

FIELD TRIPS

2016 – 2017

POLICY AND RATIONALE

A field trip is a school sponsored and school chaperoned activity, consisting of one or more students, to investigate or participate in real-life and life-like experiences away from the classroom.

Mount Carmel Guild Academy encourages student field trips. Field trips are an essential part of the curriculum and should be viewed as educational and as providing necessary social interaction.

The following are recommended procedures to ensure a successful trip experience:

1. **PLANNING:** all planning should be done well in advance of leaving the building, (ie. reservations, money, proper attire, departure and arrival times, transportation arrangements).
2. **STUDENTS WITH KNOWN MEDICAL PROBLEMS:** students with known medical conditions / needs must be addressed prior to the trip.
3. **PERMISSION SLIPS:** permission slips are required in order for students to leave the building (other than a trip to the park, Carvel). No student may participate in a field trip without parental permission (either written or verbal).
4. When arriving at a destination, establish a central meeting point.
5. **BRING A CAMERA.**
6. Speak to students prior to departure about expected behavior and their responsibilities.
7. All students must return to school with supervising staff.
8. In the event of an accident, a student missing during the course of a trip, a problem that needs immediate attention, or a change of plans or scheduled time of return to school, staff should advise the school **IMMEDIATELY** by telephone. Notify the school before contacting the police or parents.
9. Upon return, a written summary of the trip, critiquing the destination, should be submitted for future reference.
10. Prior to all trips, the entire staff must review all students scheduled to attend the trip.