

Policy

FIELD TRIPS

The Township of Union 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 students 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 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. 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; and
- F. Each field trip should be evaluated by students, teachers, and the administration.

The superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense. Safety of the students must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones.

Overnight trips or trips toward which parents/guardians or any outside group are to contribute part of the cost must be submitted to the board for approval well in advance. No student is to be denied the right to participate due to inability to contribute or the inability to pay. In order to appraise the effectiveness of such field trips in achieving educational objectives, the board directs the staff members involved to furnish it with an itinerary and costs, of each trip, in advance, for approval.

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 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 students. All conditions established by law and board policy shall be met (see policy 5141.21).

Epinephrine shall be administered via epi-pen 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.

Adopted: June 1999
 NJSBA Review/Update: April 2012
 Readopted: April 29, 2014

Key Words

Field Trips, Trips

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

<u>Cross References:</u>	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
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*Indicates policy is included in the Critical Policy Reference Manual.