

**KNOWLTON TOWNSHIP  
SCHOOL DISTRICT**  
P.O. Box 227, 80 Route 46  
Delaware, New Jersey 07833-0227  
Tel: 908-475-5118  
Fax: 908-475-1141

Jeannine DeFalco  
*Superintendent*

Dana Carroll  
*Vice Principal*

September 4, 2018

Dear Parents:

Your child and his/her class will be participating in various educational field trips this year. Field trips are an extension of the curriculum.

Please read and complete the attached form and return it to the school immediately. You have the option of withdrawing your child from a particular field trip(s) as long as adequate prior notification is given to the school.

Enclosed is a copy of the Board of Education's official policy regarding field trips. Please review it for your information.

Yours truly,

Jeannine DeFalco  
Superintendent

JD/dgv

Enclosures

*Providing a Comprehensive Education in a Nurturing Environment*

# KNOWLTON TOWNSHIP BOARD OF EDUCATION

## POLICY BOOK

INSTRUCTION: 6153

       Monitored

  X   Mandated

  X   Other Reasons

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### FIELD TRIPS

The board of education recognizes that field trips, used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is a part of an approved course of study, co-curricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

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

- 1- All trips, and the arrangements of them, must have advance approval including transportation.
- 2- Cost must be ascertained.
- 3- Each child who goes on a field trip or excursion must have written parental permission.
- 4- Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones, if necessary.
- 5- All trips must be well planned, properly timed and related to regular learning activities, co-curricular activities, or a class trip.
- 6- Each field trip should be evaluated by pupils, teachers and administration.

Costs for trips specifically related to the education program are to be supported to the extent approved in the school budget. In the absence of field trip funds, costs can be borne by parents or guardians.

The selection of adult chaperones for field trips is solely at the discretion of the teacher(s) arranging the trip. The board strongly discourages attendance on field trips by adults other than the teacher(s) and designated chaperones. Transportation will only be afforded to pupils, teachers and designated chaperones.

Date Adopted: 10/22/01

Date Revised: 7/25/16

Legal References: 18A:53-2; NJAC 6:27-1.13

## Field Trip Permission Form

I know of no physical or medical condition that would adversely affect my child's ability to participate in field trips, except as set forth herein. In an absolute medical emergency, the school will transport the child to the nearest medical facility, and if so directed by the attending physician, any emergency drugs will be administered, but only in the case of an absolute emergency. In such case, I give permission to the teacher in charge of the field trip to authorize the treatment of any medical and/or hospital care by any hospital or medical doctor. In addition, I specifically authorize the said teacher to administer any emergency first aid and/or medication that he/she may feel comfortable or appropriate in administering and if any is so administered, I do hereby agree to release, hold harmless and indemnify the teacher for any action so taken.

The School Nurse does not attend all field trips. Please check below as to the status of your child's specific medical need (i.e. allergy medication, inhalers, insulin or other prescribed medications). You must contact the School Nurse to discuss this medical need prior to the field trip.

In connection with these medical needs, I will be providing the school with a statement from my child's treating physician setting forth (a) my child's medical problem(s); (b) treatment in the event of an emergency; (c) whether or not in the physician's opinion it is medically and reasonably acceptable for the student to go on the proposed field trip.

I will make sure my child is picked up promptly if the trip returns after regular dismissal.

My signature below indicates that I have received and read the above notification about my child's field trip and agree to be bound by all of the information set forth herein.

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

My child, \_\_\_\_\_, has my permission to go on all field trips planned for his/her grade during the school year 2018-19.

\_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

\_\_\_\_\_ My child does have specific medical needs; I will discuss them with the school nurse.

\_\_\_\_\_ My child does not have any known medical needs.