

Policies of the Lafayette Catholic School System

Policy Number: LCSS Board of Education #124-REV#002

Effective Date: October 27, 2004

Revision Date: February 27, 2008

Subject: Field Trip Policy

Policy Content:

The Mission of the Lafayette Catholic School System recognizes that learning takes place in a variety of situations. When field trips are used in the educational process, the Mission of the LCSS and the following guidelines are used:

1. Participation in field trips is a privilege, not a right, and may be revoked at any time. Students shall abide by the field trip guidelines or risk losing the privilege of participating in future field trips.
2. Field trips must be of an educational nature and enhance the curriculum. An element of prayer and Christian living should also be included in each trip. The educational purpose of the trip should be included on the Parent Notification and Liability Waiver form and any special conditions should be noted.
3. All field trips need the permission of the Principal of the building before notifying the parents.
4. All field trips that will need funding, apart from fees, require permission from the Lafayette Catholic Schools' Director of Development for fundraising.
5. All field trips must have scholarships available for students who do not have the available funds for the trip.
6. Ordinarily trips should be made during regular school hours. School sponsored field trips may include only one school night; field trips of longer duration may be joined to a weekend. The trip should not interfere with the LCSS obligation to follow Indiana Code 551 IAC 6.1-3-1 (Student Instructional Day) for school attendance. For trips that include weekends, trip sponsors should ensure that arrangements are made for students and chaperones to fulfill their Sunday Mass obligation.
7. The Principal shall determine the appropriate ratio according to state and diocesan guidelines of chaperones to students.

8. Uniforms are required on all field trips unless otherwise approved by the Principal. Consideration for the type of trip should be considered when designating if uniforms should be required.
9. If there is not a standard mode of transportation, such as school buses, the type of transportation for this trip should be noted and parents should sign that they accept the mode being used. All transportation for field trips shall comply with the requirements of LCSS Board of Education Policy #125, Transportation Policy.
10. Trips should be confined to local Midwest geographical locations with limited time allotted to transportation to allow maximum time for educational, service and/or ministry activities.
11. Students attending the field trips must have the signed permission of their parent or guardian. A student who does not have a signed permission form will not be allowed to go on the trip. No other forms of communication from a parent will be accepted in place of the signed form. A faxed official form from the parent can be accepted. Procedures for checking forms for forgery will be at the Principal's discretion.
12. Students shall have all needed insurance papers properly completed and the trip must be in compliance with the LCSS insurance liability coverage and Diocesan protocol..
13. The trip coordinator or teacher is responsible for ensuring that medical emergency forms and any needed supplies and medications are brought along on the trip.
14. If the parent or guardian chooses not to permit the student to participate in the field trip, the parent or guardian shall keep the student home from school or make arrangements with the school during the time of the field trip. Conversely, if the Principal chooses not to permit the student to participate in the field trip, the Principal will make other arrangements for the student to remain at school during the time of the field trip.

Approval Signatures:

_____ Date
St. Boniface Pastor

_____ Date
St. Lawrence Pastor

_____ Date
St. Mary Pastor

