

**Policy**

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FIELD TRIPS

The Franklin Lakes 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 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 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. All children must travel with the group to and from the venue with the authorized transportation provided by the District. Parents are not permitted to transport their own children. Any child who does not attend a field trip must report to school, unless for reasons of illness or other approved absence. Children who choose not to participate in a field trip and do not report to school will be subject to an unexcused absence.
- D. Student 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 students, teachers, and the administration.

The Board may authorize field trips for which all or part of the cost are borne by student's parent/guardians. Parents/guardians shall be asked to bear the expense of all other excursions. No student is to be denied the right to participate because of inability to pay nor shall any student in a special education class be prohibited from attending a field trip.

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 students on trips not approved by the board. No staff member may solicit students of this district for such trips within the facilities or on the school grounds of this district without board permission.

FIELD TRIPS (continued)Overnight Field Trips

On occasion, parents/guardians may be asked to attend/chaperone an overnight field trip. In order to be eligible to participate, parents/guardians are required to obtain a criminal background check at their expense or show valid proof of an existing background check. More information on this requirement may be obtained from the District Board of Education administration office.

Student Self-Administration of Medication

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by students who have the written consent of their parent/guardian and physician. All conditions established by law and Board policy shall be met (see policy 5141.21).

Epinephrine shall be administered via epi-pen to students 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: June 5, 2001  
 Revised: October 28, 2008; November 2018  
 NJSBA Review/Update: September 2009; August 2016  
 Readopted:

Key Words

Field Trips, Trips

**Legal References:** N.J.S.A. 18A:25-2 Authority over students  
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 student  
 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 students; conditions ...  
N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to  
 public school students  
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

FIELD TRIPS (continued)

- \*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.