

FIELD TRIPS

The Board of Education recognizes that field trips, used as a device for teaching and learning, 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 students away from the school premises, under the supervision of a teacher, which is related to an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

The board of education shall approve all field trips. Times and locations of field trips shall not be posted on any District web sites.

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; 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. Student safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary.
- 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 students, teachers, and the administration.

Upon recommendation of the Superintendent, the Board of Education reserves the right to restrict/end participation in a field trip due to inappropriate behavior either prior to or during the trip.

Parents/guardians shall pay the expenses for all field trips unless otherwise indicated by law.. No student is to be denied the right to participate because of inability to pay. The Board shall establish a not-to-exceed budget for any District costs for field trips.

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

The Board does not endorse, support or assume liability in any way for any staff member of this District who takes students on trips not approved by the Superintendent and reviewed by the Board. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of this District without Board permission.

FIELD TRIPS (continued)**Student Self-Administration of Medication**

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by all students who have the appropriate parental and medical permission in accordance with policy 5141.21 Administering Medication. All conditions established by law and Board policy shall be met.

Epinephrine shall be administered via epi-pen or other pre-filled auto-injector mechanism to students 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.

Legal References:	<u>N.J.S.A.</u> 18A:25-2	Authority over students
	<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 students; conditions ...
	<u>N.J.S.A.</u> 18A:40-12.5	Policy for emergency administration of epinephrine to public school students
	<u>N.J.S.A.</u> 18A:40-12.6	Administration of epinephrine; primary responsibility; parental consent
	<u>N.J.A.C.</u> 6A:23-5.8	Board of education expenditures for non-employee activities
	<u>N.J.A.C.</u> 6A:27-1.1 <i>et seq.</i>	Student transportation
	<i>See particularly:</i> <u>N.J.A.C.</u> 6A:27-1.1(b), -7.6, -11.1, -11.2	

Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

Cross References:	1210	Community organizations
	*1230	School-connected organizations
	*3450	Money in school buildings
	*3541.31	Privately owned vehicles
	*5020	Role of parents/guardians
	*5136	Fund-raising activities
	*5141.21	Administering medication
	*6145	Extracurricular activities
	*6154	Homework/makeup work

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Field Trips, Trips

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