

Diocese of Fort Wayne-South Bend

Students

Field Trips

School-sponsored field trips shall be limited to activities, which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school, and facilitate attainment of specific educational objectives in a particular course. (This policy prohibits all field trips to amusement parks). Teacher requests must be submitted in writing when seeking approval by a school administrator. The requesting teacher is required to accompany the students on approved field trips but is discouraged from transporting the students. (See School Administrative Handbook)

- I. All field trips, including local, long distance, and overnight stays shall follow diocesan guidelines.
 - A. Such trips should be well planned. Full information should be given to parents and the proper permission slips should be signed. Adequate supervision by prepared adults should be in place for such trips. A car and/or bus roster must be compiled.
 - B. The following guidelines must be followed:
 1. Medical Authorization Release forms (School Administrative Handbook)
 2. Documentation of insurance carrier coverage.
 3. Documentation of educational purpose (Educational Related Activities form - School Administration Handbook).
 4. Adequate supervision
 5. Diocesan Practical Guidelines for Conduct When Interacting with a Child or Young Person Diocesan must be followed
 - C. Insurance liability coverage also demands strict observance of the above criteria.
 - D. All school rules apply on a field trip, however discipline is more stringent. Behavioral expectations shall be clearly defined and applied consistently.

- E. If the principal is not present, the teacher in charge of the field trip shall be the on-site representative of the principal.

The following alternatives to out-of-town field trips should be considered:

- F. Field trips can enrich classroom learning and open new areas of interest for the student. Schools are encouraged to use the vast resources of the diocesan area for one-day field trips for students, which meet the criteria established in the policy.
- G. The use of the camps for retreats and environmental education and camping offer new learning situations that will compliment classroom learning.

See "Field Trip Permission, Release and Medical Authorization Form";
"Emergency Medical Care Consent/Refuse to Consent Form"; and
"Educational Related Activities Request Form" in the School Administrative Handbook.