

### 2340 FIELD TRIPS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

For purposes of this policy, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study. Times and locations of field trips shall not be posted on any district web sites.

The Board of Education shall approve all field trips prior to the date(s) of the trip.

Overnight field trips are prohibited in Grades K-8. Principals may request an exemption to this policy if the overnight field trip is a grant requirement or related to an academic or school-sponsored co-curricular or athletic competition. Parent organization sponsored overnight field trips will not be permitted.

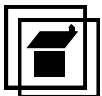
Overnight field trips within the United States are permitted in Grades 9-12 provided that the duration of the trip does not require that students are absent more than two school days and that travel accommodations ensure that pupils have returned home no later than 9 p.m. Overnight field trips out of the United States are prohibited.

The Board does not endorse, support or assume liability in any way for any district staff member who takes pupils on field trips that have not been approved by the Board. Staff members are prohibited from soliciting pupils to attend such trips within the district's facilities or on school grounds without first providing notice of this trip to the Superintendent by completing a Use of Facilities request and submitting the following information: trip itinerary and cost.

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)

The determination of a pupil's inability to pay will be based upon the pupil's eligibility for free and reduced meals in accordance with Board Policy No. 8540.

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 Policy No. 5600.

The Superintendent or designee shall prepare procedures for the operation of field trips that ensure that the safety and well-being of pupils shall be protected at all times; that parental permission is sought and obtained before any pupil may be removed from the school for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of pupils is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.

### 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 Grade 12. All conditions established by law and Board Policy #5330 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 student's parent/guardian or the student himself/herself, in accordance with Policy #5330 Administering Medication.

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

Adopted: 4 June 2008, 24 June 2009, 29 June 2011

Revised: 16 May 2012

