



## Field Trip Guidelines (Student)

It is a privilege to be able to travel as part of our educational experience. Your teacher will arrange for stimulating field trips throughout the year. To provide the best experience for all students, proper behavior is expected.

### Purpose:

1. Field trips add variety to the regular instructional program.
2. They tend to be special learning experiences that help develop positive attitudes toward related classroom activities.
3. They help students appreciate the relevance and importance of what they learn in the classroom.
4. They provide an opportunity to involve students, parents, and the community in the instructional program.

### Student Rules:

1. Students are reminded that they are representing PCA and our Lord. Behavior and conversation on the trip should reflect this. Remember to use your "inside voice." Refrain from inappropriate physical contact, including horseplay, and public displays of affection during the field trip.
2. Dress code for most field trips is the green field trip shirt with khaki bottoms. Change in dress code will be determined by the teacher and communicated via the permission slip form sent to parents.
3. **Students are not permitted to bring any electronic games.**
4. All music and movies enjoyed on field trips **must be pre-approved by the teacher.**
5. Students are to respect and obey the chaperones as if they were the teacher.
6. Students are to stay with their assigned chaperone while on the trip.
7. Students are to sit in the same seats coming and going on the trip.
8. Students should go to the restroom in groups of at least two with a chaperone accompanying them.
9. Field trips are a privilege we enjoy. In the event that a student refuses to abide by these guidelines while on any PCA field trip, the following could occur:
  - a. The school may contact the parents to pick up the student.
  - b. The student will be responsible to proper authorities (e.g., shoplifting).
  - c. The student may lose the privilege of participating in future field trips.

**I agree to abide by the Field Trip Guidelines.**

**Student Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE SEE REVERSE SIDE**



## Field Trip Guidelines – Parent/Chaperone

Learning occurs in places other than school, therefore your child's teacher will arrange for stimulating field trips throughout the year. At the beginning of the year, a blanket field trip form will be sent home requesting insurance information. A separate permission slip will be sent home for each trip. If for some reason a parent does not want the child to go on a particular trip, please speak with the teacher to make other arrangements. If the teacher has not been contacted, an absence will be considered unexcused. Siblings are not permitted on field trips even if the parent is a driver or chaperone (from Parent-Student Handbook). Not every parent can chaperone/drive on every field trip. Assignments will be made by the teacher, based on parent availability and need and there may be times when chaperones/drivers must be chosen by lottery.

### Purpose:

- Field trips add variety to the regular instructional program and help students appreciate the relevance and importance of what they learn in the classroom.
- They provide an opportunity to involve students, parents, and the community in the instructional program.

### General Information:

- All field trips begin and end at the school (unless otherwise noted).

### Chaperone/Driver Guidelines:

- All Chaperones/Drivers must be SAFECare approved and, for K-7<sup>th</sup> grades, background and driving record checked.
- All drivers must have submitted proof of current auto insurance and a copy of his/her driver license to the school office.
- All Chaperones must show good judgment in dealing with children.
- Chaperones will be responsible for appropriate supervision of an assigned group of students throughout the field trip. Upon return to the school, the chaperone must wait with the students in the classroom until the teacher arrives.
- Family members or others in the care of the chaperone/driver are not allowed on the field trip.
- State law requires the use of seat belts by all passengers/drivers in personal vehicles
- All Chaperones/Drivers should be at the school 10 minutes prior to the designated departure time so riding assignments and directions can be distributed. All drivers are to follow the same designated route on the field trip, which could include driving on the interstate.
- Chaperones/Drivers should refrain from using cell phones (especially while driving), unless the call is regarding the field trip.
- Restroom procedures: at least two students and one chaperone should go together to public restrooms.
- All music and movies enjoyed on field trips must be pre-approved by the teacher.
- Students are not permitted to bring any iPods or electronic games.
- Students have been told to respect and obey the chaperones as if they were the teacher. Chaperones should immediately inform the teacher if there is a child in your group that is disrespectful or disobedient.
- Chaperones are asked to refrain from giving their own child spending money if others were not allowed to do so.
- Remind students that they are representing PCA and our Lord. Their behavior and conversation on the trip should reflect this.

**I agree to abide by the Field Trip Guidelines.**

**Parent Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_