



POLICY

**Haddonfield
Board of Education**

PROGRAM

2340/Page 1 of 2
Field Trips

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 students away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

The Board of Education shall

1. Approve all proposed field trips
2. The Board may authorize field trips for which all or part of the costs are borne by the students' parent(s) or legal guardian(s), except that no student in a special education class or student unable to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21)

The guideline of a student's inability to pay will be based upon the student's eligibility for free and reduced meals in accordance with Board Policy No. 8540.

Students on field trips remain under the supervision of this Board and are subject to its rules and regulations.

A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed student's transportation to home or school as appropriate. The cost of any such transportation will be borne by the parent(s) or legal guardian(s) of the student. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Superintendent shall prepare regulations for the operation of field trips that ensure that the safety and well-being of students shall be protected at all times; that parental permission is sought and obtained before any student may be removed from the Haddonfield School District for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of students is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.



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

PROGRAM

2340/Page 2 of 2
Field Trips

BOE Revised Date: 10/29/2018

BOE Approved Date: 11/15/2018



REGULATION

PROGRAM

**Haddonfield
Board of Education**

R 2340/Page 1 of 1
Field Trips

R 2340 FIELD TRIPS

A. Definition

A “field trip” is any journey by a group of students away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by students as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

1. All students, K to 8 will experience the same two or three curriculum related field trips each school year. The number of curriculum trips varies only by grade level, not by school or teacher. This shall not preclude a principal from requesting to the Superintendent or designee exceptions to this for special/unique off-site opportunities/experiences.
 - a. Learning objectives have been defined for each trip and will be shared with the students and parents when the trip is announced as well as on the district web page.
2. The Field Trip information and Permission Form is standardized at all level. This is the form that parents/guardians must sign in order for their child to attend any field trip. This form includes Learning Objectives for the trip as well as an area to tell parents the Chaperone/Student ratio for the trip.

BOE Revised Date: 12/08/2022

BOE Approved Date: 11/15/2018