

FIELD TRIP (STATEMENT OF POLICY)

The Diocese of La Crosse and/or _____ Parish/School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals, vice principals, youth ministers, etc. to approve of field trips during normal school/meeting hours on a single day. However, if out-of-state field trips, or any field trips to foreign countries are planned, these must have the ultimate approval of the Diocese and local pastoral authority. The following regulations should be taken into consideration when any field trips are being planned:

1. Adequate supervision by qualified adults, including one or more employees of the Diocese and parish/school.
2. Waivers by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and the parish/school for injury, accident, illness or death occurring during, or by reason of the field trip.
3. Proper insurance for students, personnel, and equipment. Any children and chaperons registering for a field trip should be able to show evidence of medical/health insurance for any accidents/bodily injury sustained on a field trip. If necessary, group accident insurance can be tailored and written on an event-specific basis. Please consult the Diocesan Claims/Risk Manager at Catholic Mutual Group at (866) 833-3090, if you have any questions. In addition, anyone bringing special equipment or gear from home for the benefit of the field trip should be advised that they are responsible for providing insurance in the event of damage, theft or other unforeseen circumstances.
4. If a fee is charged for the field trip, a contingency should be made for any student member who cannot afford the trip. Ideally, a student should not be excluded because of lack of funds.
5. Inclusion of a proper first aid kit and fire extinguisher.
6. Permission in a written form from each student's parent or legal guardian to provide medical treatment, if necessary.

Finally, to insure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. Additionally, the teacher should make an advance visit to the site of the field trip so that any and all unforeseen circumstances, situations, and/or events could be properly planned for, so that any difficulties would be minimized.