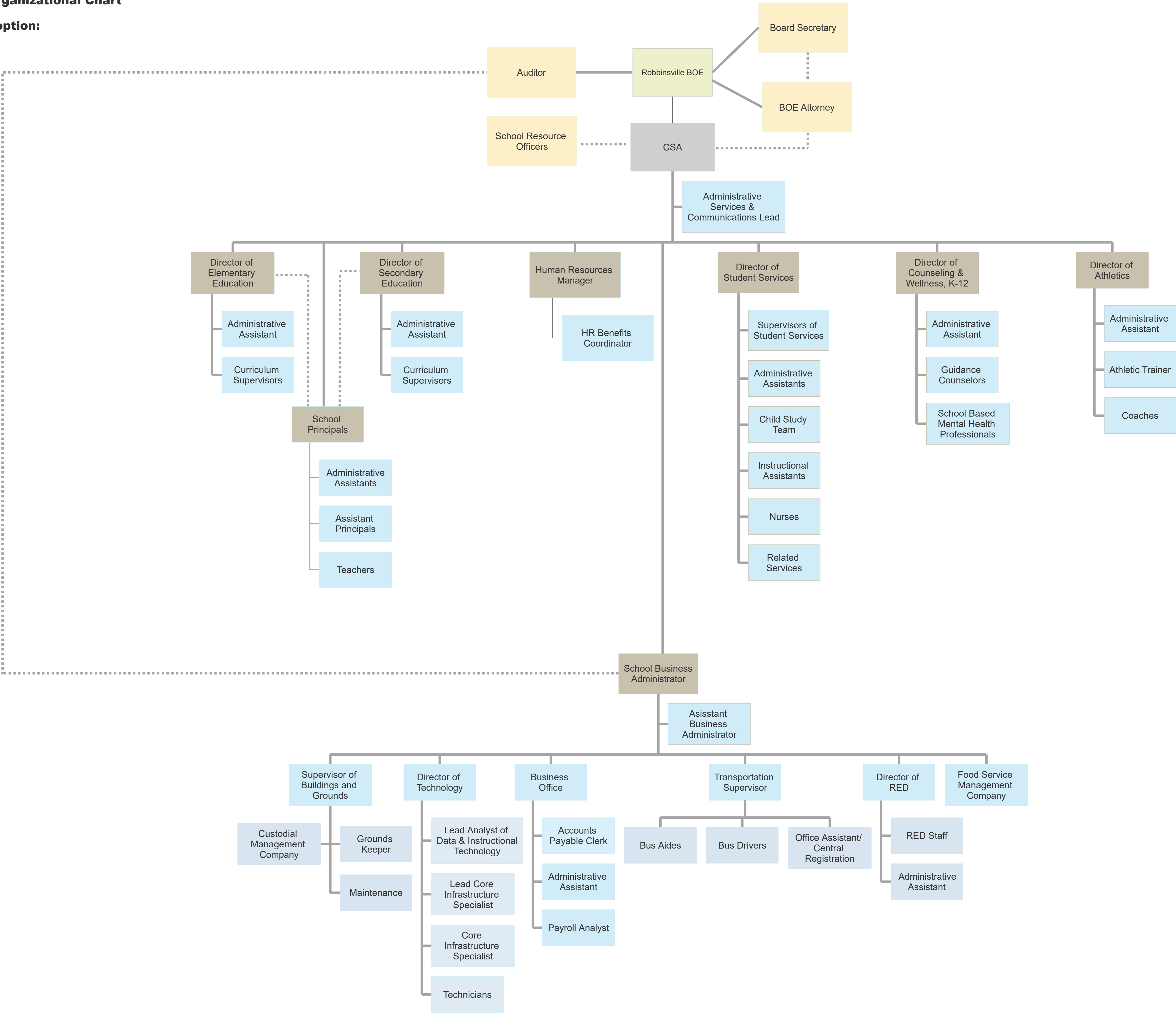


Robbinsville Public School District
Organizational Chart
Policy 1110: Organizational Chart

Adoption:



Key:

- Report To
- Coordination



Robbinsville Public Schools

155 Robbinsville Edinburg Road
Robbinsville, New Jersey 08691
(609) 632 – 0910

POLICY

Section: PROGRAM

Policy 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, **business administrator** or designee will determine hardship and need. **The Business Administrator will review the determination from the committee and recommend the determination to CSA for final approval.** 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
Revised: 26 September 2017



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POLICY

Section: COMMUNITY

Policy 9180 School Volunteers

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services the school(s) of the school district.

An unpaid volunteer, as defined below, shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a “regular basis” throughout the school year.

For the purpose of this Policy, “regular basis” means volunteering services more than **10 5** occasions during a school year.

For the purpose of this Policy, a “volunteer” is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities less than **10 5** occasions during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a “volunteer” for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.

The Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 28 September 2004

Revised: 22 February 2005

Revised: 24 January 2012

Revised: