

Administrative Procedure

Field Trips – Overnight Stays

In order to provide for proper supervision of District No. 111 students on overnight educational experiences, the following regulations will be followed:

1. Board of Education approval must be gained before any overnight trip is planned.
2. Adult chaperones must be obtained for every 10 to 12 students.
3. Chaperones must include: at least one certified staff member from the school sponsoring the trip, and depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip. Adult siblings and acquaintances of students are not to be utilized as chaperones and may not accompany students on the trip.
4. The certified staff member serving as trip organizer will carry a roster of students who are on the trip along with emergency information on each student.
5. A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student's parent or legal guardian. Students whose parents or legal guardians are not serving as chaperones will share rooms with same-sex students only.
6. Chaperones will agree to the following duties:
 - a. Supervise and be responsible for students during the entirety of the trip.
 - b. Ensure that students follow all legal and school requirements.
 - c. Establish a procedure for room checks and monitor compliance.
 - d. In all ways model the behaviors expected of District No. 111 students.
7. Any adult convicted of any sex or drug related offenses may not serve as a chaperone.
8. District No. 111 reserves the right to request background checks on chaperones in the same manner as it does for all school district employees.

The safety, protection, and supervision of District No. 111 students are the sole purposes for adult chaperones accompanying District No. 111 student on out-of-school experiences. Agreeing to serve as a chaperone is accompanied by an understanding that the established administrative regulations will be followed.

(March 1998)

