

Elsinboro Township Board of Education District Policy Manual

Instructional Program

Series 6000

Student Field Trips

Policy 6153

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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 firsthand educational experience not available in the classroom.

The Board may authorize field trips for which all or part of the costs are borne by the pupils' parents or legal guardians, except that no pupil in a special education class or pupil unable to pay the cost assessed shall be prohibited for attending a field trip. The determination of a pupil's inability to pay will be based upon the pupil's eligibility for free and reduced meals or as determined by the Chief School Administrator/designee.

Parents/guardians shall be made aware of the costs of field trips in writing in advance of the trip.

Pupils on field trips remain under the supervision the Board of Education 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.

Times and locations of field trips shall not be posted on any district web sites.

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. All trips and the arrangements/specific itineraries for them must have advance approval. The Chief School Administrator shall review and approve all trips prior to submitting the request to the Board of Education for final approval.
2. If students would miss a beneficial educational opportunity due to the late emergence of a field trip opportunity or there was no scheduled Board meeting prior to the date of the trip, the Chief School Administrator may poll the Board Members by telephone or email and if a majority of the full Board gives approval when polled, the Chief School Administrator may grant approval for the field trip. A field trip

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approved in this manner will be memorialized by the Board of Education at the next Board meeting. In no case will this method of approval be used to approve field trips for which adequate time was available to obtain Board approval at a regularly scheduled meeting.

3. A parental permission slip is required for each child participating in the field trip, including walking excursions. Permission slips shall be sent home to parents at least one (1) month prior to the trip and all completed permission slips shall be forward to the school office, along with a list of chaperones at least one (1) week prior to the field trip.
4. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return and if the trip will extend beyond the school day, a detailed itinerary, as well as the appropriate attire for the trip. A brief description of the appropriate attire shall be included with the permission slip that is to be sent home with the student.. The permission slip shall be in duplicate and the parent/guardian shall retain one copy and return a signed copy to the school prior to the trip
5. The Board of Education, at its sole discretion, may assume transportation costs for the field trip. Participating students shall provide the cost of admission, fees, etc., subject to the protective limitations for special education and financial hardship students, pursuant to NJSA 18A:36-21 and NJSA 18A36-23.
6. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the Chief School Administrator. Teachers are responsible for informing accompanying adults of their duties and responsibilities. (See Guidelines for Chaperones on Student Field Trips – Policy 6153.1)
7. 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.
8. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for the students who do not participate in the field trip.
9. Student safety will be a primary consideration. First-aid kits will be provide by the school nurse for all field trips.
10. The buddy system, or partners, is recommended to assure constant awareness of each child's whereabouts, needs and participation.
11. Should an emergency situation occur, the teacher is responsible for notifying the Chief School Administrator or designee by telephone as soon as possible. A school issued cell phone will be provided for this purpose.

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12. Commercial carriers such as charter buses are to be used at the discretion of the Board of Education.
13. Arrangements for buses are to be made through the school office at least 1 month in advance of the trip. Should commercial carriers be used, 2 months prior notice will be required.
14. 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.

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 students of this district for such trips within the facilities or on the school grounds of this district without the permission of the Board of Education.

General Requirements for Board of Education Approval

The Board of Education requires the following in order to receive approval for field trips:

1. The cost of any trip shall not exceed \$100 per student. If the cost per student exceeds \$100 per student, a detailed itinerary of all field trips, including a breakdown of costs will be provided to the Board of Education no later than April 30th for trips planned for the following school year.
2. The Board of Education may, at its sole discretion require written parental consent for fundraising activities that will help defray the costs of the trip and/or Graduation if the cost exceeds \$100.
3. A detailed itinerary of each trip is to be submitted to the Board of Education for approval.
4. Free time during field trips shall be limited to a maximum of 2 hours during the trip.
5. No student shall be denied participation in a required field trip due to his/her inability to pay the required costs.
6. Under most cases, field trips shall begin at 8:00AM and end no later than 8:00 PM, excluding travel time. Field trips anticipated to start earlier or end later than these times, must be approved in advance by the Board of Education.

The Chief School Administrator shall develop procedures and regulations for overnight field trips and incorporate the following guidelines in the development of those procedures and regulations:

1. The safety of the students, including appropriate supervision;
2. Accounting of finances;
3. Obtaining permission of parents/guardians to participate in the field trip, including but not limited to written, notarized medical release forms;

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4. Means of evaluating the field trip experience by the students, teachers and the administration;
5. Provision for students, during regular school hours, who are unable to attend, to have a suitable educational program in the school;
6. The itinerary must delineate any leisure/free time and it is expected that free time will be minimized so as to enhance the educational value of the trip;
7. Field trips must not conflict with major school events, programs or religious holidays;
8. Adult supervisors/chaperones shall be of the highest moral character and shall be able to impress upon the participating pupils they represent the school district and their behavior as observed by others, will form an impression of the school district;
9. The supervisor of the field trip is properly qualified to lead the trip, is familiar with the planned activities and is knowledgeable with respect to requirements of this field trip policy and implementation of the school district's behavior policy;
10. Chaperones shall not be accompanied by family members unless the family member is also designated as a chaperone or is an eligible student participant;
11. No student is to be denied participation in a required field trip because of the inability to contribute the required monies or because of medical or physical condition without first attempting to make reasonable accommodations;
12. The use and/or possession of alcoholic beverages, illegal drug, including, but not limited to tobacco and tobacco products are strictly forbidden;
13. Any violation occurring prior to the trip shall result in the student being subject to the provisions of the student discipline code of the district;
14. Clothing appropriate for the activities scheduled for the trip shall be required and teachers shall be responsible for advising students of what is appropriate attire prior to the trip;
15. Permission slips for all trips shall be in duplicate that shall be sent home with the student. Parents/guardians shall keep one copy of the permission slip and return the signed copy to the teacher;
16. The teacher in charge of the trip will sign out the school cell phone and/or provide the chaperone's personal cell phone number and/or emergency contact during the trip.

