

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

**ADMINISTRATIVE REGULATION
FIELD TRIPS**

A. Approvals

School trips that are curricular, extra-curricular or enrichment must be approved by the principal. A completed copy of the school trip approval form signed by the principal must be sent to the Superintendent of Schools four weeks in advance of the trip.

Field trips must be approved by the Board of Education before any actual planning can begin. The Superintendent of Schools will prepare a board resolution of upcoming fieldtrips. An "Overnight Trip Form" signed by the building principal must be received by the Superintendent of Schools a minimum of 30 days in advance of the trip.

International trips must be scheduled for vacation periods and must be presented to the Board for approval no later than October for spring trips and January for summer trips.

B. Chaperones

For every school trip there must be a minimum of two adults, including one teacher, to assure safety and care of the group. There should be one adult for every 10 students attending the trip in grades K through 8. There should be one adult for every 15 students attending the trip in grades 9-12.

C. Trip Responsibility

For every school trip one staff member must be designated as the individual with overall responsibility for the trip. This individual will be responsible for the following activities:

1. ensuring sufficient chaperones
2. contacting the building principal in the event of an emergency
3. making a serious effort to become familiar with trip destination to arrange food, bathroom points of interest, and avoid potential hazards
4. ascertaining whether any pupil participating on the trip will require medication in the course of the trip,
5. obtaining a completed school trip permission slip for each student participating on the trip

D. Parental Consent

No student will be allowed to participate on a school trip unless his or her parent/guardian has signed a consent form allowing the student to attend the trip. The Parental Permission form should include the following information so that parents can make an informed decision about whether to permit their child to participate.

1. Trip destination
2. Purpose of the trip
3. Information about the type of transportation, school bus or coach bus
4. Description of the types of student activities (swimming) that might pose a medical problem
5. An emergency telephone number where the parent/guardian can be reached on the day of the trip
6. For overnight it is essential that parents be made aware of how emergency medical care will be provided

E. Transportation

All trips must use busses that comply with New Jersey state law regulating safety and liability. Any school bus used by the district must have seat belts.

School trips going out of state or of a one-hour or more duration may use coach busses with bathroom facilities. Since these busses do not have seat belts, parents must be notified whenever such busses will be used. The parental permission slip shall include notification about lack of seat belts whenever coach busses are used.

Private automobiles may not be used by staff for school trips except with the permission of the Superintendent and the School Business Administrator. All vehicles must meet the requirements of the state of New Jersey with respect to licensing, inspection and liability insurance.

F. Students Requiring Medication

Students participating on a school trip who require medication must be accompanied by a nurse or parent/guardian who can legally administer the medication at the appropriate times. Exceptions to the standard medication procedures may be permitted under special circumstances with the written permission of the parent and the consent of the family physician. Under no circumstances will a child be denied permission to attend a trip as a result of any disability.

G. Fiscal Responsibility

Staff arranging school trips must adhere to all district policies and requirements concerning the handling and accounting of money.

H. Field trip requests may not be approved if the following criteria are not met:

1. NJ Core Curriculum Standards are missing
2. Number of chaperones does not comply with Board Policy and/or Regulation
3. Field trip does not comply with timeframe needed for approval at Board meeting (one month)
4. Cell phones numbers are missing
5. Signatures are missing
6. Number of student are missing
7. For any other reason deemed necessary

*** PLEASE NOTE: The Superintendent of Schools may waive certain regulations cited above based on individual circumstances.**

This Regulation placed into effect May 24, 2004
Revised: October 19, 2009