

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. The tradition and culture of community and schools will be considered when planning and approving field trips.

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 first-hand educational experiences, which enable pupils to personally interact with content and materials or have exposure to activities not ordinarily available in the classroom. Prior to planning a field trip, the respective teachers and administrators shall consider resources such as traveling museums that could provide similar instructional benefits without removing pupils and staff from the school campus.

All trips must be individually approved by the Board. Times and locations of field trips shall not be posted on the district website.

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

- A. All field trips must have a direct correlation with grade-level curricula and New Jersey Core Curriculum Content Standards/Common Core State Standards, while providing meaningful experiences or knowledge that cannot be achieved in the school building.
- B. Overnight and extended field trips are not encouraged due to safety concerns and the potential for extended loss of instructional time. Local resources must be considered as options for field trips, as our community is a valuable resource that can enrich learning experiences.
- C. All trips, and the arrangements for them, must have Board approval a minimum of one month in advance of the trip. Proposals must include whether district buses will be used or private vehicles; the route to be followed; and parking arrangements if necessary. All private transportation companies must be on the Board approved list and possess a minimum of \$5,000,000 of liability insurance. Transportation in private vehicles must be in compliance with Board Policy.
- D. Costs must be ascertained and demonstrate worthiness via a cost benefit analysis by the trip coordinator.



- E. Each child who goes on a field trip or excursion must have written parental permission.
- F. The Superintendent shall have discretion in determining the appropriateness of all trips, assigning chaperones, and granting approval of the trip itineraries.
- G. Pupil safety must be of prime concern, and adequate supervision must be provided by staff and aided by other adult chaperones if necessary. The pupil chaperone ratio must not exceed the following standards:
 - K-2 1 chaperone for every 6 children
 - 3-5 1 chaperone for every 8 children
 - 6-8 1 chaperone for every 10 children
- H. Pupil and staff medical/health needs are a significant concern. Emergency medical cards, including medication and allergy information, must be in possession of the Principal-designated "teacher in charge". Pupils with significant health concerns shall be accompanied by a certified school nurse or a substitute nurse (in addition to traditional chaperones) who possesses training necessary to support the respective medical needs.
- I. Exemplary pupil conduct is expected on all field trips. All school and district conduct regulations apply during field trips. If pupils demonstrate dangerous or continued unruly behavior, his/her parents shall be required to pick the child up from the site of the trip. While awaiting the parent(s) or legal guardian(s) arrival, the pupil shall be properly supervised by a district staff member.
- J. Each field trip should be evaluated by pupils, teachers, and the administration through a survey within five school days of the trip. The survey will include measures of success relative to the attainment of curricular objectives, pupil enjoyment, authenticity of the experience, safety, and cost-benefit worthiness.

The Board shall bear all expenses of field trips included in the curriculum guides. Parents/guardians shall be asked to bear the expense of all other excursions. No pupil is to be denied the right to participate because of inability to pay. In cases of financial hardship, parents or legal guardians must communicate need in writing to the Building Principal.

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 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 Kindergarten through eight. Affected pupils must be accompanied by a trained, epi-pen designee on all field trips. All conditions established by law and Board Policy shall be met.

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 pupil's parent/guardian or the pupil himself/herself, in accordance with Board Policy.

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

Adopted: 17 December 2013

