



PROCEDURE

Haddonfield
Board of Education

PROGRAMS

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Field Trips

2340 FIELD TRIPS

Definition

A “field trip” is any journey by a group of pupils away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by pupils as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

- All students, K to 8 will experience the same two or three curriculum related field trips each school year. The number of curriculum trips varies only by grade level, not by school or teacher
 - Learning objectives have been defined for each trip and will be shared with the students and parents when the trip is announced as well as on the district web page
 - All students and chaperones will participate in a post trip survey. This survey is web based. The results of the survey will be shared with the faculty, administration, and other interested parties
- Field Trip Request Forms have been revised and are on-line.
- A district wide ***Medical Procedures Form***, below is standardized and must be completed after a field trip has been approved by the Board of Education
- The ***Field Trip Information and Permission Form*** is standardized at the elementary and the secondary level. This is the form that parents/guardians must sign in order for their child to attend the any field trip. This form includes ***Learning Objectives*** for the trip as well as an area to tell parents the Chaperone/Student ratio for the trip
- The reward trips for 6th and 7th grades have been eliminated
- ***Celebration of Service*** trips replace end of year trips in 5th grade and Middle School.

Guidelines have been developed for attendance on these trips:

- 5th Grade: Be an active participant on the Central, Haddon, or Tatem Safety Patrols.
- 6th and 7th Grades:

To qualify, a student must have given at least 15 hours of service each school year, outside of school hours. Pre and post school meetings may count for no more than 5 of these. (For example: A group meets one a week for the entire year. These meetings give those students 5 of their 15 hours. They then must have volunteered at least 10 hours of documented time spent outside of school hours and outside of those meetings.) If for



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some reason the 8th grade *Reward Trip* does not occur one year, 8th grade students who meet the defined service requirements may attend the *Celebration of Service Trip* offered for Middle School students in 6th and 7th grades.

Groups (students) who have attended the trip in the past and the new status of the group.

- Diversity Club. They will no longer qualify after this year.
- Food Advisory Committee. They do not qualify.
- 7th Grade Second Semester Leadership Club. They do not qualify.
- Morning Announcement People: They will no longer qualify after this year.
- Newspaper. This is not a service club and will no longer qualify after this year.
- Principal's Advisory Council. Student must participate at least 15 hours to qualify.
- Peer Leaders (7th Grade) + Rebel 2 + Student Council. Meetings count for 5 hours. Students must have at least 10 more hours of documented service during non-school hours to qualify.
- Yearbook. Student must participate in 15 hours of actual preparation/delivery of yearbooks.

By offering Celebration of Service Trips, the district intends to realize these objectives:

- To reinforce with middle school students the importance of volunteering one's time, outside of school hours, to help others in the school, in this community, or in neighboring communities.
- To provide a public way of acknowledging students who have made this special commitment.
- To celebrate what these students have done in a manner which is special for a middle school student.
- The *8th Grade Reward Trip* remains



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- A *Family Field Trip* web page posted
- Principals may approve up to two additional trips per grade level. Examples include approval for the 7th grade to see the King Tut exhibit at the Franklin Institute this year
- See Forms below



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Field Trip Information and Permission Form

School: _____

Teacher/Class: _____

Trip: _____

Location: _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Mode of Transportation: _____

Cost of Trip: _____

Lunch needed

Lunch money needed

Lunch provided

Other important information: _____

Learning Objectives: _____

Chaperone ratio: _____

Please cut along the dashed line and return the permission slip below.

FIELD TRIP PERMISSION FORM

The conduct of all students who participate is subject to rules and regulations contained in the student handbook.

I understand that if my child has a **form on file with the nurse** (4th grade and up) which allows self-administration of emergency medications, such as asthma inhaler or Epi-pen, *it is my responsibility as a parent to insure that my child brings the appropriate medication on the trip.* All children who require medications or nursing services will ride on the **same** bus/group as the nurse.

I give _____ permission to attend the trip to _____
(child's name)

on _____.

