

Policy

FIELD TRIPS

The Alloway Township 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 are included in curriculum guides to have been approved in advance. All trips not listed in the curriculum guide 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;
- F. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the superintendent or his or her designee. Teachers are responsible for informing accompanying adults of their duties and responsibilities;
- G. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children. Children who cannot be self-controlled or teacher controlled may be excluded from the trip;
- H. Should an emergency situation occur, the teacher is responsible for notifying the superintendent or his or her designee by telephone as soon as possible.
- I. If children return to the school from a trip after school hours, the teacher and administrator shall make arrangements for their safe departure home, taking into account the age of the students and the hour; and
- J. Each field trip should be evaluated by students, teachers, and the administration.

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 student is to be denied the right to participate because of inability to pay.

FIELD TRIPS (continued)

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 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.

Chaperones

Chaperones shall be responsible for supervising and controlling the behavior of students in their charge. Chaperones are not authorized to discipline students. Chaperones shall control misbehavior to the extent safely possible and involve the teacher in charge when necessary. All behavior the chaperone observes that violates the code of student conduct shall be reported to the teacher in charge as soon as possible.

Chaperones are responsible for all costs associated with the field trip such as admission fees, transportation costs (if any), food etc. The board shall approve any reimbursement that may be offered as part of the individual trip budget. Chaperones also provide their own lunches.

Chaperones may not bring other children who are not members of the group taking the trip.

Chaperones may travel in their own cars with prior approval from the superintendent or his or her designee. Chaperones may not transport students in their own cars.

Chaperones shall adhere to board policy 3515 Smoking Prohibition and shall not use any tobacco product, smoke, or use electronic smoking devices during the field trip. Alcoholic beverages and drugs are strictly forbidden.

Chaperones should stay with their assigned group of students at all times.

Student Self-Administration of Medication

The board shall permit self-administration of medication on field trips for asthma, diabetes, adrenal insufficiency or other potentially life-threatening illness by students who have the written authorization of their physician and the consent of their parent/guardian. 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.

Adopted: November 19, 1987, July 23, 1996
Revised: November 26, 2002, December 16, 2003
NJSBA Review/Update: February 2020
Readopted:

Key Words

Field Trips, Trips

Legal References: N.J.S.A. 18A:25-2 Authority over students
N.J.S.A. 18A:36-21
through -23 Field trips; costs to be borne by parents or guardians ...
N.J.S.A. 18A:36-35 School Internet web sites; disclosure of certain student

FIELD TRIPS (continued)

<u>N.J.S.A.</u> 18A:39-20.1	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
<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> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:27-1.1(b), -7.6, -11.1, -11.2	Student transportation
<u>Rhodes v. Caldwell Board of Education</u> , 1981 <u>S.L.D.</u> 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.