

Elsinboro Township Board of Education District Policy Manual

Instructional Program

Series 6000

Guidelines for Chaperones on Student Field Trips

Policy 6153.1

Date Adopted: August 10, 2009	Date Revised: December 12, 2011	Page 1 of 2
First Reading: June 8, 2009		

Although teachers and chaperones are responsible for supervising and controlling the behavior of students in their charge, no discipline should be administered to any student by anyone other than the teachers or teachers in charge of the field trip. Any misbehavior observed by a chaperone should be controlled to the extent safely possible, and then reported to the teacher as soon as possible.

Expenses for chaperones are not usually included in the cost of the trip, so chaperones must pay their own way. Chaperones are to provide their own lunches. If space on a particular trip is limited, chaperones are to be selected by a lottery system.

In addition, all chaperones will agree to the following guidelines:

1. Chaperones shall not bring other children, other family member or friends who are not members of the group taking the trip, nor are they permitted to arrange to meet anyone at the destination of the field trip.
2. Chaperones may travel in their own cars with prior approval from the Chief School Administrator. Chaperones may not transport students in their own cars. Unless there is an emergency, i.e., sick child, and administration approval has been granted. Any vehicle used to transport pupils shall be properly insured as required by law. In the event that the Chief School Administrator/designee cannot be reached in a timely manner, the teacher in charge may grant this approval and inform the school Chief School Administrator as soon as possible of the situation.
3. Chaperones who use their own vehicles during field trips shall provide written proof of insurance as well as a copy of their valid New Jersey Auto Driver License and Automobile Registration to the school district prior to the trip, so that in the event of an emergency, and their vehicle is used to transport students, proper insurance is assured. Students who will be transported by parent/guardian must supply written authorization in advance of the field trip.
4. Chaperones shall not smoke in front of students and shall not smoke in the vehicle used to transport pupils during the time that the vehicle is being used for the field trip, regardless if whether pupils are present in the vehicle or not.
5. The use of alcoholic beverages, tobacco and tobacco products and illegal drugs by chaperones is strictly forbidden.
6. Chaperones shall stay with their assigned group of students at all times.

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7. Chaperones who desire to take their children home before a field trip ends must submit his/her request in writing to the teacher in advance of the trip. The Chief School Administrator will determine if the request will be honored or denied. The Board assumes no liability for students who are "dismissed early" from the field trip and transported by his/her parents/guardians in private cars.
8. Chaperones are to remain at the school upon return until all students have safely departed the premises unless released by the supervising teacher.
9. Chaperones must follow a standard of ethics regarding the confidentiality of information that might be learned while supervising children.
10. Chaperones must comply with all requests and directions of the teachers and professional staff.
11. Chaperones may use cell phones and pagers in emergencies only.
12. The teacher in charge of the field trip will sign out the school cell phone and/or provide the chaperone's personal cell phone number and/or emergency contact during the trip.

Legal References

NJSA 18A:25-2 Authority over pupils
18A:36-21 through -23 Field trips; costs to be borne by parents or guardians ...
18A:36-35 School Internet web sites; disclosure of certain student information prohibited
18A:39-20.1 Transportation to and from related school activities in private vehicle 18A:40-12.3 through -12.4 Self-administration of medication by pupils; conditions ...
18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent

NJAC 6A:27-1.1 et seq. Student transportation

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

Possible Cross References

1210, 1230, 3450, 3541.31, 5020, 5136, 5141.21, 6145, 6153.1, 6154