

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.

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 a first-hand educational experience not available in the classroom.

The Board of Education shall consider and approve all field trips.

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

1. All trips, and the arrangements for them, must have advance approval. This includes whether buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements if necessary;
2. Costs must be ascertained;
3. Each child who goes on a field trip or excursion must have written parental permission;
4. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary;
5. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.
6. Each field trip should be evaluated by pupils, teachers, and the administration.
7. On all overnight trips, chaperones must be fingerprinted under the NJ Criminal History review process.

Pupils may be denied the right to participate for disciplinary reasons, safety reason, or health reasons; however, no pupil will be denied participation because of physical disability. Any pupil denied the right to participate will be provided an appropriate educational program in lieu of the field trip. Parents/guardians shall be asked to bear the expense of all excursions as necessary. No pupil is to be denied the right to participate because of inability to pay.



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

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.

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

Adopted: 23 February 2011
Revised: 19 October 2016

