

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: FIELD TRIPS

The Cranford 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 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 are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval of the building principal and Superintendent of Schools and Board of Education. This includes, but is not limited to, whether a district bus 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 Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

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 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.

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.

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| <u>Legal References:</u> | <u>N.J.S.A.</u> 18A:25-2 | Authority over pupils |
| | <u>N.J.S.A.</u> 18A:36-21 through -23 | Field trips; costs to be borne by parents or guardians ... |
| | <u>N.J.S.A.</u> 18A:36-35 | School Internet web sites; disclosure of certain student information prohibited |
| | <u>N.J.S.A.</u> 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 |
| | <u>N.J.S.A.</u> 18A:40-12.3 through -12.4 | Self-administration of medication by pupils; conditions ... |
| | <u>N.J.S.A.</u> 18A:40-12.5 | Policy for emergency administration of epinephrine to public school pupils |
| | <u>N.J.S.A.</u> 18A:40-12.6 | Administration of epinephrine; primary responsibility; parental consent |
| | <u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:27-1.1(b), -7.6, -11.1, -11.2 | Student transportation |
| | <u>Rhodes v. Caldwell Board of Education</u> , 1981 <u>S.L.D.</u> 140 | |

Possible

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| <u>Cross References:</u> | 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.

Adopted: December 18, 1973
 Revised: March 22, 1999
 Revised: June 28, 2004
 Revised: September 21, 2009
 Revised: October 26, 2009
 Revised: November 23, 2009

