

## **FIELD TRIPS**

The Holmdel Township Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are educationally sound and important ingredients in the instructional program of the students when the trips are age/grade level appropriate and consistent with the curricular objectives of the district.

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, conducted for the purposes of affording a first-hand educational experience not available in the classroom.

The Board 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.

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. If the field trip is an overnight excursion, supplemental student accident insurance must be purchased through the District's insurance carrier.
- 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. A detailed itinerary showing use of student time must be submitted with the request for approval.



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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. However, at the discretion of the Board, parents/guardians may be asked to bear the cost of certain field trips. No pupil is to be denied the right to participate because of inability to pay.

The Chief School Administrator 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**

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils in grades 8 through 12. 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/guardians or the student himself/herself, in accordance with policy 5141.21 Administering Medication.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** March 22, 1995

**Revised:** May 28, 1997

**Revised:** October 9, 2002

**Revised:** January 12, 2005

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|--------------------------|-----------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Legal References:</b> | <u>N.J.S.A.</u> | 18A:25-2                                                                                        | Authority over pupils                                                                                                                                                                           |
|                          | <u>N.J.S.A.</u> | 18A:36-21<br>through -23                                                                        | Field trips; costs to be borne by<br>parents or guardians                                                                                                                                       |
|                          | <u>N.J.S.A.</u> | 18A:39-20.1                                                                                     | Transportation to and from<br>related school activities in private<br>vehicle with capacity of eight or<br>less; authorization of qualified<br>school personnel, state<br>employees for parents |
|                          | <u>N.J.S.A.</u> | 18A:40-12.3<br>through -12.4                                                                    | Self-administration of medication<br>by pupils; conditions                                                                                                                                      |
|                          | <u>N.J.A.C.</u> | 6:21-1.1 <u>et seq.</u><br><u>See particularly:</u><br><u>N.J.A.C.</u> 6:21-1.1,<br>3.1(b), 7.1 | Pupil transportation                                                                                                                                                                            |

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

**Possible**

|                          |          |                                |
|--------------------------|----------|--------------------------------|
| <b>Cross References:</b> | 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           |