

Teachers should **never communicate directly with students for any purpose outside of an educational context**. All teacher-student email communication must be retained through the school's email archiving system

6. 6620 – FIELD TRIPS

Field trips are scheduled for purposes of extending the curriculum beyond the classroom to provide students with an educational experience that can support classroom instruction. Therefore, field trips must always have an educational purpose, and a plan detailing the educational purpose of the field trip. This educational plan must be submitted and approved by the principal/and or designee. Field trips are privileges afforded to students who meet academic and behavioral standards and those privileges can be withheld if a student is not in good academic or behavioral standing.

For students to participate in a field trip, a permission form must be signed by the parent or legal guardian. This form should contain the educational purpose of the field trip, special conditions regarding the field trip, mode of transportation, length of the field trip, emergency contact and other pertinent information. A student who does not have a signed permission form (electronically or in hard copy) should not be allowed to go on the trip. A phone call from the parent or guardian should not be accepted in place of the signed form.

This form should accompany the teacher on the field trip and then be filed for one year after the field trip has occurred.

Chaperones for all field trips must be approved by the principal, and chaperones must have fulfilled Safe Environment Training per Archdiocesan policy. Failure to do so would result in their inability to act as a chaperon. The chaperone to student ratio will be determined based on the field trip venue and age of the children attending and communicated to all involved in the field trip.

If the mode of transportation is a private vehicle, driven by a parent, proof of insurance must be presented and a copy kept on file. Parents should understand that they can be held personally liable in case of an accident or injury. The same caution applies when teachers use their own cars. Proof of insurance must be obtained, and a student may not be transported alone by the teacher per SET policy. It is recommended that teachers do not serve as drivers except in unforeseen circumstances.

There are three types of field trips that are most often planned for students. These include day trips, school-sponsored overnight trips and parent-sponsored trips. The following guidelines must be adhered to in the planning and execution of these trips:

Day Trips

- Written educational plan must be presented by the teacher organizing the trip
- Planned trip must have approval of the principal
- Permission slip* must be signed by the parent or guardian with necessary details of the trip
- Appropriate number of chaperones should attend to adequately ensure the safety of all students
- Chaperones should be approved by the principal and must have completed Safe Environment Training (SET)
- If the day trip extends beyond the school day, a criminal records check (CRC) also would be required of all chaperones

School-Sponsored Overnight Trips

- Written educational plan must be presented by the teacher organizing the trip
- Planned trip must have approval of the principal and the Pastor and appropriate consultation with the Office of Catholic Schools
- Permission slip* must be signed by the parent or guardian with necessary details of the trip
- Appropriate number of chaperons should attend to adequately ensure the safety of all students
- Chaperones should be approved by the principal and include only SET trained adults who have also completed a criminal records check (CRC)
- Trip should be limited to no more than two nights in duration
- If the trip exceeds two nights, the approval of the Pastor and School Board is required
- The field trip educational plan/itinerary is submitted to Superintendent 6 weeks prior to the trip along with the documented approval of the Pastor and School Board
- Proof of medical insurance must be provided for students attending the trip
- Medical information, including medications to be dispensed along with any other medical conditions that are important to a student's safety and well-being, must be completed on the field trip permission form

Parish-Sponsored Trips

Parish-sponsored trips are governed by the policies and expectations established by the sponsoring parish or organization. These guidelines are posted on Parish/Youth Ministry Website or can be provided upon request to the participants before the trip. Students enrolled in Catholic schools are expected to uphold their school's behavioral standards while participating. Misconduct during a parish-sponsored trip may result in school disciplinary action in addition to any consequences imposed by the trip sponsor.