

# Policy

## Egg Harbor Township Board of Education

### 2000 Program 2340 Field Trips

The Board of Education recognizes that the primary purpose of a field trip is to supplement or integrate with the curriculum and that properly planned field trips 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.

The Board of Education also recognizes that there are secondary purposes that can also be incorporated to meet more diverse goals for certain students and programs. Field trips can also be an effective tool to motivate students as part of a comprehensive behavior management plan for individual students as well as groups of students as identified in Individualized Educational plans (IEP) and Individualized Program Plans (IPP).

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 certified staff member, and integrally related to either an approved course of study or to a students' IEP.

The Board of Education shall be provided a list of field trips on a monthly basis.

The Board may authorize field trips for which all or part of the costs are borne by the students' parents or legal guardians, grants, foundations or Parents' Clubs, 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 determination 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 parents or legal guardians 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 school for a field trip; that each field trip is properly planned, that all content or general grade level trips are 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 or behavioral 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.

The Board of Education will require a signed agreement/release for each student, employee (including but not limited to: teacher, driver, coach, advisor) and chaperone that will attend a field trip either out of state or greater than sixty (60) miles from school during a period of "Elevated Alert" or "Imminent" as indicated by the Homeland Security Advisory System. The release form can be located under the corresponding regulations. Any student, parent/guardian, employee or chaperone refusing to sign this agreement/release will be prevented from participating in the field trip.

In the event that the U. S. Office of Homeland Security identifies the departure and/or arrival location or route or mode of transportation as a specific target for an act of terrorism, the Superintendent, after consultation with the Board President and/or the Board Vice-President, will cancel the previously approved trip. The Board and district will assume no liability to anyone for reimbursement for any costs or expenses incurred by any trip for which the superintendent and/or Board withdraws its approval

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

Adopted: 10/22/2002

Revised: 1/13/2004, 6/8/2004, 2/21/2012, 05/13/2014, 5/10/2016