

FIELD TRIPS

The Passaic Board of Education recognizes that field trips, used as a device for teaching and learning are 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, including to other district schools, 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:

- A. All trips, and the arrangements for them, must be approved by the Assistant Superintendent of Schools and follow the procedures identified in the regulation and exhibits;
- 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; and
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.

The board shall bear all expenses of field trips conducted as a part of the student learning experience, and approved by the Assistant Superintendent of Schools.

For trips conducted by clubs or as a part of an extracurricular activity, parents/guardians may be asked to contribute to the costs of the trip. No student is to be denied the right to participate because of inability to pay.

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 Conduct

Students on field trips remain under the supervision of the teaching staff member in charge and are subject to the Code of Student Conduct. A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed student's transportation to home or school as appropriate. The cost of any such transportation will be the parent's/guardian's responsibility. The student may be subjected to additional disciplinary measures according to the Code of Student Conduct (board policy 5131 Code of Student Conduct).

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 who have parental permission and are authorized to self-administer medication by a physician. All conditions established by law and board policy shall be met (see policy 5141.21 Administering Medication).

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.

Transportation

A. School Board Bus

Teachers, who want to use district school buses, shall make arrangements with the principal.

B. Outside Contracted Bus Companies

Only approved bus companies may be used for field trips. The approved list will be given to all principals annually by the transportation manager.

First Reading: September 26, 2016

Second Reading: November 3, 2016

Adopted: November 3, 2016

Key Words

Field Trips, Trips

FIELD TRIPS (continued)

<u>Legal References:</u> <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:27-1.1 <u>et seq.</u>	Student transportation
<u>See particularly:</u> <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

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

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