

2340 FIELD TRIPS

Educational field trips which are a part of, an extension of, or the culmination of a unit of study can have a significant value for those who participate. To achieve this value, field trips shall be carefully planned and integrated with the curriculum through adequate class preparation and appropriate follow-up activities.

All field trips shall require prior approval. The Superintendent is authorized to approve those field trips or excursions that are not overnight, and those that are called for as a part of a pre-approved curriculum or curriculum guide. Other field trips shall be submitted to the Board for review and approval, but only with the recommendation of the Superintendent. At his/her discretion, the Superintendent may promulgate guidelines and criteria for planning field trips and procedures to be followed on trips. All trip planning shall include a stated method and time frame within which each trip shall be evaluated, particularly with regard to its educational value and the suitability of the facility or activity attended. Evaluation data shall be maintained in a manner that permits future reference to it.

No child shall be permitted to participate in an approved field trip unless written parental approval to participate in this specific trip is on file in the school.

Donations by parent groups, businesses, industry, individuals, and the Hopewell Valley Educational Foundation may be utilized to defray the cost of field trips on an equitable basis in each school building. In the event that all or part of the costs of field trips are assessed to parent(s) or legal guardian(s), the district shall in all respects comply with provisions of law relating to trip expenses of those with financial hardships or in special education programs.

All trips necessitating the use of transportation shall be confined to the maximum extent possible to public transportation or district supplied vehicles which are properly covered by public liability insurance. In the event that private vehicles are utilized, they shall have a capacity no greater than eight and shall be subject to such administrative regulations regarding pupil safety, adequacy of insurance coverage, and approval of drivers and activities as the Superintendent may deem necessary and appropriate.

Adequate chaperones shall be assigned to accompany pupils on a field trip. At least one certificated staff member must be assigned to each vehicle utilized on a field trip.

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

Adopted: 27 April 2009