

SUBJECT: **Trips and Travel**
NUMBER: **5030**
SUPERCEDES DATES: **June 1999, September 2011, May 5, 2013,**
EFFECTIVE DATE: **April 4, 2017 (Reviewed 02/06/2024)**

I. POLICY

It is the policy of St. John School and the Diocese of Green Bay that all trips and travel have a proper educational purpose and are safe for students.

II. PURPOSE

It is the purpose of this policy to ensure students have an opportunity to have the educational material enhanced by incorporating a field trip experience into the curriculum. These occasions are unique and limited in frequency and must be approved by the administrator.

III. RESPONSIBILITY

It is the responsibility of the administrator to determine the appropriateness of school-sponsored trips and ensure that all procedures of this policy are adhered to, including that chaperones have, or obtain proper approval.

It is the responsibility of the staff member requesting the trip to fill out a "Field Trip" form and submit it to the administration for approval. The staff member must then notify the office personnel of any bussing requirements, fill out a Field Trip Permission Slip, secure qualified chaperones, and submit to administration for final approval. The staff member(s) responsible for the field trip is also required to attend the event as a chaperone unless the administrator approves.

IV. PROCEDURE

1. Students may not participate unless a signed parent/legal guardian permission slip for the specific event is on file.
2. A sufficient number of adult supervisors/chaperones need to be present. Adult supervisors must be VIRTUS trained. Student-to-chaperone ratios are as follows:

Grades Pre K – K	3 children to 1 chaperone
Grades 1 – 3	5 children to 1 chaperone
Grades 4 – 8	10 children to 1 chaperone
3. The supervisor of the trip must bring student emergency information and appropriate medications.
4. All chaperones will be instructed regarding their responsibilities.
5. The Administrator must follow all state and federal regulations regarding the transportation of students. Bus transportation must be provided by an insured carrier.
6. In the event a private passenger vehicle must be used, the following criteria apply:
 - A. Driver must be a minimum of 21 years of age.
 - B. Driver must possess a valid, non-probationary driver's license.
 - C. Driver must be VIRTUS trained.
 - D. The vehicle must have a valid registration and have insurance coverage consistent with diocesan requirements.

Staff Procedure:

1. Staff member obtains and fills out the Field Trip Request Form. This must be done at least two weeks prior to the trip for approval from the administrator.
2. The administrative assistant will order the busses needed and will let the staff member know the cost of the bus to be included in the cost of the field trip.

3. After approval, the staff member is required to fill out the Field Trip Permission Slip and return it for final approval from the administrator. The office will send the student permission slip home.
4. Once the trip is complete, the administrative assistant must enter the trip in the Field Trip Record Book located in the office.