

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 121-AR-7. CHAPERONE SUPERVISION GUIDELINES

1. Students are not permitted to enter or exit from the emergency doors of the bus.
2. Students are not permitted to stand while the bus is in motion.
3. Students are prohibited from placing any part of their body/extremities out of the bus windows.
4. Moderate voice level is permitted in a conversation mode. Boisterous or abusive language is not allowed.
5. No student is permitted to board or leave the bus without permission of a chaperone.
6. Roll will be taken before a bus departs from any area.
7. Students who persist behaving in a negative manner will be moved to another seat or placed beside an adult.
8. Consistent behavioral problems from students are to be noted, and their names given to a professional employee on the field trip.
9. Student behavior on field trips and overnight trips are subject to all Board policies and administrative regulations that relate to discipline and bus behavior codes. Serious violations that occur during student travel will be dealt with by the building principal when the student returns.
10. Students who participate in overnight excursions are to conform to the activities schedule and bus and lodging assignments.
11. On overnight excursions students are not permitted to leave the hotel to visit relatives or friends.
12. Students who are a discipline problem on an overnight trip may be excluded from participating in scheduled events and made to stay under the direct supervision of a chaperone during the remainder of the trip. No student is ever to be placed on a commercial transportation vehicle and sent home alone.