Parent's Name: _____

Parent's Signature: _____



HADDONFIELD PUBLIC SCHOOLS

Field Trip Information and Permission Form

School: _____

Teacher/Class: _____

Trip: _____

Location: _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Mode of Transportation: _____

Cost of Trip: _____

Lunch needed

Lunch money needed

Lunch provided

Other important information: _____

Learning Objectives: _____

Chaperone ratio: _____

Please cut along the dashed line and return the permission slip below.

FIELD TRIP PERMISSION FORM

The conduct of all students who participate on any school sponsored activity is subject to rules and regulations contained in the student handbook.

Student's Signature: _____

I understand that if my child has a **form on file with the nurse** (4th grade and up) which allows self-administration of emergency medications, such as asthma inhaler or Epi-pen, *it is my responsibility as a parent to insure that my child brings the appropriate medication on the trip.* All children who require medications or nursing services will ride on the **same** bus/group as the nurse.

I give _____ permission to attend the trip to _____
(child's name)

on _____.

Parent's Name: _____

Parent's Signature: _____



HADDONFIELD PUBLIC SCHOOLS

SCHOOL: _____

PHONE: _____

FAX: _____

FIELD TRIP MEDICAL PROCEDURES

This form has been developed to make sure that children with medical problems are covered when attending a field trip. A field trip is defined as any activity that requires the students to leave the school property.

Class(es) attending the trip: _____

Date of Trip: _____

Location: _____

Departure Time: _____

Return Time: _____

Lunch will take place during trip: Yes No

Parents/Guardians that will chaperone this field trip: _____

Recorded by School Nurse

School Nurse identifies students who have medical issues.

Nursing/Delegate coverage is: (Nurse is to sign on the appropriate line.)

NECESSARY _____

IS NOT NECESSARY _____

Proper medical/delegate coverage has been arranged.

Date: _____

Faculty has been informed that the school nurse medically clears the class for the trip.

Date: _____

This form is to be kept in the Nurse's Office.



HADDONFIELD PUBLIC SCHOOLS
1 Lincoln Avenue
Haddonfield, New Jersey 08033

FIELD TRIPS K to 8

GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
K	Curriculum	Insectarium, Philadelphia, PA	<ul style="list-style-type: none"> ✓ To reinforce the study of the science unit on insects 	215-335-9500 insectarium@aol.com
	Curriculum	Fire Department, Haddonfield, NJ	<ul style="list-style-type: none"> ✓ To provide the students with a direct learning experience regarding the importance of fire safety ✓ To introduce the students to an important town service as they begin their exploration of Haddonfield 	856-429-4308 www.08033.com
1 st	Curriculum	Adventure Aquarium, Camden New Jersey	<ul style="list-style-type: none"> ✓ To observe, compare, and contrast sea organisms ✓ To provide background knowledge and experiences for an integrated thematic unit: Under the Sea 	800-616-5267 www.adventureaquarium.com
	Curriculum	Hopkins Pond, Haddonfield, NJ	<ul style="list-style-type: none"> ✓ To explore organisms in a fresh water habitat ✓ To extend the study of plants and animals in a freshwater environment Science unit: Organisms 	Camden County Division of Environmental Affairs 856-858-5241



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
2 nd	Curriculum	International Children's Festival, Annenberg Center, Philadelphia, PA	<ul style="list-style-type: none"> ✓ To expose students to national and international theater that offers a forum for the exploration of children's issues within a theatrical context ✓ To explore many different art forms from around the world ✓ To explore how different cultures are alike and different ✓ To provide a culminating activity for the Social Studies Unit – We Belong to Many Groups 	Daniel Student 215-898-6789 dstudent@ac.upenn.edu www.pennpresents.org
	Curriculum	Philadelphia Museum of Art Philadelphia, PA	<ul style="list-style-type: none"> ✓ To expose children to the proper museum etiquette and the actual viewing of original works of art ✓ To teach children the appreciation of art and how to view the many forms of art ✓ To extend our study of the artists included in our second grade biography unit- Monet and Picasso ✓ To explore mobiles. This ties in with our Science unit - Balancing and Weighing 	215-684-7863 gsales@philamuseum.org www.philamuseum.org



