

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

231-AR-1. CLASS TRIPS

Class trips will be planned by the officers and class members, with the assistance of the faculty advisor.

The faculty advisor will submit a completed request form for a class trip, with accompanying documentation, to the building principal.

The Superintendent will make the final decision regarding approval of a proposed class trip.

Once a trip is approved, the faculty advisor is responsible for planning; arranging details such as site booking, transportation, chaperones, activities, etc.; and communicating with participating students and parents/guardians. This responsibility cannot be delegated to anyone not associated with the district.

The faculty advisor will distribute forms for parental permission and medical information and will collect and maintain the signed and completed forms for the duration of the class trip.

The approved class trip is an extension of the school, and Board policies, administrative regulations, Code of Student Conduct and school rules apply to students and staff.

The faculty advisor will ensure that an appropriate number of male and female chaperones accompany students throughout the class trip. This number must be approved by the building principal.