

2340 FIELD TRIPS

The Watchung Borough 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 with the exception of trips between schools in the district, 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 must be approved by the Board. Times and locations of field trips shall not be posted on any district websites.

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 by the Superintendent or the designee. 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. 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;
- G. Each field trip shall be appropriately chaperoned by district staff and, if desirable and/or necessary, by parents and guardians.



The Board shall bear all expenses of field trips included in the curriculum guides. Parents and 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.

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 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.

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 in grades six through eight. All conditions established by law and Board policy shall be met.

Nursing personnel will accompany students on a field trip when deemed necessary by the Principal.

Epinephrine shall be administered via epi-pen to students in emergencies on field trips by the school nurse, his or her designee(s), the student's parent or guardian or the student himself or herself, in accordance with Board policy.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 25 April 2018

