

Policy

FIELD TRIPS

The Mount Laurel Township School District 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; and
- F. Each field trip should be evaluated by pupils, teachers, and the administration.

Costs for trips specifically related to the educational program shall be supported to the extent approved in the school budget. In the absence of field trip funds, parents or guardians may be asked to pay field trip fees. The district shall absorb field trip fees for students with financial hardships. No pupil shall be denied the right to participate because of inability to pay.

Parents/guardians may provide their pupil with additional funds to cover the cost of miscellaneous expenses (i.e., souvenirs, etc.). The amounts should be age-appropriate and aligned with the purpose of the field trip.

The chief school administrator or his or her designee 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

FIELD TRIPS (continued)

The board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils with the written permission the parent/guardian and the pupil's physician. All conditions established by law and board policy shall be met (see policy 5141.215141.21 Administering 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, in accordance with policy 5141.21 Administering Medication.

Adopted: July 27, 2004
 Revised: May 24, 2005; September 25, 2012
 NJSBA Review/Update: June 2013
 Readopted: January 28, 2014

Key Words

Field Trips, Trips

Legal References: N.J.S.A. 18A:25-2 Authority over pupils
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 pupil
 information prohibited
N.J.S.A. 18A:39-20.1 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
N.J.S.A. 18A:40-12.3
 through -12.4 Self-administration of medication by pupils; conditions ...
N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public
 school pupils
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. Pupil 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.