**Title: 6500 FIELD TRIPS - ELEMENTARY SCHOOLS**

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|  | **6500 Field Trips-Elementary Schools**  Field trips in our Catholic school serve as an extension of the classroom, providing students with experiential learning opportunities that deepen their understanding of faith and academics. These experiences should reflect the values of our school community, supporting spiritual growth, intellectual curiosity, and a deeper appreciation of God’s presence in the world.  **Definition**  A field trip is an off-campus learning experience designed to enhance the educational and faith formation of students. These experiences should:   1. **Strengthen Faith and Catholic Identity** – Field trips should offer opportunities for students to witness and engage with the Catholic faith in action. This may include visits to religious sites or interactions with individuals and organizations that embody Catholic values. 2. **Enrich Academic Learning** – Field trips should complement classroom instruction by providing real-world applications of academic subjects. Whether visiting museums, historical landmarks, or science centers, students should engage in experiences that support their intellectual and personal development. Whenever possible, these experiences should encourage students to reflect on the connections between their learning and their Catholic faith. 3. **Foster Personal and Social Growth** – Field trips should cultivate responsibility, teamwork, and respect for diverse perspectives. These experiences help students grow in their understanding of themselves and their role in the world as disciples of Christ.   All field trips must align with the school’s mission and receive prior approval to ensure they meet educational and faith-based objectives.  **Planning and Communication**  Field trips must be planned and announced well in advance to ensure clarity and organization. Teachers organizing a field trip must provide families with detailed information, including the destination, educational and faith-based purpose, transportation arrangements, cost (if applicable), and any special requirements. Adequate time should be given for parental consent and any necessary paperwork.  No student may participate unless a signed parent permission slip for the specific event is on file with the Principal. A copy of 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.  **Supervision and Safety**  Ensuring the safety and well-being of students is a top priority. Adequate supervision must be provided for all field trips, with the following guidelines:   * A minimum ratio of **one adult chaperone per [X] students** (to be determined based on grade level and nature of the trip). * All chaperones must be approved by the school and have completed required background checks in accordance with state and diocesan policies. * Supervisors must actively monitor students at all times and ensure that school behavioral expectations are upheld.   **Authorization and Insurance Coverage**  Only the **school principal** has the authority to approve field trips. Unauthorized trips or outings planned outside of school guidelines will not be recognized as official school events. Only principal-approved field trips are covered by Diocesan insurance.  **Overnight Trips**  No overnight trips are permitted for students in Diocesan elementary schools without specific written permission from the Diocesan Director of Education or his/her designee.  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 :   * The driver must be at least twenty-one years of age;      * The driver must possess a valid, non -probationary driver's license; * The vehicle must have a valid registration; * The vehicle must have a valid state inspection sticker; * 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.  SEE 6500 ATTACHMENT    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 Director of Education or his/her designate.  The written consent of parent(s)/guardian(s) must be obtained for every student participating in a field trip. Permission slips must inform parent(s)/guardian(s) 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. |