



POLICY

Section: PROGRAM
Policy 2340: Field Trips
Date Created: Aug 04
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2340 FIELD TRIPS

The Board of Education believes that field trips can be an integral part of the educational program. For the purpose of this policy, a field trip must be defined as any journey by a group of students away from the school premises, under the supervision of a teacher or administrator, conducted for the purpose of providing a firsthand educational experience not available in the classroom.

Field trips shall normally be taken during school hours and governed by the same rules as attendance at regular classroom and school activities. A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students/staff and may be summarily dismissed from the trip. The teaching staff member in charge 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 student. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Board may authorize field trips for which all or part of the costs are borne by the student's parent(s) or legal guardian(s), except that no student in a special education class or student unable to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21) The determination of a student's inability to pay will be based upon the student's eligibility for free and reduced meals (**Policy 8540**) or **unforeseen hardship**. **A committee including the principal or designee will determine hardship and need.** Students will receive a lunch from the school cafeteria but shall be responsible for other purchases made on the trip.

Necessity for Nurse

A nurse, or designee, will attend field trips when warranted based upon a student's medical condition or schedule for medication administration in accordance with Board Policy 5330 (Administration of Medication).

When field trips and excursions are to be arranged, the following guidelines apply.

1. All trips, and the arrangements for them, must have advance approval and be related to the curriculum. All trips require approval by the Building Principal, Superintendent, and Board of Education PRIOR to the trip date. The Superintendent reserves the right to waive the prior approval requirement for local trips that are a routine part of the curriculum.

2. Each child who goes on a field trip or excursion must have written parent(s) or legal guardian(s) permission.
3. Pupil safety must be of prime concern and adequate supervision must be provided by staff aided by other adult chaperones if necessary.
4. All trips must be well planned, properly timed, related to the curriculum, or to district goals and objectives, and evaluated.
5. The Superintendent shall develop procedures for planning trips suitable to the various grade levels.

All field trip transportation shall be arranged by the district transportation department. Exceptions will require Building Principal and Superintendent permission. All students participating in the field trip are required to use the transportation facility arranged by the school district for the field trip.

The Board does not assume responsibility or liability in any way for any staff member who takes students on unauthorized trips, nor does the Board assume responsibility or liability for those students who elect to take part in such trips.

Fund-raising activities to support field trips must be conducted in accordance with procedures developed by the Superintendent. These fundraising activities must be approved in advance by the Principal, the Superintendent, the Board, and be supervised by members of the professional staff.

Adopted: 24 August 2004

Revised: 24 May 2005

Revised: 27 July 2010

Revised: 24 May 2016



5850 SOCIAL EVENTS AND CLASS TRIPS

The Board of Education recognizes the value of social events and class trips that will enhance and enrich the school experience for the **students** of this district.

For purposes of this policy, a "social event" is a party, celebration, or dance organized for the participation of **students**, and "class trips" are trips taken by pupils in a single graduating class, **students** who share a particular interest in an activity, or **students** who are enrolled in a particular subject area. Social events and class trips are not related or are only indirectly related to the curriculum.

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on school premises that have been approved by the Superintendent and for social events and class trips away from school premises that have been approved by the Superintendent for all trips within the State and approved by the Board for all trips out of state. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more district chaperones to supervise participating **students***. The Board will assume no responsibility for a **student** social event or trip that has not been approved in accordance with this policy.

The Board will not approve a social event or class trip that has the effect of reducing the school year for participating **students** to fewer than one hundred eighty days.

The Board may authorize field trips for which all or part of the costs are borne by the student's parent(s) or legal guardian(s), except that no student in a special education class or student unable to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21) The determination of a student's inability to pay will be based upon the student's eligibility for free and reduced meals (Policy 8540) or unforeseen hardship. A committee including the principal or designee will determine hardship and need. Students will receive a lunch from the school cafeteria but shall be responsible for other purchases made on the trip.

The Board reserves the right to cancel any scheduled trip.

