

RESPONSIBILITIES OF FIELD TRIP COORDINATOR

(TO BE GIVEN TO EACH CHAPERONE ON A TRIP BY TEACHER/ADVISOR/ CERTIFIED COACH ORGANIZING THE TRIP)

1. A specific sequence of steps must be followed to ensure that **all** aspects of the trip are prepared for properly. These guidelines and regulations are in keeping with Stonington Board of Education Policy pertaining to field trips. Please follow these steps in the order outlined below.
 - A. Ascertain that the trip is worthwhile and justifies the students' absences from class/es.
 - B. Complete a **Request to Take a Field Trip Form B** first and submit it to your Administrator/Interdisciplinary Coordinator (high school).
 - C. After receiving approval (Form B), complete Form A paperwork, attach a list of students expected to attend the field trip and submit to the Assistant Principal's/Office Secretary for attendance.
 - D. All proposed field trips must have provisions for including students with disabilities or medical conditions. No student can be denied access to an educational opportunity. Trips must be planned in accordance with state and federal equal access laws.
 - E. Give a final list of students attending the trip to the school nurse a minimum of one week (high school)/two weeks (elementary/middle schools) prior to the trip so that she may adequately prepare for any medical needs required by the participating students.
 - F. Notify the Receptionist/Secretary one week in advance so that she can arrange for a sub (let her know if you need one) and put the trip on the daily announcements.
 - G. Submit the appropriate paperwork (See packet of forms including Field Trips Form A, a Request to Take a Field Trip Form B, a Field Trip Permission Form, and a Transportation Request Form.) to the Administrator's Secretary, who will get the final approval and forward the transportation request as needed.
 - H. Prior to the trip, distribute and then collect a Field Trip Student Commitment Form D and Release and Permission Form E from each student. Check to be sure that permission forms are completed in their entirety. No student is allowed on a trip without signed permission from a parent or legal guardian.
 - I. The Trip Coordinator will collect completed insurance forms from all trip participants. If there is a participant lacking health insurance coverage, the Trip Coordinator must notify the Business Office immediately.
2. Recruitment of students for a trip is not to take place. If there are insufficient members of a class, course, team, or club interested in a proposed trip it should be canceled.
3. Students and school personnel cannot be required to attend a field trip for which he/she uses personal funds to cover the cost of the trip. Care should always be taken to keep expenses at a reasonably low figure. All fund raising activities conducted to help finance trips must be in accordance with Board of Education policy/regulation (#3124) for fundraising and must be approved by administration.
4. Student participants in field trips are subject to the review of administrators. A student who has demonstrated behavior problems or is in academic jeopardy **may not** be included on the field trip.
5. The teacher/advisor/certified coach(es) organizing the trip, in consultation with an administrator, shall designate an adult-student ratio in keeping with such factors as the number of students attending, time on bus, destination of field trip, planning of meals to maximize the ability of chaperones and students to eat together and minimize "unstructured time" in the itinerary.
6. In most cases a maximum of two teachers per discipline will be released to chaperone a field trip. Parents and other school employees are to be used to fill in as needed.

7. The teacher/advisor/certified coach(es) sponsoring the trip will provide an approved, thorough itinerary to students, parents, chaperones, and school officials. Included on the itinerary sheet will be the notification that all school rules are in effect on the trip as well as necessary information related to the trip and detail of costs. A permission slip, signed by the parent or legal guardian, will be collected from each student who participates at least one week (high school)/two weeks (elementary and middle schools) prior to the trip departing.
8. Chaperones are required to provide supervision of **all** students at **all** times by adhering to the following:
 - Assisting the Trip's Teacher Director/Advisor/Certified Coach(es) in enforcing school rules.
 - Not allowing students to go off on their own.
 - Taking roll frequently when there are multiple activities in one day.
 - Establishing a curfew and conducting room checks.
9. The Trip Coordinator is to provide the school nurse with an initial list of students attending a planned field trip when the Request to Take a Field Trip is submitted. Once the final list of students attending the trip is submitted, the nurse will then ensure that all relevant medical needs are adequately cared for, including such issues as students who need medication during the day or who are allergic to bee stings, etc. The nurse will deliver emergency information and medical bag to the teachers who are going on the field trip. *Nurses, trained certified teachers, and/or a student's parent/legal guardian are required on field trips when students known to be susceptible to anaphylactic reactions are on such trips.*
10. No field trips will be scheduled within one month of high school graduation (SHS), during exams (SHS), and/or on days of mandatory state testing as well as on days when traveling can be hazardous or when school is closed due to weather. Once a trip departs, the Trip Coordinator in conjunction with the driver are authorized to discontinue a trip and return when in their judgment continuing the trip would seriously endanger the passengers.
11. Names of all students attending a field trip are to be emailed to teachers one week (high school)/two weeks (elementary and middle schools) prior to a trip departing. Attendance will be taken at departure time and any discrepancy in names and/or the confirmed list of students attending is due to the Administrator's secretary before departure. **Students on a field trip are not marked absent from school.**
12. A student is not permitted to drive separately to or from a field trip site without prior approval from administration. Administration must require written and verbal permission from the parent/legal guardian. **Teachers/Nurses/Advisors/Coaches are not allowed to transport students.** In the case of a severe emergency when transportation of a student to a medical facility is necessary, it will be up to the discretion of the field trip nurse and Trip Coordinator as to who will accompany the student to the medical facility. They will take into consideration the other significant medical concerns of the remaining students.
13. No private vehicles will be authorized and/or utilized to transport trip equipment/supplies without pre-approval of building administrator.
14. A parent telephone tree should be available to school administrator and all parents/guardians with a child on the trip in order that parents may be notified of changes in the return arrival time.
15. The Trip Coordinator (teacher/advisor/certified coach) should make arrangements for at least one teacher to be available on each bus. A list of cell phone numbers should be left with the building administrator.
16. The Trip Coordinator must notify school administration as soon as possible when plans for a trip change for any reason.
17. See additional chaperone responsibilities that follow in CODE OF CONDUCT for Long Distance and Overnight Field Trips.