

2340 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.

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

1. All trips, and the arrangements for them, must have advance approval by the Superintendent. 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;
2. Costs must be ascertained;
3. Each child who goes on a field trip or excursion must have written parental permission;
4. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones, if necessary;
5. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives;
6. Each field trip will be evaluated by pupils, teachers, and the administration. Teachers must provide pre- and post-trip activity documentation to the administration; and
7. Field trips may be canceled or postponed based on Homeland Security concerns. Final decision rests with the Superintendent and Board of Education. Costs may or may not be refundable to parent(s) or legal guardian(s).

The Board of Education may authorize field trips for which all or part of the costs are borne by the pupils' parent(s) or legal guardian(s). No pupil is to be denied the right to participate because of inability to pay.

The Superintendent and Board of Education shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, destination, duration, 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 in grades one through six. All conditions established by law and Board policy shall be met.

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the pupil's parent(s) or legal guardian(s), or the pupil himself/herself, in accordance with Policy 5330 Administering Medication.

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

Adopted: 6-30-08