

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

121-AR-5. FIELD TRIP CHAPERONES

In accordance with Board policy, the Superintendent may direct that appropriate screening processes be applied to assure that adult chaperones for field trips are free of criminal history and convictions for any offenses involving children. This may include requiring criminal background checks and child abuse clearances to ensure that adult chaperones are suitable and acceptable for accompanying students on field trips.

When serving as a chaperone for district field trips, the parents/guardians and other adult volunteers, including district employees assigned to chaperone, will not use tobacco products in the presence of students; nor will they consume alcoholic beverages or use illicit drugs during the duration of their assignment as chaperones. Chaperones will be notified of these rules before accompanying students on a field trip.

Teachers will be responsible for administering authorized student medications.

Any chaperone violating these rules will not be used again as a chaperone for any district-sponsored field trips.

Employees violating these rules may be subject to disciplinary action, in accordance with Board policy.

Field Trip Supervision

Professional staff will accompany students on all field trips and assume responsibility for student conduct. The principal has the authority to increase the following minimum number of adults required to accompany and supervise students:

Elementary – One (1) adult will be required for a group of twenty (20) or less. Two (2) adults will be required for a group over twenty (20), or whenever a group of less than twenty (20) leaves the district's boundaries.

Secondary – One (1) adult will be required for a group of thirty (30) or less. Two (2) adults will be required for a group over thirty (30) or whenever a group of less than thirty (30) leaves the district's boundaries.

Both Elementary and Secondary – When a group exceeds seventy (70), one (1) adult will be present for each additional twenty-five (25) students.

It is permissible to use chaperone supervision on a field trip, provided there is at least one (1) district professional employee from the building or organization accompanying the students.