| Merchantville Board of Education<br>130 South Centre Street<br>Merchantville, NJ 08109 | File Code : 6153<br>Proposed : 11/27/2007<br>Adopted : 02/26/2008<br>Revised : 10/27/2009<br>Reviewed : 07/15/2024 |
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# Field Trips

The Merchantville Board of Education recognizes that field trips, used as a device for teaching and learning in support of the curriculum, are an educationally sound and important component of the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any authorized 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.

Times and locations of field trips shall not be posted on any district web sites or otherwise publicized in advance to the general public.

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.

Field Trip Approval

All field trips must be approved in advance by the Merchantville Board of Education.

The Chief School Administrator is responsible to review and approve the specific plans and arrangements of any field trip.

To insure the safety of field trip participants, at the discretion of the Chief School Administrator, a previously approved field trip may be cancelled or a field trip in progress may be modified, altered or ended.

Field Trip Planning

The Chief School Administrator shall develop guidelines for planning field trips that are suitable to the various grade levels, and to establish standards governing safety, frequency, distance and expense.

At a minimum, the following shall be considered or addressed:

A. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.

B. A primary person in charge is to be identified. A secondary person in charge may also be identified. The person(s) in charge must be a certificated teacher or administrator in the

employ of or under contract with the District. The designated in charge person shall not be a chaperone, parent, volunteer or other person.

C. Chaperones should be persons known to be responsible, dependable and comfortable with children of the pupils' age, activity level and maturation.

D. Transportation, including the mode of transport, the route to be followed and parking arrangements, if necessary, is to planned.

E. Costs must be ascertained.
1. The board shall bear all expenses of field trips included in the curriculum guides. Parents/guardians shall be asked to bear the expense of field trips not listed in the curriculum guide. No pupil is to be denied the right to participate because of inability to pay.

F. Each child that goes on a field trip must have provided written parental or guardian permission.

G. Pupil safety issues must be of prime concern. An assessment shall be made of any risk factors associated with the field trip location or the transportation route and the adequacy of supervision provided by staff and adult chaperones, if necessary.

<u>Chaperones</u>

A. The primary person in charge is responsible to appoint, assign and train chaperones.

B. At the Board's discretion, the field trip participation expenses of chaperones may be paid by the Board, to the extent that these expenses of the pupils and teachers are being paid.

C. Chaperones will be assigned to a specific pupil or group of pupils and are accountable for the welfare of those individuals.

D. Prior to their departure with the field trip, or their arrival at the field trip destination, all chaperones shall be given written rules of conduct that they must follow. At a minimum these rules of conduct shall require that:
    1. Pupils must not be left unattended.
    2. Smoking and the use of alcohol is prohibited.
    3. Chaperones must immediately seek first aid or medical treatment in the event of an accident, injury or illness; or call 911 in the event of a life-threatening situation.
    4. Chaperones may not invite or arrange to meet with others persons who are not part of the field trip.

E. Prior to their departure with the field trip, or their arrival at the field trip destination, all chaperones shall be given a written field trip itinerary, their pupil assignments and contact numbers for the school and the field trip location. The cell phone numbers for

the primary or secondary persons in charge, or of any other chaperones should be shared.

Field Trip Assessment

Subsequent to each field trip, the experience should be evaluated by pupils, teachers, and the administration. On an annual basis, or upon specific request, the Chief School Administrator shall prepare a report of field trips to the Merchantville Board of Education. The report shall include a discussion of the extent to which field trips provided support for the instructional program of the school, and any issues related to cost, safety, transportation or supervision.

Pupil Self-Administration of Medication

The board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening medical conditions. This requires the express permission of the parent or guardian and their declaration of the pupil's proficiency in self-administering the medication. All conditions established by law and board policy shall be met (see policy 5141.21).

NOTE: THIS SECTION APPLIES TO THE 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 student's parent/guardian or the student himself/herself, in accordance with policy 5141.21 Administering Medication.

Key Words

Field Trips, Trip, Chaperones