

2340 FIELD TRIPS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

For purposes of this policy, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study. The Board may authorize field trips for which all or part of the costs are borne by pupils' parent(s) or legal guardian(s), or others. Attendance is mandatory provided that proper consent is obtained.

The Superintendent shall adopt regulations regarding the planning, considering, approving, executing and evaluating of field trips which shall include provisions on the subjects which follow. This list is not exclusive:

1. Trips are planned far enough in advance that the interests of the pupils as described below are well served.
2. Trips are approved by the Building Principal and the Superintendent or his/her designee.
3. Pupil safety is of prime concern and adequate supervision must be provided by staff aided by other adult chaperones. Siblings and/or other children of whom a chaperone is in charge will not be permitted on the trip.
4. Parental consent for participation and emergency medical care form is obtained for all pupils participating in class trips.
5. The relationship and value of field trips to curricula.
6. The suitability of trips for participants.
7. The cost of trips and their relative value, both as experience and as part of curriculum.
8. As many pupils as possible shall participate in field trips, subject to reasonable logistic and disciplinary limitations.
9. In determining requests for financial assistance, pupil eligibility for free or reduced meals shall be used as guidance.



POLICY

HOWELL TOWNSHIP BOARD OF EDUCATION

PROGRAM
2340/page 2 of 2
Field Trips

10. Neither this Board, nor any of its agents or employees, shall be subjected to unreasonable risk of harm or liability.
11. The Superintendent shall compose and require the use of standard forms for requesting trips obtaining parental consent and handling such other standard aspects of field trips as the Superintendent considers appropriate.
12. Each field trip is evaluated by pupils, chaperones, teachers and administration.

Pupils on field trips remain under the supervision of this Board, and the Superintendent, and are subject to their rules and regulations.

The Superintendent or his/her designee will approve all field trips. The Board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without Board permission. Staff members will be required to get written approval from the Assistant Superintendent through the Principal for pupil activities and/or contests that are beyond the regular program and require travel.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 03 January 2013

