

Policy Section: OPERATIONS	Policy Number: 111 Previous Policy Number: 084-3	
FIELD TRIPS	Issue Date: July 1984 Revised: August 2002	Amended Date: October 2017
<p>Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.</p> <p>Overnight trips are permitted only for secondary school students. Middle school overnight field trips must receive prior approval of the Superintendent.</p> <p>The written consent of parents must be obtained for every child participating in a field trip.</p> <p>No student may participate unless a signed parent permission slip for the specific event is on file with the principal. Whenever possible bus transportation should be provided. The use of private vehicles is discouraged. Fifteen (15) passenger vans may not be used. This includes private and rented vehicles. If a private passenger vehicle must be used, the following must be verified by the Risk Manager for the Diocese.</p> <ol style="list-style-type: none"> 1. The driver must be 25 years of age or older. 2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely. 3. The vehicle must have a valid registration. 4. The vehicle must be insured for <u>minimum</u> limits of \$100,000 per person/ \$300,000 per occurrence. <p>A signed Volunteer Driver Information sheet must be submitted to the principal for each vehicle used. Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of chaperone's responsibilities. No</p>		

unplanned stops may be made. For trips other than interschool athletics, for which there is generally a 1:10 ratio, supervision of one (1) adult per ten (10) middle and high school students is required. This ratio changes to one (1) adult for eight (8) intermediate students and one (1) adult for six (6) primary students, but no fewer than two (2) adult chaperones on every field trip.

All drivers and chaperones must be fingerprinted and screened and complete the diocesan safe environment training.