

BISHOP O'DOWD HIGH SCHOOL

FIELD TRIP REQUEST FORM

For all field trips: *Please follow all instructions in italics. Complete this form for all field trip requests at least 30 days in advance. All field trips, must be curricular and must have prior approval by the department chairperson and Associate Principal Jase Turner. Parents must give approval for students to participate in school-sponsored trips. Please attach a copy of the permission slip you will be sending to parents.*

Attention: *Please provide the main office/attendance office an updated list of students attending the field trip the morning of the trip for the attendance records.*

Additional requirements for overnight travel: *For overnight travel, additional requirements must be met. Use the **Overnight Field Trip Request Form**.*

Also see: *Rules and Regulations Pertaining to Field Trips (RRPFT) in the Faculty Handbook appendix.*

FIELD TRIP INFORMATION

Teacher/Staff Name	Name of Club, Activity or Department	
Name of Field Trip	Name of Class and Period	
Destination	Total number of students participating	
How many class periods will a student miss		
Departure date/time	Return date/time	
Budgeted cost per student	Will the student pay out of pocket?	If yes, how much?

TRANSPORTATION

Please contact Gerald Bennett, Director of Logistics, for Bishop O'Dowd-owned bus availability before proceeding with specific field trip plans. He will also ensure that proper transportation procedures are followed no matter what mode of transportation is used.

- We are requesting to travel by school bus or school van and will complete the appropriate bus request forms, now available online.
- We are requesting to travel by common carrier (charter bus) and have the appropriate documentation attached to this request.
- We are requesting to travel by private car and/or school van and will provide copies of all driver's licenses and insurance policies on the cars.

SUPERVISION REQUIREMENTS FOR DAY TRIPS

Supervision requirements: *The number of chaperones must be adequate for supervision at all times. Please read and adhere to the procedures and restrictions in the Faculty Handbook under "School-Sponsored Trip" or in the RRPFT.*

Drivers and chaperones must meet the compliance mandates of LiveScan fingerprinting clearance, Megan's Law screening, and have current Safe Environment training (every three years). All volunteer chaperones must complete a screening process (see the assistant business manager) which can take up to 4 weeks to complete.

*All chaperones/supervisors of students must adhere to the rules outlined in the **Code of Conduct Involving Interactions with Minors in the Diocese of Oakland** in the Faculty Handbook appendix.*

Under no circumstances may an adult transport a single (one) student unless the adult driver is a parent or relative of the minor.

Number of chaperones participating: _____

Chaperone Names

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please use additional pages if necessary.

(Please complete other side.)

CONNECTIONS TO LEARNING

Please indicate the core content elements that are addressed:

How will student learning be assessed?

If this is a co-curricular activity, please indicate the governing body and the qualifications that our students met in order to participate:

What are the non-academic benefits of this trip for our students?

FIELD TRIP APPROVAL SIGNATURES

Submit two copies for signatures. Complete in the numbered order below.

Name of Field Trip

Sponsoring Faculty Member

1. _____
Department Chairperson

Date

2. _____
Associate Principal

Date

Approved field trips will be placed on the field trip calendar in the faculty room and a copy will be returned to you.

Approved
 Not Approved Reason: _____ Date: _____

BISHOP O'DOWD HIGH SCHOOL

FIELD TRIP REQUIREMENTS

The Bishop O'Dowd High School Faculty Member who participates in the trip is responsible for coordinating all risk management functions during the trip, is the contact person and on-site liaison for all emergencies, and is responsible for maintaining possession of all important paperwork and documentation. This chaperone must have demonstrated the ability to supervise youth and be in full compliance with the Diocese of Oakland's "Safe Environment" guidelines. The code of conduct, roles and responsibilities, boundaries, and general expectations are detailed in the Faculty Handbook and are expected to be followed in accordance with the employee contract.

Field Trip Request Form--must be completed and submitted for approval at least 30 days in advance.

All field trips must follow the diocesan Series 7000 Instructional Program guidelines on field trips (See RRPTFT 7150 - 7153.)

Trips must not include any high-risk activities as identified by the diocese. (See RRPTFT.)

Parent signed permission slip is required for each student. A template of the parent permission slip must be attached to the Field Trip Request Form

Supervision

See the assistant business manager for assistance in vetting chaperones. (This process may take up to four weeks.)

Ensure that TB screening is completed according to policy.

Ensure that Megan's Law screening is completed according to policy.

Ensure all volunteers have completed the Safe Environment training (every three years).

Provide orientation to duties, including knowledge of emergency procedures for chaperones.

All chaperones/supervisors of students must adhere to the rules outlined in the ***Code of Conduct Involving Interactions with Minors in the Diocese of Oakland.***

You must have an adequate number of chaperones to ensure all students are continuously supervised.

Under no circumstances may an adult transport a single (one) student unless the adult driver is a parent or relative of the minor.

Transportation

All transportation planning must be discussed and arranged in cooperation with the Director of

Logistics who will ensure the Faculty Handbook's rules and the Diocesan rules regarding transportation of students are followed.

To use a bus, either Bishop O'Dowd-owned or other, contact the Director of Logistics before proceeding with specific plans. All bus transportation arrangements must be made through him as he will ensure all diocesan and State safety regulations are followed.

For private car travel, provide the Director of Logistics a copy of all drivers' licences and a copy of the insurance policy on the vehicle being used for transporting the students. Students may not be drivers on a field trip.

Approval

Signature of the Department Chair verifying that the trip is curricular.

Approval of the Director of Logistics

Signature of the Associate Principal of Student Life