Regulations

The Chief School Administrator shall prepare regulations for the operation of field trips that ensure that the safety and well-being of pupils shall be protected at all times, including but not limited to:

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1. Parental permission is sought and obtained before any pupil may be removed from the school for a field trip;
2. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness;
3. The effectiveness of field trip activities are monitored and continually evaluated;
4. Teachers are allowed flexibility and innovation in planning field trips;
5. No field trip will be approved unless it contributes to the achievement of specified instructional objectives; and,
6. 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.

Overnight Field Trips

The Board of Education must approve, in concept, all overnight field trips prior to any planning for the event. No employee may solicit students for such trips. The Board does not endorse, support or assume liability for any employee who solicits participation of takes students on trips that have not been approved by the Board. The Board shall not entertain requests for overnight field trips scheduled during vacation periods or after May 15th unless the Board is satisfied that the purpose of the trip is to participate in a recognized academic program or competition that is not available during other periods of the school year.

Approval of overnight field trips will be based on the Board's determination of the degree of education benefit to be derived from the proposed field trip. The Chief School Administrator shall develop procedures and regulations for overnight field trips and incorporate the following guidelines in the development of those procedures and regulations:

1. The safety of the students, including appropriate supervision;
2. Accounting of finances;
3. Obtaining permission of parents/guardians to participate in the field trip, including but not limited to written, notarized medical release forms;
4. Means of evaluating the field trip experience by the students, teachers and the administration;
5. Provision for students, during regular school hours, who are unable to attend, to have a suitable educational program in the school;
6. The itinerary must delineate any leisure/free time and it is expected that free time will be minimized so as to enhance the educational value of the trip;
7. Field trips must not conflict with major school events, programs or religious holidays;

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8. Adult supervisors/chaperones shall be of the highest moral character and shall be able to impress upon the participating pupils they represent the school district and their behavior as observed by others, will form an impression of the school district;
9. The supervisor of the field trip is properly qualified to lead the trip, is familiar with the planned activities and is knowledgeable with respect to requirements of this field trip policy and implementation of the school district's behavior policy;
10. Chaperones shall not be accompanied by family members unless the family member is also designated as a chaperone or is an eligible student participant;
11. No student is to be denied participation in a required field trip because of the inability to contribute the required monies or because of medical or physical condition without first attempting to make reasonable accommodations;
12. The use and/or possession of alcoholic beverages, illegal drug, including, but not limited to tobacco and tobacco products are strictly forbidden;
13. Any violation occurring prior to the trip shall result in the student being subject to the provisions of the student discipline code of the district;
14. Clothing appropriate for the activities scheduled for the trip shall be required and teachers shall be responsible for advising students of what is appropriate attire prior to the trip;
15. Permission slips for all trips shall be in duplicate that shall be sent home with the student. Parents/guardians shall keep one copy of the permission slip and return the signed copy to the teacher;
16. The teacher in charge of the trip will sign out the school cell phone and/or provide the chaperone's personal cell phone number and/or emergency contact during 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 illnesses by pupils, provided that the Board has received:

1. Written authorization from the pupil's parent(s)/guardian(s) for self-administration;
2. Written certification from the pupil's doctor that the pupil has a such a medical condition and can self-administer medication(s);
3. Written waiver of liability from the parent(s)/guardian(s) for injury from self-administration of medication(s); and
4. Letter from the parent(s)/guardian(s) indicating that the parent(s)/guardian(s) will indemnify and hold harmless the district and its employees from any claim(s) arising out of the self-administration of medication(s).

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 as provided by law.

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In addition,

1. The nurse's designee must be properly trained by the nurse pursuant to Department of Education / Department of Health protocols.
2. Parents/guardians must consent in writing to the administration of medicine(s) by the designated individual.
3. There shall be no liability for the district if the Chief School Administrator informs the parents/guardians that said procedures are followed.

Legal References

NJSA 18A:25-2 Authority over pupils
18A:36-21 through -23 Field trips; costs to be borne by parents or guardians ...
18A:36-35 School Internet web sites; disclosure of certain student information prohibited
18A:39-20.1 Transportation to and from related school activities in private vehicle
18A:40-12.3 through -12.4 Self-administration of medication by pupils; conditions ...
18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent

NJAC 6A:27-1.1 et seq. Student transportation

Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

Possible Cross References

1210, 1230, 3450, 3541.31, 5020, 5136, 5141.21, 6145, 6153.1, 6154