

POLICY

Oakland Board of Education

Section: Program
2340. FIELD TRIPS
Date Created: January 2023
Date Edited: January 2023

2340. FIELD TRIPS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

For purposes of this policy, a field trip means any journey by a group of students away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

The Board of Education shall consider field trips that are included in curriculum guides to have been approved in advance. All field 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 websites.

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

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

1. 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;
2. Costs must be ascertained;
3. Each child who goes on a field trip or excursion must have written parental permission;
4. Student safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary;
5. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives; and
6. Each field trip should be evaluated by students, teachers, and the administration.

Students on field trips remain under the supervision of this Board and are subject to its rules and regulations.

A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed student's transportation to home or school as appropriate. The cost of any such transportation will be borne by the parent(s) or legal guardian(s) of the student. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Superintendent shall prepare regulations for the operation of field trips that ensure that the safety and well-being of students shall be protected at all times; that parental permission is sought and obtained before any student may be removed from the school for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of students is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.

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 parental permission and have the appropriate doctor's written authorization. All conditions established by law and Board policy shall be met in accordance with Policy 5330.

Epinephrine shall be administered via epi-pen or other prefilled auto injector to students in emergencies on field trips by the school nurse, his/her designee(s), the student's parent, or the student themselves, in accordance with Policy 5330.

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

Adopted: 17 January 2023