

2340 Field Trip Policy

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 schools.

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 principal of the building must make sure that all field trips are connected with instructional objectives. Since field trips provide first-hand educational experiences and are connected with instructional objectives, field trips must be correlated to the curricula of a subject.

The Board shall approve all overnight field trips. The Superintendent shall approve all other field trips. No field trip shall be approved unless it contributes to the achievement of specified instructional objectives. All overnight trips must have medical personnel on premises; otherwise a nurse, preferably with school nurse certification and with prior approval by the Board of Education when possible, must be in attendance.

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.
- B. Costs must be ascertained. With the knowledge of the Principal, teachers are responsible for the record-keeping and the collection of the fees associated with field trips for which they have received approval.
- C. Each child who goes on a field trip or excursion must have written parent/guardian permission.
- D. Student safety must be of prime concern. The Principal and/or designee must take responsibility for establishing the security plan for the trip with the lead teacher and administrator who will be participating. A detailed security plan must be reviewed by the Principal and/or designee and submitted to the Superintendent. While the lead teacher should recruit other staff members from the district, other adults may participate on the trip for the sole purpose of acting as chaperones. No adult may be involved in the trip without supervision responsibilities.
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives. There cannot be "free time" assigned on any single day or overnight field trip; students must be accountable to a chaperone at all times; students must be accounted for and in rooms for any evening.
- F. Each field trip should be evaluated by students, teachers, and the administration. Field trips that are designated "class trips" should be equally available to all members of that grade level, of course following the guidelines specified in this policy.

- G. The person who signs the application must be an administrator going on the trip. This person will be known as the trip leader and is responsible for planning and conducting the trip, and for implementing a security plan. For overnight field trips, the administrator must submit to the Principal a security plan that must be prepared prior to the commencement of the trip. This security plan must describe manner of bed checks and must include emergency contact information detailing the itinerary (hotels, destinations, transportation company information, etc.), for administrators, juvenile officer or SRO, parents, and nurse. The security plan must include maps/emergency contact information for students who may become separated from the group. The security plan must detail responsibilities of the each chaperone with his/her student assignments for the length of the overnight trip at all times.

As per Board Policy and Regulation, 5770 - Pupil Right of Privacy, the trip leader, lead teacher, or administrator has the right to inspect luggage or any bag of any student for reasons that might put the safety and security of student or students in jeopardy. As per Board Policy and Regulation 5770, "A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property."

Note: Parents, students, and all involved must know that the trip will end immediately subject to the discretion of the lead chaperone and administrator should catastrophic or other unforeseen circumstances occur that jeopardizes one or all of the participants. No refund is available to participants if the decision of the lead teacher/administrator requires immediate cessation of the trip.

H. School Nurse Attendance at Field Trips

All teachers will notify the school nurse upon the submission of paperwork for a class trip. All class trips, both full day and half day, should be included. In an attempt to provide coverage for the trip, notification to the nurse should be made one month prior to scheduled trip.

The teacher will provide the school nurse with a list of all students and faculty that will be present on the class trip.

The school nurse will review the list with the building Principal and determine if there are any students that require a nurse and/or parent present. This decision will be based on the total number of students with medical issues as well as consideration of the severity and need for monitoring of those medical issues.

If the school nurse and Principal determine that a nurse or parent should be present, the following steps should be taken:

- The teacher will be notified by the school nurse. A discussion as to the appropriateness of the parent chaperone will be discussed.

- If agreed by the teacher and the school nurse, the parent/guardian will be asked if he/she would like to chaperone.
- If the parent/guardian is unable to chaperone, a school nurse will attend the class trip.
- If a nurse is not available for the date requested, the trip will be rescheduled for a date that a nurse or substitute nurse is available.
- In the event that the only students attending the trip require a nurse are students with food allergies (that require the availability of Epi pen): it will be determined if an Epi pen Delegate (*) is scheduled to go on the trip. If an Epi pen delegate is attending, this information will be forwarded to the parent/guardian.
- There are students that have documentation for self administration of medications. The school nurse will speak to the parents of these students, and in collaboration, will determine whether a school nurse is necessary. The 504 plan; IHP, and current condition of the student will be considered. It is understood that this determination may change at any time up until the time of the trip.
- It remains the parent's decision to send the student with knowledge that a nurse will or will not be attending the class trip. There will be communication between the school nurse and the parent.

Overnight trips should include a school nurse, if traveling by plane.

Any staff member may be Epi pen trained by a school nurse. As per district policy, an Epi pen delegate must be CPR certified.

- I. A list of all participants attending the trip (teachers, students, chaperones, nurse) must be submitted before the trip is approved.
- J. No adult may attend the trip unless he/she is a chaperone. Chaperones will be required to sign a document that details their responsibilities for the length of the trip and for which they will be held accountable. The responsibilities of the chaperones are also connected with the security plan.
- K. No adult can leave the planned itinerary with his/her child or anyone else involved with the trip for any reason, except under emergency circumstances and with knowledge of the administrator and lead teacher.
- L. No administrator, teacher, staff member, chaperone can drink alcohol at any time (alone or in the presence of students) during the length of the trip.
- M. All overnight field trips must have an administrator and/or security personnel.

Parents/guardians shall be asked to bear all expenses. No student is to be denied the right to participate because of inability to pay. Students may participate in fundraising opportunities. A

payment plan will be offered to parents/guardians who have difficulty meeting the financial obligation of a class trip at one time.

No teacher shall change a planned itinerary while a field trip is in progress, except where the health, safety or welfare of the students in his/her charge is in danger. The teacher shall notify the Principal of such itinerary change as soon as possible.

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 Superintendent. 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 Superintendent's permission.

All High School and Middle School Field Trips:

Specific disciplinary violations that constitute consequences that will count toward a student being denied field trip privileges:

1. Disruption to educational process or the orderly management of the school.
2. Any and all violations of the regulation regarding smoking.
3. Leaving the school building or property without proper permission.
4. Fighting.
5. Theft.
6. Vandalism.
7. Insubordination.
8. Throwing objects.
9. Profanity, vulgarity or obscene gestures/acts.
10. Cutting, truancy and excessive tardiness/absences
11. Refusal to attend administrative detention.
12. Possession and/or use of illegal substance(s) or items.
13. Defamation of a cultural, racial or religious group.

14. Harassment/Intimidation/Bullying.
15. Endangering the welfare of others. Includes threats to others.

The above listed violations will receive consequences and removal from all field trips in accordance with the conduct policy based on the following:

- Four (4) separate Disciplinary Referrals resulting in Central Detentions;
- Three (3) separate Saturday School Detentions
- Two (2) separate In-School Suspensions;
- One (1) Out-of-School suspension;
- Fifteen (15) or more unexcused tardies;
- Fifteen (15) or more unexcused absences.
- Excessive disciplinary action will result in loss of class privileges/field trips.

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

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