

### FIELD TRIPS

The Bergen Arts and Science Charter School Board of Trustees 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, 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 trustees shall consider field trips which are included in curriculum guides to have been approved in advance. All 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 school web sites.

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 board. This includes whether local 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 school goals and objectives; and
- F. Each field trip should be evaluated by students, teachers, and the administration.

The board shall bear all expenses of field trips included in the curriculum guides. Parents/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. BOTs can make contributions to cover some portion of the costs.

The lead person 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 the school who takes students on trips not approved by the board. No staff member may solicit students of this school for such trips within the facilities or on the school grounds of the school 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 with the written permission of a physician and a parent/guardian of the student. All conditions established by law and board policy shall be met (see policy 5141.21).

FIELD TRIPS (continued)

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

NJSBA Review/Update: February 2011  
Adopted: March 24, 2011

Key Words

Field Trips, Trips

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:25-2	Authority over students
	<u>N.J.S.A.</u> 18A:36-21 through -23	Field trips; costs to be borne by parents or guardians ...
	<u>N.J.S.A.</u> 18A:36-35	School Internet web sites; disclosure of certain student information prohibited
	<u>N.J.S.A.</u> 18A:39-20.1	Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents
	<u>N.J.S.A.</u> 18A:40-12.3 through -12.4	Self-administration of medication by students; conditions ...
	<u>N.J.S.A.</u> 18A:40-12.5	Policy for emergency administration of epinephrine to public school students
	<u>N.J.S.A.</u> 18A:40-12.6	Administration of epinephrine; primary responsibility; parental consent
	<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student transportation
	<u>See particularly:</u> <u>N.J.A.C.</u> 6A:27-1.1(b), -7.6, -11.1, -11.2	

Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

**Possible**

<b><u>Cross References:</u></b>	1210	Community organizations
	*1230	School-connected organizations
	*3450	Money in school buildings
	*3541.31	Privately owned vehicles
	*5020	Role of parents/guardians
	*5136	Fund-raising activities
	*5141.21	Administering medication
	*6145	Extracurricular activities
	*6154	Homework/makeup work

\*Indicates policy is included in the Critical Policy Reference Manual.

**Regulation**

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FIELD TRIPS

Field trips offer exciting ways to learn. Bergen Arts and Science Charter School (BASCS) students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, students will be expected to follow these rules:

- A. Students must bring a Field Trip Permission Slip signed by the parents/guardians to school by the specified date;
- B. No phone calls will be accepted as permission;
- C. Students must wear the school uniform unless otherwise specified;
- D. Students must abide by BASCS codes of student conduct while on the field trip;
- E. Students who have past conduct offenses or who have received an unsatisfactory grade for conduct on their report card will not participate in field trips;
- F. Students may not qualify for field trips due to standards or requirements set by either the field trip leader or by an administrator;
- G. Students will be responsible to make up the work for any classes they miss;
- H. No money will be refunded if a student does not participate in the planned trip without a confirmed excuse;
- I. Students are allowed a five minute window from designated departure time for any field trip;
- J. Field trip leader or BASCS is not responsible for the students who are left at the school after the designated pick up time.

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