



HADDON TOWNSHIP BOARD OF EDUCATION

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2340. FIELD TRIPS

Field trips shall be educationally beneficial and extend the general curriculum objectives of the course or grade in which the pupil is enrolled. To the extent possible, field trips should provide opportunities for social growth and development and be a logical extension of classroom activity.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and Principals will be expected to consider the following factors in selection of field trips:

1. Value of the activity to the particular class or class groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost.

Procedure

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. Before a field trip is discussed with pupils, the teacher shall review the educational value of the trip with the Principal and receive preliminary approval to proceed with arrangements. If the field trip is to be overnight, preliminary approval must also be received from the Superintendent. After the arrangements are completed, the teacher shall submit a Field Trip Request Form for formal approval of the field trip.
 - a. Athletic teams, musical ensembles, small groups or individual pupils may be permitted to attend and participate in activities requiring overnight travel, with prior permission of the Superintendent of Schools.
 - b. These activities shall, generally, be statewide or region-wide educational activities, requiring an overnight stay. The Superintendent and Principals shall make every effort to limit these overnight trips to those which are absolutely necessary.
 - c. The sponsors of any such activities requiring overnight attendance must chaperone those pupils who are participating. Adult chaperones of both sexes shall be required when appropriate. Prior permission of the Superintendent of Schools shall be required, in every case.

- d. All other overnight trips must be individually approved, in advance, by the Board of Education. Applications shall be submitted in writing to the Building Principal, who shall forward the request with his/her recommendations, to the Superintendent of Schools.
 - e. Pupils participating in nationally or regionally sponsored tours shall conform to all requirements for pupil field trips, including written parental permission, provision for adequate teacher supervision, and prior approval by the Principal, Superintendent and Board of Education.
 2. A parental permission slip is required for each pupil participating in the trip, including walking excursions. Permission slips are available in each school office.
 3. The teacher shall provide the parent(s) and/or legal guardian(s) with information concerning the purpose and destination of trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
 4. The Board of Education may provide a designated number of bus trips to each school, which shall be apportioned by the Principal for local educational field trips. Beyond these Board-sponsored field trips, Principals may recommend appropriate field trips in which participating pupils will pay a pro rata share of costs for transportation, admission fees, etc. However, the Principal shall make provisions for families requesting assistance with such expenses.
 5. Whenever possible, one or more adults, in addition to the teacher, will accompany each class on field trips unless otherwise approved by the Principal. Teachers shall be responsible for informing accompanying adults of their duties and responsibilities.
 6. The teacher shall review acceptable standards of conduct with the pupils in advance of the trip. The teacher has primary responsibility for the conduct of the children. Pupils who cannot be self-controlled or teacher-controlled may be excluded from field trips. Pupils who are suspended shall not be permitted to participate in field trips.
 7. The teacher planning the trip shall be responsible for arranging an appropriate educational experience and supervision for pupils who do not participate in the field trip.
 8. Pupils' safety shall be a primary consideration on all field trips.
 9. The buddy system, or assigning of partners, is recommended to assure constant awareness of each child's whereabouts, needs, and participation.
 10. Should an emergency situation occur, the teacher shall be responsible for notifying the Principal by telephone as soon as possible.
 11. Commercial carriers, such as charter buses, should be used for field trips beyond a 20 mile radius. Walking trips must be made under the personal supervision of the teacher.

12. Employees' or other private vehicles shall not be used because of insurance limitations.
13. The Principal or his/her designated representative shall be responsible for the selection of the bus company. School buses must comply with the NJ State Department safety regulations, and other carriers must meet ICC regulations.
14. Arrangements for use of the Haddon Township school buses are to be made through the transportation office, with Principals ordering buses at least thirty days in advance of the trip. Application for school bus use will be made on the field trip request form.
15. Children shall not be permitted to leave the field trip group during the trip unless prior written arrangements are made by parent(s) and/or legal guardian(s).
16. If children return to the school from a trip after school hours, the teacher and the Principal shall make provisions for their safe departure home, taking into account the age of the students and the hour.
17. Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the pupil's parent(s) and/or legal guardian(s) or the pupil him/herself, in accordance with policy.

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

Adopted: May 12, 2011