

**Policy**

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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 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. Pupil 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. Each field trip should be evaluated by pupils, 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 pupil is to be denied the right to participate because of inability to pay.

The Superintendent of Schools 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.

Attendance of Chaperone Spouses on Class Trips

It is the policy of the Paulsboro Board of Education that chaperones who supervise pupils on overnight class trips be certified employees of the board, in accordance with law.

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Spouses of such chaperones shall be prohibited from going on school trips except as approved by the board upon recommendation of the building Principal and Superintendent.

Spouses who are approved to go on trips shall have no responsibility for the supervision of pupils except as designated by the Board of Education and such fact shall be made known to all chaperones and spouses prior to the trip.

All spouses who are approved to go on a class trip shall pay the full rate of their accommodation.

College Visitations by Teaching Staff

The Paulsboro Board of Education encourages the faculty and administration to assist pupils in their career planning. To that end, the Board has approved two days for college visitations and job seeking for high school pupils.

To further these ends, the Board of Education may approve distant visitations accompanied by a faculty member upon recommendation of the Principal and the Superintendent of Schools if such a visitation will contribute directly to the financial, educational or career opportunity of one or more Paulsboro High School pupils.

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 as approved by the students' physician. All conditions established by law and board policy shall be met (see policy 5141.21).

NOTE: THIS SECTION APPLIES TO THE EMERGENCY ADMINISTRATION OF EPINEPHRINE ON FIELD TRIPS.

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 5141.21 Administering Medication.

Adopted: 1994  
NJSBA Review/Update: December 2008  
Readopted: March 2009

Key Words

Field Trips, Trips

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| <b><u>Legal References:</u></b> | <p><u>N.J.S.A.</u> 18A:25-2</p> <p><u>N.J.S.A.</u> 18A:36-21 through -23</p> <p><u>N.J.S.A.</u> 18A:36-35</p> <p><u>N.J.S.A.</u> 18A:39-20.1</p> <p><u>N.J.S.A.</u> 18A:40-12.3 through -12.4</p> <p><u>N.J.S.A.</u> 18A:40-12.5</p> | <p>Authority over pupils</p> <p>Field trips; costs to be borne by parents or guardians ...</p> <p>School Internet web sites; disclosure of certain student information prohibited</p> <p>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</p> <p>Self-administration of medication by pupils; conditions ...</p> <p>Policy for emergency administration of epinephrine to public school pupils</p> |
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FIELD TRIPS (continued)

N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility;  
parental consent

N.J.A.C. 6A:27-1.1 et seq. Student transportation

See particularly:

N.J.A.C. 6A:27-1.1(b),  
-7.6, -11.1, -11.2

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

**Possible**

**Cross References:** 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.