

# G. C. Burkhead Elementary School

## SBDM Council Policy

### Policy Number 15.06

## **Fifth Grade Environmental Trip Guidelines for Staff and Chaperones**

This policy is intended to clarify the number of chaperones and staff attending G. C. Burkhead's annual Environmental trip.

### **Staff**

The number of staff agreeing to attend will be as follows (these staff members will not have chaperone duties. However, they will serve in a supervisory capacity):

- 1) Two staff member with direct responsibilities of transporting and preparing snacks, drinks, breakfast, lunches, and dinner.
- 2) One staff member will be a liaison person to inform the administrative staff of the monthly activities of the parent environmental trip committee. In addition, this staff member will be responsible for developing student environmental and outdoor classroom activities.
- 3) Any fifth grade teacher and special area teachers that have a direct contact with fifth grade students. The area of responsibility for these staff members will be in a supervisory capacity and other duties as needed.

Any staff member wishing to go on the environmental trip with their child and serve as a chaperone must receive approval from the principal. In addition, the staff member will be responsible to pay the same fee as parent chaperones.

### **Chaperones**

Chaperones will be chosen based on the gender and number of students attending with an approximate ratio of (5) students per chaperone. All chaperones will pay the same fee as the students. The following guidelines will be used in selecting chaperones.

- 1) Parents who are actively serving on the environmental trip committee will be asked first to serve as chaperones. The chairperson of the committee, medical and video personnel will attend the environmental trip but will not have chaperone duties. (It should be noted that if an adult family member were actively serving, another adult family member would have the opportunity to volunteer in the serving member's place).

- 2) Individual parents that have indicated a willingness to serve as a chaperone will be the next asked to attend based on the gender needed.
- 3) If additional chaperones are needed, based on gender needs, spouses of those chaperones already chosen may be asked to attend the trip.

Because of continuity factors, male students will be assigned to male chaperones and female students will be assigned to female chaperones. Additionally, in accordance with Hardin County School Board Policy, all chaperones must be fingerprinted and a criminal records check be performed before being allowed to serve in this capacity.

Adopted: 10-19-98