



Book	Policy Manual
Section	Series 6000 Instruction
Title	Field Trips
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BRICK TOWNSHIP BOARD OF EDUCATION Policy

	Monitored
X	Mandated
X	Other Reasons

FIELD TRIPS

The Brick Township 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 firsthand educational experience not available in the classroom.

The superintendent, or designee, shall approve all field trips which shall then be ratified by the board of education.

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;
- 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.

The board may authorize field trips, for which all or part of the costs are borne by the pupil's parent(s) or legal guardian(s), except that no pupil in special education class or pupil unable to pay the cost assessed shall be prohibited from attending a field trip (N.J.S.A. 18A:36-21)

The determination of a pupil's ability to pay will be based upon the pupil's eligibility for free & reduced meals in accordance with board policy 3542.31, Free or Reduced-Price Lunches/Breakfasts/Milk.

A pupil who violates rules or disregards authority of instructor(s) on a field trip significantly impacting the safety of other pupils may be dismissed from the trip. The instructor in charge will make arrangements for the dismissed pupil's transportation to home or school as appropriate. The cost of said transportation will be the responsibility of the parent(s) or legal guardian(s). The board reserves the right to take further disciplinary measures in accordance with board policy 5131, Conduct and Discipline.

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 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 who have the permission of their parents/guardians and the written authorization of their physician. All conditions established by law and board policy shall be met (see policy 5141.21 Administering Medication).

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the pupil's parent/guardian or the pupil himself/herself, in accordance with policy 5141.21 Administering Medication.

Key Words

Field Trips, Trips

Legal	N.J.S.A. 18A 25-2 Authority over pupils
	N.J.S.A. 18A 36-21 Field trips; costs to be borne by parents or guardians, exceptions, financial hardship
	N.J.S.A. 18A 36-35 Disclosure of certain student information on Internet prohibited without parental consent
	N.J.S.A. 18A 39-20.1 Transportation of students in certain vehicles
	N.J.S.A. 18A 40-12.3 Self-administration of medication by pupil permitted
	N.J.S.A. 18A 40-12.5 Development of policy for emergency administration of epinephrine to students
	N.J.S.A. 18A 40-12.6 Policy for administration of epinephrine to pupil
	N.J.A.C. 6A 27-1.1 et seq Scope
	N.J.A.C. 6A 27-7.6 Transportation to and from school-related activities
	N.J.A.C. 6A 27-11.1 et seq Emergency procedures
	Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

Last Modified by Sandra Beyer on July 9, 2018