

BOARD OF EDUCATION

Cherry Hill, New Jersey

POLICY 6153

FIELD TRIPS

DOMESTIC

The board of education recognizes that field trips, used as a device for teaching and learning, 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, co-curricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

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 including transportation.
- 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, co-curricular activities, or a class trip.
- F. Each field trip should be evaluated by pupils, teachers and the administration.

Costs for trips specifically related to the educational program are to be supported to the extent approved in the school budget. In the absence of field trip funds, costs can be borne by parents or guardians. Students with financial hardships shall have all costs borne by the district.

The board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils in grades K through 12. Students in grade K-5 may be able to self-administer medication at the discretion of the School Nurse and the approval of the Medical Director. All necessary forms must be completed by the student's health care provider and parent/guardian. All conditions established by law and board policy shall be met (see Policy 5141.21).

The Superintendent or his designee shall develop procedures for planning trips suitable to the various grade levels, including the frequency, duration, distance and expense of such trips.

The board does not endorse, support or assume liability in any way for any staff member of the district who takes pupils on trips not approved. No staff member may solicit pupils of the district for such trips within the facilities or on the school grounds of the district without permission of the Superintendent.

FOREIGN

No overseas trip should be sanctioned except with the approval of the Superintendent or designee and with prior knowledge of the Board of Education and then only in accordance with the following criteria:

1. The Board of Education will not be responsible for any financial arrangements.
2. Sanction will only be granted upon a direct invitation from any responsible government official of the country to be visited or other responsible recognized body or organization.
3. The sponsoring organization shall be thoroughly investigated, with a copy of the report being submitted to the Board of Education including any recommendations concerning said organization.
4. Insurance for the group and property thereof must be borne by the parents of the participating students, in addition to the regular I.A.T.A. insurance carried by the airline and other means of transportation.
5. The parents must sign a consent form absolving the Board of Education from liability.
6. There shall be certification of the sponsor guaranteeing complete medical coverage for all participants in the program.
7. A signed statement by the parents shall be included indicating their approval for any emergency operation such as appendectomy, etc.
8. A representative of the sponsor plus chaperons, appropriate to the number of participating students, plus the director of the program shall be in attendance on the tour.

