

STUDENTS

5134 RE

FIELD TRIPS

Visits to places of religious, cultural or educational significance give enrichment to classroom instruction. To insure the desired outcomes of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen.

All field trips involving only one day are to be left to the discretion of the C/DRE and Pastor. 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.

Religious Education programs may not sponsor foreign travel for students at any time.

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 (see attached form):

1. The driver must be at least twenty-one years of age.
2. The driver must possess a valid, non -probationary driver's license.
3. The vehicle must have a valid registration.
4. The vehicle must have a valid state inspection sticker.
5. 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 C/DRE for each vehicle used.

Each driver and/or chaperon should be given a copy of the approved itinerary.

No overnight trips are permitted for students in parish religious education programs without specific written permission from the Pastor and the Secretary for Education or his/her designate. The only exception to this is a retreat for students preparing for Confirmation, which must be approved by the Pastor in writing.

The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform parents/guardians 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 C/DRE.

The signed permission slips are to be carried by the adult responsible for the trip. After the trip, the slips are to be retained in the office of the C/DRE.

Policy

Revised: July 1, 2000

NCD/Bishop of Harrisburg