

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: SOCIAL EVENTS/MEETINGS**

School-related social activities assist pupils in learning how to enjoy worthwhile group events, how to conduct them, and how to contribute to the enjoyment of others. Therefore, school groups and classes may hold social events for their membership with proper authorization and under staff supervision, using school facilities.

No social function shall be held on school property, or be promoted as being a school-related function, without prior authorization by the principal.

The principal and the teaching staff shall evaluate social events in terms of contributions to pupil growth and morale, and shall develop procedures for scheduling and conducting such events, including proper chaperonage and policy coverage. The Superintendent shall be informed of all approved events.

**Class Trips**

All class trips shall be under the direct supervision of district staff members. The staff member in charge shall secure approval from the department supervisor and the principal and shall issue and collect parent/guardian permission slips. Students shall have parent/guardian permission slips signed. The principal or trip coordinator with the principal shall arrange transportation and shall determine the number of faculty and other chaperones based upon the number of students going on the trip. All school sponsored trips shall be covered by Board of Education insurance.

All applicable administrative codes must be followed.

**Cross References:**

1330 Use of Facilities  
5113 Absences and Excuses  
5131 Conduct/Discipline  
6145.5 Student Organizations

Approved: June 30, 1997  
Revised: November 17, 2008