

St. Matthew Catholic School, San Antonio, Texas
2017-2018 Faculty/Staff Handbook

FIELD TRIPS

NATURE OF FIELD TRIPS

Field trips should be related to the curriculum. Such trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity

A field trip permission slip with a written academic objective must be prepared for the administration to review.

It is the principal's responsibility to give approval to any and all school-sponsored student outings. Approval of such trips will be based on these considerations:

1. Relationship of the nature and purpose of the trip to the mission, philosophy and goals of the school.
2. Appropriateness of the trip for the age and maturity level of the students.
3. Ability of the school to provide adequate supervision by qualified adults.
4. Relationship of the field trip to the educational objectives and goals of the grade level or subject.

Unless the school specifically approves a trip, the school's name cannot be used. Non-school-approved trips that involve students will not be promoted or organized within the school.

STUDENT ATTENDANCE AT FIELD TRIPS

Individual teachers and/or team coaches, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. **FIELD TRIPS ARE A PRIVILEGE, NOT A RIGHT.** The teacher has the authority to request that a child be accompanied by his/her parent/guardian in order to attend a field trip if the teacher feels it is in the best interest of the child. If a child is denied permission to attend a field trip, by either the Administration or a parent, that child may remain at school and will be proctored in another classroom.

The administration will decide on a case-by-case basis whether to waive field trip fees for students who cannot attend due to finances.

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ARCHDIOCESAN FIELD TRIP PERMISSION FORMS

Each student must have a signed and dated release form from the parent/guardian for each field trip. The form will describe the mode of transportation used and specific physical activities (e.g., rowing, climbing) that will be part of the field trip. Parents must return the permission slip signed and include emergency contact numbers and any specific restrictions – activity, food, etc. or medications that the student might need while on the field trip. **ORAL PERMISSION FOR A STUDENT TO ATTEND A FIELD TRIP IS NEVER AN OPTION.**

PARENT CHAPERONES

Field trips are special occasions during the school year when assistance from parent chaperones is needed. Any adult wishing to volunteer as a chaperone must have a current and valid Archdiocesan Criminal Background check on file (renewed every 3 years) and must have viewed the Sexual Misconduct Video. **Teachers must check with the office to make sure that a chaperone has this form on file before accepting a parent as a chaperone for any field trip.**

Teachers will provide all chaperones with the following:

- A list of the students in the groups
- An emergency telephone number
- An agenda for the day
- General rules or guidelines specific to the trip

The teacher will remain with the class at all times during the field trip unless an emergency arises.

Chaperones are to keep their assigned group with them at all times. Bathroom breaks are to be coordinated among the chaperones to ensure the safety of the children. Chaperoning the children in the class is a full-time job and is a vital part of keeping our children safe when off campus; therefore, **siblings may not attend field trips.**

Chaperones shall not purchase extra drink, food or gifts for students. Bringing additional money to field trips is left to the discretion of the teacher.

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TRANSPORTATION

All field trips will use commercial bus transportation. A parent chaperone is not allowed to transport his/her child to/from a field trip. The principal may authorize parent transportation of the child on a case-by-case basis.

CELL PHONES

Student cell phones are the exception, not the rule on Student Field Trips. The teacher will decide if cell phones are needed for the success of the field trip.

iPad CAMERAS

If the teacher has determined that photos will need to be taken on a particular field trip, the technology administrator will open the camera app on the students' iPads. Students are to follow ALL school rules for appropriate use of the camera with regard to taking appropriate pictures that are Christian and friendly. Students who use the school's iPad to take embarrassing or inappropriate pictures or videos, on campus or off-campus, will be referred to an administrator and the event will be dealt with in accord with the St. Matthew Catholic School discipline system.