

FIELD TRIPS

The board of education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. Unless unusual circumstances warrant the superintendent to direct otherwise, each grade level from K through 8 shall participate in at least one field trip each year.

The board of education shall consider field trips which are included in curriculum guides to have been approved in advance. All trips not listed in the curriculum guide must be individually approved by the board. Times and locations of field trips shall not be posted on any district web sites.

All trips must be individually approved by the superintendent.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval. This includes whether district buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements if necessary.
- B. Costs must be ascertained.
- C. Each child who goes on a field trip or excursion must have written parental permission.
- D. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary. (See Policy 6153.12)
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.
- F. Each field trip should be evaluated by pupils, teachers, and the administration.
- G. All overnight field trips require the approval of the board. (See Policy 6153.13)

The Board may require that all or part of the costs of a field trip are borne by the pupils' parents or guardians with the exception of pupils suffering financial hardship. In determining financial hardship, the criteria used shall be the same as the eligibility criteria for free and reduced price meals under the federal school lunch program. No pupil shall be denied the right to participate because of inability to pay.

The chief school administrator shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

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The board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without board permission.

Pupil Self-Administration of Medication

The board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils who are able to self-administer. All conditions established by law and board policy shall be met (See policy 5141.21).

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the student's parent/guardian or the student himself/herself, in accordance with policy 5141.21 Administering Medication.

Adopted: February 9, 2004
Revised: March 10, 2008
Revised: May 11, 2015
Revised: November 16, 2015

Legal References: <u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:36-21 through -23	Field trips; costs to be borne by parents or guardians ...
<u>N.J.S.A.</u> 18A:36-35	School Internet web sites; disclosure of certain student information prohibited
<u>N.J.S.A.</u> 18A:39-20.1	Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents
<u>N.J.S.A.</u> 18A:40-12.3 through -12.4	Self-administration of medication by pupils; conditions ...
<u>N.J.S.A.</u> 18A:40-12.5	Policy for emergency administration of epinephrine to public school pupils
<u>N.J.S.A.</u> 18A:40-12.6	Administration of epinephrine; primary responsibility; parental consent
<u>N.J.A.C.</u> 6A:27-1.1 et seq. <u>see particularly:</u> <u>N.J.A.C.</u> 6A:27-1.1(b), -7.6, -11.1, -11.2	Student transportation
<u>Rhodes v. Caldwell Board of Education</u> , 1981 <u>S.L.D.</u> 140	