

# POLICY

## STAFFORD TOWNSHIP BOARD OF EDUCATION

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Class Trips

### 2340 CLASS TRIPS

The Board of Education recognizes that class trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a class 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 an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

The Board of Education shall consider class trips which are included in curriculum guides to have been approved in advance. All trips not listed in the curriculum guide must be individually approved by the Board.

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

1. All trips, and the arrangements for them, must have advance approval. This includes whether district buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements if necessary.
2. Costs must be ascertained.
3. Each child who goes on a class 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, or to district goals and objectives.
6. Each class trip should be evaluated by pupils, teachers, and the administration.
7. The Principal, Superintendent, and the Board of Education must approve all overnight trips, trips more than fifty miles away from school, and international trips. Teachers leading such class trips must submit requests at least six weeks before the trip.



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The Board shall bear all expenses of class trips approved in conjunction with curriculum. Except as set forth in N.J.S.A. 18A:36-21, parent(s) or legal guardian(s) may from time to time be asked to bear the expense of other excursions. No pupil is to be denied the right to participate because of inability to pay.

The Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

The Board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without Board permission.

### Administration of Medication on Class Trips

The Board shall arrange for administration of medication and shall permit self-administration of medication on class trips for asthma or other potentially life-threatening illness by pupils in accordance with Policy and Regulation Nos. 5330, 5331 and 5333.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 22 July 2004  
Revised: 15 April 2010  
Revised: 24 July 2013

