

2340 FIELD TRIPS

I. Introduction

Field trips have the potential to enhance student learning by providing educational experiences not available in the classroom. By extending the classroom through field trips, people, resources and sites which would not otherwise be available can be integrated into the school program. Field trips also enhance the co-curricular program of the school.

II. General Requirements

- A. Field trips must be approved in advance by the Principal and reported to the Superintendent. Overnight field trips must also be approved in advance by the Board of Education. Students will have *equitable opportunities* to go on field trips (See letter D. below).
- B. The length of time traveling, as compared to the actual time pupils spent at the site, will be evaluated before a field trip is approved.
- C. The Principal will inform parents in advance of the objectives of the trip, date of departure and return, lunch provisions and other relevant details. Written parental permission is required for participation in field trip activities.
- D. Students may be charged for field trips, including the cost of transportation, in accordance with N.J.S.A. 18A:36-21. School support groups, such as the PTA or booster clubs may raise funds, in accord with district policy and with Principal approval, to defray the cost of field trips. No student will be deprived of participation in a field trip due to financial hardship.
- F. If and when charter busses are hired to transport students to a field trip and a parent chooses not to send his/her child(ren) on the chartered bus, the said parent may opt to drive his/her own child(ren) to the field trip destination only when the following criteria are met:

1. The parent must complete and sign a permission form that releases the Board of Education from any and all liability while transporting his/her child(ren) to and from the field trip destination.
2. All children who are transported by their parent(s) for a field trip must first report to the school and homeroom teacher and/or designee for attendance purposes.
3. Upon arrival at the field trip destination, all students who were transported privately must report to the homeroom teacher or designee for attendance. Students and their parents must remain with the class for the duration of the field trip activities.
4. Once the field trip activities are completed, the child(ren) can be released to the custody of their parents(s) and transported back home.

G. When school transportation is provided for school functions, (i.e. interscholastic athletics, curricular competitions) students must use the school transportation to travel to the destination. After the event, a parent(s) may opt to use his/her private vehicle to transport their child(ren) home only if the following condition is met:

The parent(s) must complete and sign a permission form that releases the Board of Education from any and all liability while transporting their child(ren) from the event. The signed document must be submitted to the coach, advisor, or staff member in charge prior to the event.

H. The Superintendent will adopt regulations for the conduct of field trips.

REFERENCE: N.J.S.A.I SA:53-2, 18A:36-21

Adopted:

Formerly policy 236 - Field Trips which was

Date Adopted: March 14, 1989

Date Revised: August 19, 1996, August 25, 2004

Formerly policy 243 - Overnight Trips which was:

Adopted: 11 February 1997

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