

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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ADMINISTRATIVE REGULATION

REGARDING: Field Trips

Number: 5150  
Students

Approved: 3/24/04

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1. Expression of interest by staff, students or community;
2. Identification of curricular goal/objective;
3. Parental acceptance;
4. Cost and time feasibility;
5. Planned and publicized itinerary;
6. Communication network with parents and local school authorities for emergencies and contingency plans for students who may be incapacitated on trip and health services available while on the trip;
7. Outline of responsibilities of chaperones and students:
  - a) Chaperones will be responsible for the general supervision and well-being of the students. This will include the enforcing of rules and regulations which have been pre-determined within the framework of general school rules and policies.
  - b) Student responsibilities will include the following:
    1. comply with all rules and guidelines established in accordance with school policies and regulations;
    2. abide by all rules established by the travel agency or tour organizers;
    3. proper personal conduct;
    4. proper attire
    5. respect for person and property;
    6. remain at all times under the normal supervision of the chaperone.
8. In determining the number of chaperones to lead a field trip, the location and length of stay should be a primary determining factor in this decision. Field trips within the state and of a length of no more than one school day, ten (10) students per one (1) chaperone is appropriate. Out of state field trips and those scheduled longer than for one day should have assigned no more than eight (8) students per one chaperone;
9. Assessment of political climate;
10. Assessment of health/vaccination requirements (if necessary);
11. Housing and travel plans, if any;
12. Insurance coverage – accident, health and liability (for overnight trips).