Social events or class trips are not part of the thorough and efficient system of education provided the Board. Participation in them is therefore not a right and may be denied to any **student** without the due process of notice and an opportunity to be heard. A **student** who

demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Students who participate in approved social events and class trips are subject to district rules for **student** conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

A **student** who possesses or consumes alcohol or drugs in the course of an approved social event or class trip will be deemed to have placed all other participating **students** at risk and shall be immediately dismissed from the event or trip. Any such **student** will be returned home by appropriate and safe means of transportation in the company of a chaperone, the **student's** parent(s) or legal guardian(s), or a representative of the **student's** parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the **student** and/or the **student's** parent(s) or legal guardian(s).

The Superintendent will develop regulations governing the conduct and safety of all participants in social events and class trips and will distribute them to **student** and adult participants.

* Chaperones may not be relatives, spouses, or partners of teacher chaperones.

Adopted: 28 September 2004

Revised: 31 May 2011



Robbinsville Board of Education
POLICY

Section: OPERATIONS
Policy 8505: Local Wellness Policy/Nutrient
Standards for Meals and other Foods (M)
Date Created: July 07
Date Edited: May 17

8505 LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOOD
(M)

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
 - c. The Principal or **School Wellness Policy Coordinator** ~~designee~~ will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or **School Wellness Policy Coordinator** ~~designee~~, will coordinate obtaining student input on menu planning

that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.

- e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal **or School Wellness Policy Coordinator** will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
 - b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
 - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items **and for students to make informed choices about nutrition, health, and physical activity.**

3. Goals for Physical Activity

[This section (3.a.) shall be included for districts with elementary schools.]

- a. The following activities will be coordinated in each elementary school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
 - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.

- (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
- (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.]

[This section (3.b.) shall be included for districts with middle schools.

- b. The following activities will be coordinated in each middle school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

[This section (3.c.) shall be included for districts with high schools.

- c. The following activities will be coordinated in each high school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

4. Goals for Other School-Based Activities - The following activities will be coordinated ~~in~~ ~~each school~~ in the district:

- a. ~~Each school in~~ The district will establish a **District** Wellness Committee (**DWC**). **The DWC will:**

- (1) **Be comprised of a the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member representing all school levels in the district, and the District Wellness Policy Coordinator;** and
 - (2) **Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.**
- b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
 - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's **Principal and/or School Wellness Policy Coordinator Committee**.
 - d. The Principal **and/or School Wellness Policy Coordinator** will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
 - a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's **School Wellness Policy Coordinator Committee** in an Annual School Progress Report provided to the Superintendent of Schools before **May 1 June 30**.
 - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
 6. Annual District Summary Progress Report
 - a. Upon receiving the Annual School Progress Report from each school, the ~~Superintendent or designee~~ **District Wellness Policy Coordinator** will compile an Annual District Summary Progress Report to be presented to the **Superintendent and** Board of Education at a public meeting before **May 30 the beginning** of the **current** school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.

- b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

- a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the ~~S~~smart ~~S~~nacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. ~~The food requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA and a smart snack calculator shall be on file in each school for each product sold.~~
2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for **each appropriate grade level elementary, middle, and secondary schools**. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be **pre-approved by submitted to the Principal or designee and the or designee District Wellness Policy Coordinator for approval.**

[Option

4. **The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.]**

C. District Coordinator

~~The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.~~

1. **The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.**
2. **The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.**
3. **The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.**
 - a. **The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.**

D. Wellness Policy Assessment

1. **The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.**
2. **The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.**

E. Records

1. **The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:**
 - a. **The Board-approved Wellness Policy;**
 - b. **Documentation demonstrating the Policy has been made available to the public;**
 - c. **Documentation of the efforts made in the school district to review and update the Policy;**
 - d. **Documentation demonstrating compliance with the annual public notification requirements;**

- e. **Documentation demonstrating the most recent assessment on Policy implementation; and**
- f. **Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.**

FD. Publication/Dissemination

This Policy **and Assessment** will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 24 March 2015
Revised: 1 February 2016