

**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.

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.

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. In general parents of students are not permitted to accompany their child on a field trip. However, the Building Principal, in his/her sole discretion, may permit the parent of a student to serve as an adult chaperone for the class on a field trip in limited circumstances.
- 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. The Board may authorize field trips for which all or part of the costs are borne by the pupils' parent(s) or legal guardian(s), except that no pupil in a special education class or pupil unable to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21)

Pupils on field trips remain under the supervision of this Board and are subject to its rules and regulations. A pupil who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other pupils and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed pupil’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 pupil. The Board reserves the right to take further disciplinary measures in accordance with the applicable Board Policy, Regulation or provision of the Student/Parent Handbook.

The Superintendent or his/her designee 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 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. All conditions established by law and board policy shall be met (see File Code 5141.21).

**NOTE: THIS SECTION APPLIES TO THE EMERGENCY ADMINISTRATION OF EPINEPHRINE ON FIELD TRIPS.**

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 File Code 5141.21 “Administering Medication” and as required by a pupil’s Section 504 Accommodation Plan and Individual Emergency Medical Plan.

Date: January 18, 1983  
Date Revised: July 27, 2009  
Date Reviewed: January 30, 2012

<b><u>Legal References:</u></b>	N.J.S.A. 18A:25-2	Authority over pupils
	N.J.S.A. 18A:36-21 to -23	Field trips; costs to be borne by parents or guardians ...
	N.J.S.A. 18A:36-35	School Internet web sites; disclosure of certain student information prohibited
	N.J.S.A. 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

N.J.S.A. 18A:40-12.3 to -12.4 Self-administration of medication by pupils; conditions

N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils

N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent

N.J.A.C. 6A:27-1.1 et seq. Student transportation

See particularly:  
 N.J.A.C. 6A:27-1.1(b), -7.6, -11.1, -11.2  
Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

**Possible**

**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