

STUDENTS

5134.1a

FIELD TRIPS - ELEMENTARY SCHOOLS

Visits to places of cultural or educational significance give enrichment to classroom instruction. To insure the desired outcomes of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen.

All participants on a field trip should be members of a particular activity or class, except as otherwise permitted by the Principal.

All field trips involving only one day are to be left to the discretion of the local Principal. Only field trips approved by the Principal are covered by the diocesan insurance plan. Such trips include travel outside the diocese to places such as Philadelphia, Scranton, Baltimore, Washington, DC, New York City, etc. All trips of this nature, as well as trips within the diocese, except those involving a short distance, are to be made in public, licensed carriers or school buses, adequately chaperoned by responsible adults.

The use of private vehicles is strongly discouraged. If a private passenger vehicle is to be used, the following must be verified by the school (see attached form):

1. The driver must be at least twenty-one years of age.
2. The driver must possess a valid, non -probationary driver's license.
3. The vehicle must have a valid registration.
4. The vehicle must have a valid state inspection sticker.
5. The vehicle must be insured for a minimum \$300,000 Bodily Injury/Property Damage Combined Single Limit; \$35,000 Combined Single Limit for Uninsured Motorist; \$35,000 Combined Single Limit for Underinsured Motorist.

A signed Volunteer Driver Information Sheet must be submitted to the Principal for each vehicle used.

Each driver and/or chaperon should be given a copy of the approved itinerary.

No overnight trips are permitted for students in diocesan elementary schools without specific written permission from the diocesan Superintendent of Schools or his/her designate.

The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform parents/guardians of the following:

1. Name, location, and date(s) of the event;
2. Cost to the student;
3. Mode of transportation to be used;
4. Name of supervisor overseeing the activity;

5. Parents/Guardians/ responsibility.

No student may participate unless a signed parent permission slip for the specific event is on file with the Principal.

The signed permission slips are to be carried by the adult responsible for the trip. After the trip, the slips are to be retained on file in the school office by the principal.

Policy

Revised: September 1, 2000

NCD/Bishop of Harrisburg