



# The Diocese of Portland Catholic Schools Field Trip and Vehicle Use Policy

Effective: September 2019

## Overview

A field trip is recognized as a valuable extension of the classroom experience. Field trips enhance classroom learning and open new ideas of interest for students. The educational value of any field trip should support and reinforce Diocesan curriculum standards; the purpose and goal of any field trip should correlate with the instructional level of the students. The teacher should provide adequate preparation and follow-up activities in the classroom as related to the field trip. Any field trip, whether one day or overnight should always justify the time, distance, and expense involved.

Field trips are a privilege and conditions for participation in any field trip should be established and communicated to school administration, parents, and students in a timely manner. All parties involved should be informed of the field trip's date, purpose, destination, departure time, expense, means of transportation, and probable date/time of return.

## Approval

The principal must approval and sanction all field trips, whether the field trip is one day or overnight, and local-level policy determines the number of field trips allowed annually. Schools are to use the approved field trip forms provided by the School Superintendent and Risk Management Department when seeking approval.

- A) The principal reserves the right to exclude a student from participating in a field trip.
- B) If the principal or the parent/guardian chooses not to allow the student to participate in the field trip, the principal must approve alternate plans.
- C) Only those students enrolled in the school for which the field trip is planned are eligible to participate in school-sponsored field trips.

## Chaperones

Adequate supervision must be provided for all field trips, whether the field trip is one day or overnight. Chaperones must be 21 years of age and must follow all Diocese of Portland regulations and requirements for chaperones, volunteers, etc.

- A) Ordinarily, one (1) adult should accompany every ten (10) students. The nature of the trip and age of the students may require additional supervision.
- B) If parents and/or other volunteers assist in the supervision, they should receive instructions regarding their responsibilities and be fully certified through Safe Environment program.
- C) There should always be two adults present at all times.

## Safety and Transportation

In all cases, field trip planning shall meet all local, state and federal laws, and Diocesan policy regarding

### **Overnight Field Trips (within the State of Maine)**

Using the Diocese of Portland curriculum standards, the teacher should provide adequate preparation and follow-up activities in the classroom as related to the field trip.

- A) Diocesan guidelines only allow high school level students to participate in overnight field trips.
- B) The principal must get prior approval from the School Superintendent, and Risk Management before any overnight trip is being considered.
- C) All overnight field trip request paperwork must be submitted to the Office of Catholic Schools a minimum of six (6) weeks prior to the start date of the overnight field trip.

### **Overnight Field Trips (outside of the State of Maine or overseas)**

Using the Diocese of Portland curriculum standards, the teacher should provide adequate preparation and follow-up activities in the classroom as related to the field trip.

- A) As noted above Diocesan guidelines only allow high school level students to participate in overnight field trips
- B) The principal, the Office of Catholic Schools, and Risk Management must approve overnight field trips.
- C) All overnight field trip request paperwork for trips outside of the State of Maine or overseas must be submitted to the Office of Catholic Schools a minimum of eight (8) weeks prior to the proposed trip.
- D) The group needs to understand the trip is subject to cancellation if the travel alert escalates to level that would travel unsafe.

### **High School Interscholastic Sports**

For high school students participating in interscholastic sports, a single permission slip for the academic year, which clearly lists the dates, locations, and mode of transportation to all off-campus games, may be used by the high school.

- Students must have written parental permission to ride to and from interscholastic events in their own personal cars. Unless the student should suffer a head injury during then they must be transported by a family member or parent or guardian contacted for transport.
- Non- High school students: For away games must obtain a ride by a parent or permission to ride with another parent.
- Transporting of students to or from a sporting event by a staff member using their own personal vehicle is not allowed.

### **Forms**

All field trips, whether it is one day or overnight, must be approved using the appropriate Diocese of Portland Office of Catholic Schools and Risk Management Office forms. One day field trips form(s) include:

- Field Trip Authorization
- Field Trip Adult Liability Waiver
- Overnight field trip forms, whether in State, out of State, or overseas include:
- Field Trip Authorization