

COOLIDGE INDEPENDENT SCHOOL DISTRICT

FIELD TRIP PROCEDURES

SUPERVISION: On each field trip, a minimum student/ staff member-chaperon ratio of 8:1 will be required. If the field trip is for several hours in length and/or students are traveling to an open area such as Six Flags, students will be required to report to staff/chaperons at least one time at a pre-appointed area. The building principal may wish to expand upon the number of chaperones required and how many times students will need to report to a pre-appointed area.

The Elementary Principal may require all elementary students to be accompanied by a staff member and/or chaperone at all times.

CHAPERONES: The purpose of chaperone supervision for students can vary due to the maturity and cooperation of the students. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students.

CRIMINAL BACKGROUND CHECKS: All chaperones will be required to submit to a criminal background check before they will be allowed to accompany students on an ISD field trip. Forms can be picked up in the superintendent's office.

DIRECTIVES FOR SUPERVISORY STAFF: Staff members and chaperones will receive written directives before a field trip from the principal. These directives will provide staff/chaperones with the expectations required for supervising CISD students. Failure by staff members to provide supervision as directed will be considered insubordination. Failure by a chaperon to provide supervision as directed will result in that chaperon being excluded from attending future field trips.

SEEK ON-SITE ASSISTANCE IF NECESSARY: Seeking assistance from management, law enforcement, etc. if necessary, is not only prudent, it is the proper procedure to follow. Although stressful for some parents, it is a fact that separation or displacement occurs every day at major parks, e.g. Six Flags, Disneyland, etc. Many times a request for assistance does not involve school students, but children that become separated from their own parents.

COMMUNICATION: (1) If warranted, staff members and chaperones are required to provide students with staff members and chaperones' contact information before students leave school to embark on a trip. (2) If warranted and if the field trip destination is to an open area such as Six Flags, staff members and chaperones must establish a meeting point. (3) Staff members are required to notify the building principal upon any deviation of rules and procedures or any unusual occurrence by students, chaperons or staff as soon as it is practical. [Take care of the immediate situation, then call the principal.] Staff members will be furnished contact information for the principal in case the principal needs to be contacted before, during or after the field trip by staff members.