

FIELD TRIPS:

Individual teachers may plan field trips that directly relate to the instructional program. These class trips are always of an educational nature and make a valuable contribution to the curriculum. Each teacher decides which trips, if any, are appropriate for his or her class. Parents will be notified in advance of trip arrangements, and must sign and return a permission slip for their child prior to the trip. The role and responsibilities of parents/guardians and students are outlined below:

Responsibilities of Parents/Guardians:

- Permission to attend a given field trip will be contingent upon receipt of a permission slip signed by the student's parent or guardian, stating that they are aware that all back packs, duffel bags, and other personal luggage will be subject to search and that they (the parent/guardian) have signed the permission slip thereby giving their permission for a search of the student's back pack, duffel bags, and other personal luggage.
- Parents and guardians of students who require medication will be encouraged to attend the field trip to be responsible for the administration of required medication. The school nurse, in consultation with the Director of Special Services, will determine whether the presence of a duly authorized, registered nurse is required on a given trip.
- Parents/guardians present on a trip may administer medication to their child on trips occurring within the school day.
- A parent or guardian must provide a written request to the principal, prior to the field trip, in order for a student to be permitted to leave the field trip group during the trip.

Responsibilities of Students:

- Students are responsible for obtaining and returning a permission slip signed by their parent/guardian in order to participate in a field trip. Students who are 18 years of age or older must provide a permission slip signed by a parent/guardian. For the purpose of this regulation, the term guardian includes a student who is 18 years of age or older.
- Students who have a self-medication form on file in the school health office may self-administer such medication on a field trip.
- Students are responsible for making up all assignments missed (in other classes) due to a field trip.

Shared Responsibilities:

The principal and teacher/advisor will share responsibility for the safety and educational relevance of field trips.

- The principal, teacher/advisor, nurse and parent will be responsible for the coordination of the health and safety of all students under their supervision on a field trip.
- Out-of-pocket expenses for field trips shall be borne by all participants' parents or legal guardians with the exception of students with financial hardship as identified under guidelines of statewide eligibility standards for free and reduced-rate meals under the State school lunch program (NJAC 6:79-1.1 et.seq.) that will have funds available through the principal.
- When a commercial vehicle is necessary for a field trip, the participants will share the cost as part of the field trip expense. A Board of Education vehicle may be available between the hours of 9 a.m. and 2:15 p.m. on a limited basis. If a commercial carrier will be used, the carrier shall be selected from a list provided by the business office.