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
3 rd	Curriculum	Greenfield Hall, Haddonfield Historical Society Haddonfield, NJ	<ul style="list-style-type: none"> ✓ To begin to understand the rich history of Haddonfield ✓ To learn about the furnishings from the Victorian era ✓ To learn about family life during the Victorian era and other periods 	Ann Biddle 429-7375 www.08033.com
		Trenton State Museum, Trenton, NJ And New Jersey State House Trenton, NJ	<ul style="list-style-type: none"> ✓ To reinforce and extend the Solar System science unit ✓ To provide a direct learning experience which augments the study of the judicial branch and state government 	Trenton State Museum 609-292-6303 www.state.nj.us/state/museum General Tours of State House – 609-633-2709 Judicial Branch and State Supreme Court – 609-984-6500 NJ State Senator or Assemblyperson 800-792-8630



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
4 th	Curriculum	Haddonfield Borough Hall, Haddonfield, NJ	<ul style="list-style-type: none"> ✓ To reinforce the democracy and government strand in the social studies curriculum ✓ To meet the commissioners and learn about Haddonfield's borough form of government ✓ Students may attend one commissioner meeting during the year as a focus on participatory citizenship and civic responsibility 	Sharon McCulla 429-4700 www.haddonfieldnj.org
	Curriculum	National Liberty Museum, Philadelphia, PA	<ul style="list-style-type: none"> ✓ To reinforce the cultural diversity strand in social studies ✓ To reinforce the cultural diversity strand in several of the novels the students read during the school year ✓ To reinforce the ideas of multicultural appreciation, peaceful conflict resolution, responsible citizenship, and cultural diversity 	Kyra Atterbury 215-925-2800 www.libertymuseum.org



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
5 th	Curriculum	Historic Walking Tour of Philadelphia, Philadelphia, PA	<ul style="list-style-type: none">✓ To reinforce the study of the Revolutionary War and colonists✓ To reinforce the foundation of our government as related to our social studies curriculum✓ To explore important locations connected to our Founding Fathers as related to both our social studies and literature curriculum✓ To experience a walking tour of our nation's most historic square mile✓ Connections to the original colonies and their importance in our beginnings as a nation	www.ushistory.org/tour



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
5 th	Curriculum	Philadelphia Art Museum Philadelphia, PA	<ul style="list-style-type: none"> ✓ To reinforce the study of the Renaissance in our Social Studies curriculum ✓ To reinforce the study of the Renaissance in our Language Arts curriculum ✓ To explore an assortment of different artists and art forms from around the world and throughout history ✓ To foster critical thinking and viewing skills and helping students to see how works of art relate to both their school curriculum (both in the area of social studies and literature) and their life experiences ✓ To identify how art differs from one culture to another (again, variety of cultures and the art of the time studied in social studies) ✓ To explore what art can tell us about life during the Colonial Period 	<p>215-684-7863</p> <p>gsales@philamuseum.org</p> <p>www.philamuseum.org</p>
	Celebration of Service	Sesame Place Langhorne, PA	<ul style="list-style-type: none"> ✓ To recognize and thank the 5th grade Safety Patrol for their year of service 	<p>www.sesameplace.com</p> <p>1-866-GO-4-ELMO</p>



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
6 th	Curriculum	University of Pennsylvania Museum, Philadelphia, PA	<ul style="list-style-type: none"> ✓ To examine artifacts from ancient civilizations at a tier two world class museum ✓ To enjoy the thrill of seeing actual artifacts highlighted in textbook: History of Our World ✓ To practice habits of the mind required in an off-site classroom 	215-898-4000 www.museum.upenn.edu
	Curriculum	Philadelphia Zoo Philadelphia, PA	<ul style="list-style-type: none"> ✓ To expose students to the wealth of information available at the zoo ✓ To introduce students to the classification system that moves from kingdoms to species in the animal world ✓ To integrate research, art, and writing skills into the science curriculum 	215-243-5235 www.philadelphiazoo.org



