

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

121-AR-6. LETTER TO CHAPERONES

Dear _____:

Thank you for consenting to supervise a student field trip/excursion sponsored by the school district.

The date of the field trip is _____. Please arrive at the school

by _____ for a brief meeting. We will depart at

_____ and return to the school by _____.

When serving as a chaperone for district field trips, all adults are prohibited from using tobacco products in the presence of students, consuming alcoholic beverages, and using illicit drugs during the duration of their assignment as chaperone.

Please contact me if you have questions concerning the field trip. Attached you will find the Chaperone Supervision Guidelines which you must read. I can be reached by phone at

_____ extension _____.

Sincerely yours,

Field Trip Chairperson