

BISHOP O'DOWD HIGH SCHOOL

OVERNIGHT 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.*

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

Additional requirements for overnight travel are on page 3.

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	
School days out of the classroom	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 (from the facilities coordinator) attached to this request.
- We are requesting to travel by air, rail or sea services and have attached descriptive documentation.

SUPERVISION REQUIREMENTS

Supervision requirements: 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. Under no circumstances may an adult transport a single (one) student unless the adult driver is a parent or relative of the minor. You must have an adequate number of chaperones to ensure all students are continuously supervised (ratio of 1:12). You must have one trained back-up chaperone.

OVERNIGHT TRIP

Please circle one: F = Faculty S = Staff PV = Parent Volunteer

Number of male students participating: _____

Number of male chaperones: _____

Male Chaperone Names

_____ F S PV	_____ F S PV
_____ F S PV	_____ F S PV
_____ F S PV	_____ F S PV

Number of female students participating: _____

Number of female chaperones: _____

Female Chaperone Names

_____ F S PV	_____ F S PV
_____ F S PV	_____ F S PV
_____ F S PV	_____ F S PV

Please use additional pages if necessary.

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(Please complete other side.)

ACCOMMODATIONS

Overnight lodging for students must be appropriately selected with student safety, quality of accommodations, cost, and proximity to events as central considerations. Students will be appropriately assigned to rooms and an overnight adult supervision and contact plan should be established and communicated to students. Parents must receive a printed itinerary including hotel name, address and phone number.

_____		_____		
Hotel/Motel Name		Phone		
_____	_____	_____	_____	_____
Street Address	City	State	Zip	Country
_____	_____			
Number of Nights	Contact Person(s)			

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. _____	_____	2. _____	_____
Department Chairperson		Associate Principal	
_____	_____	_____	_____
Date		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

OVERNIGHT 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 is 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.

Travel outside the continental United States must receive special approval from the diocese.

- 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)
Additional insurance is required. Please see the assistant business manager who will ensure that the requirements of the Diocesan Series 6000 guidelines on insurance for students and chaperones on field trips will be followed. (See RRPTFT section 6573.)
- 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
An itinerary with hotel/motel name, address and phone number must be distributed to parents and attached to the Field Trip Request Form.
- This document must also include all student rules for travel including specific instructions regarding behavior and decorum, and a statement that O'Dowd's behavioral expectations are in effect at all times while traveling.

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 (ratio of 1:12). You must have one trained back-up chaperone.

- If students of both genders are participating, chaperones of both genders are required. One adult chaperone or driver per group is required.

- 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.

Accommodations

- Overnight lodging for students must be appropriately selected with student safety, quality of accommodations, cost, and proximity to events as central considerations. Students will be appropriately assigned to rooms and an overnight adult supervision and contact plan should be established and communicated to students.

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
- Complete ***International Trip Basic Risk Management Checklist*** for Diocesan approval. (Sample/template is in the Faculty Handbook Appendix.)