned chaperones is present and prepared.
- d. Ascertain that all students 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 or designee, may students be delivered directly to the destination by means other than those arranged by the teacher.
- e. Take all reasonable steps to assure that students 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 students 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 designee, or in an emergency may students be taken from the destination by means other than those arranged by the teacher.
- h. If the trip will bring students back to school after the end of the school day, plan to stay at the school or assign a chaperone to stay at the school until the last student has been picked up or has departed for home by his or 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 students' age and maturity.
- 2. The Board will pay the expenses of chaperones to the extent that the expenses of students and teachers are paid.
- 3. Chaperones will be assigned a specific group of students and are accountable for the welfare of those students. Students must not be left unattended; if the chaperone must briefly leave his or her assigned students, the chaperone should ask the teacher or another chaperone to take his or her place for the absence.
- 4. Smoking and the use of alcohol is prohibited for both students and chaperones.



5. Prior to their arrival at the destination, chaperones should inform the students in their charge of:

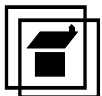
- a. The conduct expected of them,
- b. The time and place of departure, and
- c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.

6. Chaperones should attempt to regulate student 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.
2. In the event a student is lost or missing, and all reasonable efforts to find him or her have failed, the teacher shall, no later than sixty minutes after the student is first found missing, call the Principal. If the Principal is not immediately available, the teacher shall call the school office 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 students back to school later than anticipated and after the end of the school day, the teacher will, as soon as he or she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school as emergency coordinator. The Principal or emergency coordinator will:
 - a. Inform parents or legal guardians of the delay by telephone,



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- 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 students have been safely dispatched.

F. Overnight Trips

1. A field trip that will remove students from the district overnight must be specifically approved by the Board. The request and approval procedures outlined in paragraph B.6 above must be followed.
2. All of the provisions of this regulation are applicable to overnight field trips.
3. Students and their parents or legal guardians may be required, as a condition of their participation in the trip, to attend a meeting at which they will be informed of the:
 - a. Purpose of the trip,
 - b. The particulars of the trip such as itinerary, departure and return times, duration, overnight accommodations, and points of interest,
 - c. Rules of conduct and behavior expectations, both on the trip and at the destination,
 - d. Need, if any, for special clothing, supplies, apparatus, or equipment, and
 - e. Costs, if any, of the trip.

Issued: 26 July 1999
Revised: 14 October 2025

