

FIELD TRIPS

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 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.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and 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. Cost 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 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 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.

NOTE; THIS SECTION SHOULD BE ADDED IF YOU CHOOSE TO ALLOW PUPIL SELF-ADMINISTRATION OF MEDICATION ON FIELD TRIPS.

Pupil Self-Administration of Medication

The board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illnesses by pupils as long as all conditions established by law and board policy on medication is met.

Date: January 10, 1984
Revised: May 8, 1995

Legal References:

<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: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	Self-administration of medi- cation by pupils; conditions
<u>N.J.S.A.</u>	18A:40-12.4	Rules and regulations
<u>N.J.A.C.</u>	6:21-1. 1 <u>et seq.</u>	Pupil transportation
<u>See particularly:</u>		
<u>N.J.A.C.</u>	6:21-1.1 -3. (B), -7.1	

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.

LYNDHURST BOARD OF EDUCATION
Lyndhurst, N.J. 07071
Policy

File Code: 6153

Approved: January 11, 2010

Phylcia's Law Addendum to Field Trip Procedures

1. It is the trip sponsors responsibility to submit all paperwork on time for the desired overnight trip.
2. Location and date of overnight trips must be approved by the Board of Education by the October Board of Education meeting.
3. 40 Days prior to overnight trips, all district paperwork must be submitted for approval. The Board of Education shall approve or disapprove the request and notify the trip sponsor.

Chaperone Approval

- Ratio of adults to students on school-sponsored trips shall be at least one to ten on secondary and one to six on elementary levels. If trips involve water, ratios should be adjusted to minimize the risk of injury. (See Security Plan)
- Adult leaders attending school trips will be screened for the protection of the youth. This screening will include a criminal background check. Any non-certified adult leader must meet with trip sponsor to identify areas of concerns. i.e. Health concerns disabilities or impairments requiring accommodations.
- Certified adult leaders must receive approval from building administrators based on a submitted plan of action of how their class is covered to ensure student learning is not compromised.
- Certified adult leaders should be limited to one overnight trip per school year. With the exception of a tournament of athletic/academic competition where the outcome is unknown.
- Chaperones shall submit written information which includes:
 - Name
 - Address
 - Phone Numbers including Cell Phone
 - Areas of concern i.e. medical
- Adult leaders must attend a training session including trip itinerary and responsibilities administered by the trip sponsor.

Chaperone Responsibilities

- Students on approved trips are under the Board of Educations jurisdiction and subject to school regulations.

All Chaperones will:

- a) have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- b) carry a list of all group members;
- c) regularly check that the entire group is present;
- d) ensure that all pupils are aware of meeting points;
- e) ensure that all pupils know what to do if they become separated from the group
- f) have a clear plan of the activity to be undertaken and its educational objectives;
- g) have the means to contact the group leader / other supervisors if needing help;
- h) have prior knowledge of the places to visit
- i) anticipate a potential risk by recognizing a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- j) be competent to exercise appropriate control of the group, and to ensure that pupils show good behavior following the school rules and conditions of participation;
- k) have access to First Aid kit
- l) Any medications given to a student must be noted on the medical records of the school nurse. The teacher shall arrange for the appropriate and secure storing of student medications and assure the proper dispensing of prescribed medications, if requested in writing by the parent or guardian.
- m) At least one male and one female chaperone must be certified in CPR.

Trip Sponsor Responsibilities

The request for approval shall include the purpose of the trip, its relation to the course of study, the number of students, names of chaperones, the itineraries, method of transportation, and a breakdown of costs to the club, class, department or organization, and to the student and school district. Whenever practical, an alternate date should also be identified.

Submit as part of the packet for approval:

- Security Plan
 - Curfew
 - Physical Security
 - Room Checks
 - Chaperone Lists and Responsibilities
 - Contact information including cell phones

- Submit a date and time for training session for all chaperones
- Student information packet specific to the overnight trip.
- Submit all district-required paperwork.
- Submit a plan of action for a child that needs to be sent home for discipline or medical reasons.
- Every student must have a overnight permission slip signed by a parent.

Paperwork:		Submitted By:		Submitted to:		Due Date:
Field Trip Form	Trip Advisor	Board of Education	District Regulations			
Student Learning Plan	Trip Advisor	Building Administrator	45 Days Prior to Trip			
Chaperone Contact List	Trip Advisor	Building Administrator, LPD	45 Days Prior to Trip			
Full Security Plan (5 Sections)	Trip Advisor	Building Administrator, LPD	60 Days Prior to Trip			
Medical/Discipline Plan of Action	Trip Advisor	Building Administrator, LPD	45 Days Prior to Trip			
Overnight Permission Slip	Trip Advisor	Building Administrator	45 Days Prior to Trip			
List of Students and Chaperones requiring medication and plan for storage.	Trip Advisor	Building Administrator, Nurse	45 Days Prior to Trip			
Additional Permission slip if curfew regulations will be compromised.	Trip Advisor	Building Administrator	45 Days Prior to Trip			
Date for Chaperone Training	Trip Advisor	Building Administrator	60 Day Prior to Trip			
Room Assignments incl. Pairings	Trip Advisor	Building Administrator	45 Days Prior to Trip			
Overnight Waivers	Trip Advisor	Building Administrator	45 Days Prior to Trip			