

SCHOOL TRIPS

All school trips (e.g. field trips, class trips, etc.) shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the school office.

In regard to overseas travel, diocesan elementary and secondary schools are not to sponsor or to be associated with foreign study or travel outside of the United States. This policy also includes on site advertising or distribution of materials in regard to overseas travel programs.

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A. The following are guidelines for all school trips:

1. An educational purpose must be stated in writing for a school trip and kept on file in the school office.
2. Proper forms shall be used that include the following components:
 - a. A description of the trip including the place to be visited, the method of transportation, the type of supervision, and the time and place of departure and return.
 - b. The educational purpose including objectives
 - c. Specific materials to be brought including lunch, clothing, money, etc.
 - d. An authorization for emergency medical treatment. This information will be kept in the possession of the school/parish and distributed to the person in charge of each trip on which a student/minor participates, and/or athletic activities.
 - e. A permission form which includes the parent/guardian's signature and date.
3. Permission forms shall be kept on file in the school office for four (4) calendar years provided that, if there is an accident on the trip, forms shall be kept for twenty (20) years.
4. A medical information sheet shall be obtained and kept on file for each child participating in the trip. The trip supervisor shall bring copies of medical information sheets for all students on the trip, as this information shall be relied upon in making healthcare decisions regarding the student/minor. The medical information shall include:
 - a. Student/minor's name and address
 - b. Emergency contacts (names, addresses, phone numbers, relationship to student)
 - c. Student/minor's regular physician (name, address, phone number)
 - d. A list of any medical conditions affecting student (asthma, diabetes, etc.)

- e. List of any allergies or allergic reactions to medications
 - f. List of medications the student/minor is taking
 - g. Date of the student/minor's most recent tetanus shot
 - h. Student/minor's health insurance provider (company and contact info)
 - i. Any other pertinent medical information
5. The Office of Catholic Schools does not recommend that younger children accompany their parents who are acting as chaperones on a field trip. The parents who are serving as chaperones need to be attending and supervising students assigned to their care without having their own children to supervise in addition to their assigned chaperone duties
 6. All individuals transporting students/minors shall be made aware in writing that there is exposure to personal liability. The school/parish shall have a copy of the driver's valid driver's license and proof of insurance on file in the school office before any private vehicles are used.
 7. Since many high school students are of the legal age to drive a vehicle, all secondary schools shall include an attachment to school trip forms outlining the parent's permission for student travel options.
 8. After each trip, a written report shall be submitted by the designated trip supervisor and kept on record. The report shall state the date, time period, and description of the trip, together with a description of whatever injuries or damages occurred or were reported. These reports are to be kept with the permission slips for that trip. If an incident occurs, the report shall be immediately forwarded to the Office of Catholic Schools and the diocesan insurance carrier.

The information to be recorded on the Student/Minor Trip Report is as follows:

- a. Date of trip
 - b. Location of trip
 - c. School supervising employee (designated trip supervisor)
 - d. Educational purpose of trip
 - e. Other adults attending trip
 - f. List of students/minors attending trip
 - g. Hours of trip
 - h. List of those who transported students/minors
 - i. Any unusual incidents (including injuries or damages)
 - j. Trip supervisor's signature/date
9. The student trip forms described above shall be obtained from the Office of Catholic Schools.

B. The following are guidelines for overnight trips:

1. A full itinerary of the trip, including educational or religious purpose, shall be submitted to the principal and to the Office of Catholic Schools for review and approval.

2. All participants must have a parent permission/waiver form signed, which details the trip itinerary and educational purpose for the trip.
3. Transportation verification is important. The Office of Catholic Schools shall be notified how participants will be transported to their destination and once they get there, how they will be transported in the locale.
4. CANTS background checks and fingerprint background checks shall be done on all chaperones for overnight trips.
5. Each student must have on file with the parish or school a signed and notarized medical authorization form. Copies of these authorizations shall be retained in the school office with the originals kept with the lead chaperone or supervisor responsible for the trip. Included with the medical authorization should be a detailed list of any medical problems any of the students have, along with allergies, medications, etc.
6. There should be no more than 6-8 students for every adult chaperone. Chaperones for overnight trips must be at least 25 years or older. If both male and female students are participating in an overnight trip, there must be at least two male and two female chaperones at a minimum.
7. A plan for taking numerous daily head counts must be in place to ensure that adults are keeping track of all students. Photo ID's are helpful, and simple to produce with digital cameras and computers.
8. Lodging arrangements must be common sense in nature—boys with boys, girls with girls. It is important that chaperones only room with their own students. Bed checks shall be done periodically throughout the night to ensure that students are in their rooms. This is an important issue, as high school students can be especially notorious for attempting to leave their rooms at night.