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
6 th	Curriculum	Decision Days – 2 to 3 days	<ul style="list-style-type: none">✓ To help students gain a better appreciation of their own abilities, strengths, and uniqueness✓ To give the students an opportunity to meet, and to begin to talk with, as many of their classmates as possible, so that they may also appreciate the great qualities their classmates have✓ To offer the students an opportunity to think about how they will react to some of the situations they may experience in middle school✓ To prepare for follow-up throughout the year	Organized by John Toto



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
7 th	Curriculum	Sheppard's Farm, NJ	<ul style="list-style-type: none"> ✓ To provide the opportunity to "glean" a field of produce ✓ To show students how a functional farm is organized ✓ To provide students an opportunity to meet migrant workers and learn about their lives ✓ To give students an opportunity to help the poor of Camden County. The food they "glean" is given to government agencies to distribute to the poor 	<p>Tom Sheppard 856-447-3668</p> <p>Tri-County Agency 856-451-2966</p> <p>Or Mike 856-451- 6330, ext. 213</p>
	Curriculum	Franklin Institute, Philadelphia, PA	<ul style="list-style-type: none"> ✓ To give students the opportunity to view scientific understandings on display. These can include human biology, insect life, or artifacts from the life of a famous scientist ✓ Additional objects will depend on the content of the program presented 	<p>215-448-1200</p> <p>www.fi.edu</p>



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FIELD TRIPS K to 8

GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
7 th	Curriculum	Decision Days – 2 days	<ul style="list-style-type: none">✓ To learn how to relax and relieve stress✓ To discuss with peers, under adult guidance, middle school issues and what correct decisions may need to be made✓ To evaluate how well we have dealt with the situations we discussed in 6th grade Decisions Program✓ To learn some basic leadership techniques and skills	Organized by John Toto



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8 th	Curriculum	Constitution Center, Philadelphia, PA	<ul style="list-style-type: none"> ✓ To provide students with an opportunity to participate in interactive exhibits dealing with American history and Constitutional issues ✓ To explore and reinforce the idea of American Constitutional Democracy and the foundations of the American political system ✓ To explore how the U.S. Constitution provides for a diverse American citizenry ✓ To provide the opportunity to take an active role as a citizen by e-mailing elected officials and watching up-to-the-minute constitutional issues unfold 	<p>215-409-6800</p> <p>www.constitutioncenter.org</p>
	Curriculum	University of Pennsylvania for Play Series, Philadelphia, PA	<ul style="list-style-type: none"> ✓ To expose students to dramatic techniques such as staging and lighting ✓ To prepare students for dramatic readings of two additional plays in class ✓ To enhance our study of literary devices such as irony and suspense ✓ To give students an appreciation for classic short stories and professional theatre 	<p>215-898-6789</p> <p>www.pennpresents.org</p>
	Curriculum	Decisions Day – 1 Day	<ul style="list-style-type: none"> ✓ To summarize the last three years of learning and begin the transition to HMHS. 	



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GRADE	TYPE	DESTINATION	OBJECTIVES	CONTACT INFORMATION
6 th , 7 th , and 8 th Music Programs	Curriculum	Trills and Thrills, Franklin and Marshall College, Lancaster, PA And Hershey Park, Hershey, PA	<ul style="list-style-type: none"> ✓ To expose students to “outside” critiquing and evaluation ✓ To prepare students to focus stronger on musical areas of blend, balance, dynamic control, accuracy and phrasing ✓ Allow students to make musical adjustments in a different performing venue ✓ To give students the chance to travel as an ensemble and work as a team to organize equipment, lead younger players through the process (8th graders), and prepare for performance and evaluation 	Alan Heim 888-487-4557
6 th & 7 th Grades	Celebration of Service	Dorney Park, Allentown, PA	<ul style="list-style-type: none"> ✓ To recognize and thank the students for their service. Please see attached for guidelines to attend the trip. 	1-800-551-5656
8 th Grade	Reward Trip	To be determined by students, faculty, PTA, and administration.		