

2340 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 all field trips in advance and all trips must be individually approved by the Board. Times and locations of field trips shall not be posted on any district web sites. No trip should be scheduled so as to interfere with the taking of examinations, including State mandated tests, unless approved in advance by the Superintendent.

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 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. Pupil 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.
6. Each field trip should be evaluated by pupils, teachers, and the administration.

At the discretion of the Superintendent, the Board may assume all or part of the costs of an approved field trip for students and chaperones. However, at all times, the Board shall assume all of the costs of an approved field trip for pupils in special education classes and pupils with financial hardship. In determining financial hardship, the criteria shall be the



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same as the eligibility standards for free and reduced price meals as set forth in Board Policy No. 8540.

If it is determined that the Board will not pay for all or part of the costs of a field trip, parent(s) or legal guardian(s) shall be asked to bear the expense of all or part of the field trip, with the exception of pupils in special education classes and pupils with financial hardship. Under no circumstances will a pupil be denied the right to participate because of inability to pay.

Pupils on Board approved field trips remain under the supervision of the Board and are subject to its rules and regulations. A student who violates rules, disregards the authority of supervisors on a field trip, and/or significantly endangers the safety of other students, 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 Board Policy No. 5600 and/or, if applicable, Board Policy No. 5512.

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. No material soliciting participation in such activities shall be carried home by pupils without approval by the Superintendent.

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.

The Superintendent shall ascertain that such materials make very clear that the school district is not responsible.



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

Emergency Administration of Epinephrine on Field Trips

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(s) or legal guardian(s) or the pupil himself/herself, in accordance with Board Policy #5330.

Field trips provide pupils with an opportunity to explore the curriculum outside the classroom doors. The learning potential of field trips is maximized when teachers conduct preparatory work, focused trip activities, and follow-up discussion/activities with their pupils. These activities should be outlined on the Field Trip Request Form and submitted when requesting approval for the trip. The activities should also be reflected in the plan book at the appropriate time.

Adopted: August : 2016

