

POLICY

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2340 FIELD TRIPS

The School District of the Chathams recognizes the potential value of field trips for enriching the curricular and co-curricular program. As planned learning experiences designed to stimulate pupil interest and to provide opportunities for social growth and development, field trips are an educationally sound and important aspect of the instructional and co-curricular program. Such trips shall be permitted under guidelines established by the Superintendent and approved by the Board. Pupil welfare and safety shall be of prime importance and the trip shall be so planned and conducted that it will not bring discredit to the school or the Board.

Overnight field trip experiences in the School District of the Chathams shall be planned and conducted in accordance with the following guidelines:

1. The teacher/sponsor shall review the merits of the field trip with the appropriate, immediate supervisor who will advise and counsel on those merits.
2. The immediate supervisor of the teacher/sponsor will forward the field trip request form for administrative approval after all aspects of the trip have been discussed and clarified.

All field trips will require Building Principal approval and notice to the Superintendent. The Building Principal and the Superintendent must approve trips requiring overnight stays. Exceptions to this procedure would be State athletic competitions that do not require Superintendent approval.

3. Requests for overnight field trips must be received in the office of the Superintendent of Schools no later than thirty days preceding the trip. (The only exceptions would include such events as play-offs, finals, etc., which are frequently scheduled by outside agencies or through circumstances beyond the control of the school officials.) Overnight trips must be discussed with the Building Principal in time to secure Superintendent approval prior to proceeding with making any further arrangements for the trip. Requests for over-night trips must be accompanied by the following:
 - a. Complete trip itinerary including dates, hotels, addresses and phone numbers. Note: The teacher/sponsor is not permitted to make on-site alterations to a trip itinerary, once approved, except where the health, safety or welfare of pupils is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.
 - b. An insurance certificate from the tour operator (if applicable) naming the School District of the Chathams Board of Education as an insured party for a minimum insurance coverage of \$5 million.

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- c. Confirmation from the approved transportation company that arrangements have been made to provide service for the proposed trip.
- d. A supervisory plan indicating a ratio of chaperones to pupils of no less than 1:10.
- e. Detailed descriptions of accommodations.
- f. Detailed descriptions of supervisory procedures to ensure pupil safety.
4. Pupils must obtain the written approval of each of their teachers prior to an overnight trip. Pupils are responsible for all work missed due to their participation in the field trip.
5. Parental permission slips are required for each pupil participating in overnight field trips.
6. Arrangements must be made for any classified pupils who require the presence of an aide on the overnight field trip.
7. Arrangements must be made for medical emergencies during the overnight field trip. The Board of Education permits self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils in grades six through twelve, or by pupils deemed responsible and able to meet criteria set by the Board. All conditions established by law and Board policy shall be met. Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee, the pupil's parent(s) or legal guardian(s) or the pupil himself/herself in accordance with Board policy.
8. On the day of departure, a field trip list of pupils in attendance, together with their respective permission slips, must be submitted to the school office. Following the trip, the Principal may require the teacher, chaperones, and/or pupils to evaluate the trip.
9. There must be at least one certified, contracted teacher, supervisor or administrator who is a district employee accompanying pupils; there must be at least one teacher on each bus and additional teachers or chaperones, as circumstances require. Additional chaperones should be considered if the experience requires the pupil group to be dispersed on arrival at the site of visitation. If a trip requires an overnight stay and the pupils are not all of one gender, every effort will be made to ensure at least one male and one female chaperone.
10. At no time during a field trip is an adult chaperone permitted to be alone in a hotel room or other private setting with a student.

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11. As field trips are an extension of the school program, all rules and regulations that apply to pupils in school shall apply to pupils on an overnight field trip. Use or possession of alcohol or controlled substances is specifically prohibited, regardless of the type or destination of the field trip. This includes special trips taken by teachers with pupils on vacations and/or to foreign countries. Pupils who fail to follow school policies while on an overnight field trip are subject to the same disciplinary actions as those they would face in the school setting. A pupil who violates rules or disregards the authority of supervisors on the field trip may significantly endanger the safety of other pupils and may be dismissed from the trip. The teacher/sponsor will make arrangements for the dismissed pupil'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 pupil.
12. The teacher will review acceptable standards of conduct with the pupils in advance of the trip. The teacher has primary responsibility for the conduct of the pupils. Pupils who cannot be self-controlled or teacher-controlled may be excluded from field trips with permission of the Building Principal. Pupils may also be excluded by the Building Principal for reasons determined at the building level.
13. Trip arrangements are to be explained to pupils by the teacher/sponsor. Depending upon the circumstances, the Building Principal may either require the teacher/sponsor to communicate arrangements in writing to parent(s) or legal guardian(s) or to schedule a pre-trip parent meeting.
14. Teachers are responsible for formulating a field trip Emergency Communication Kit which is to include: adult and pupil lists with home and emergency contact information; maps indicating itinerary, routes and destination; and information relevant to emergency communication if such becomes necessary, i.e., administrative phone numbers (office and home/cell), unique pupil health concerns, etc. Should an emergency occur during the trip, the teacher/sponsor is responsible for notifying the Principal by telephone as soon as possible.
15. Private transportation should only be used in extreme cases. When private vehicles are used, the owners of the vehicles must have adequate liability insurance for the protection of the pupils. In addition, the teacher/sponsor must be certain that the driver is licensed and competent and that parent(s) or legal guardian(s) are properly informed by permission slip of these unique circumstances. Teacher/sponsors must comply with the district policy regarding Use of Privately Owned Vehicles.
16. Date of trip, time, and number of pupils involved should be sent to the manager of the cafeteria, in writing, at least three days before the trip, if the trip will impact food services in the building.

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17. On return to the school building, teachers sponsoring the trip are responsible for the safety of pupils awaiting parent(s) or legal guardian(s) pickup. Teachers are to remain at the school until all pupils have left the premises.
18. Pupils are not allowed to drive to and from a field trip site. However, it is understandable that in some unique circumstances, a pupil may need to arrive late or depart early. Parent(s) or legal guardian(s) are responsible for making appropriate, alternative arrangements and for obtaining approval from the Building Principal or his/her designee.

International field trips shall follow all of the above guidelines and specifications, in addition to the following:

1. International field trips shall be reviewed by the Superintendent and the Curriculum Committee of the Board of Education prior to full Board approval.
2. The school district may require parents to purchase travel insurance for international field trips.
3. The school district shall taken into account the destination and nature of each trip, and may establish rules and expectations concerning the exchange and carrying of local currency, the possession of passport and other documentation, and the manner for contacting parents on a regular basis.
4. The Superintendent and/or the Board of Education reserve the right to cancel any scheduled international trip for external or unforeseen circumstances, including circumstances that might threaten pupil safety; the cost of the cancellation shall be borne by the pupil's family and not by the Board of Education
5. In the event that a pupil must be dismissed from an international field trip, as per section 10 of this policy, parents shall be required to bear additional travel expenses associated with the dismissal. In such instances, school officials shall take steps to ensure that the child or children are supervised to the greatest extent possible on the return home.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: October 15, 2007

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