

Off Campus Trip Request

Enclosed in this packet are the necessary items needed to properly request, file, and attend a trip. Before attending your trip, the Off Campus Trip Request Packet must be completed with approval and signatures from all parties. Please keep all items in this packet together.

Approval Steps

To request approval for an Off Campus Trip, please submit the following to Academic Affairs. **Requests MUST be submitted at least two weeks prior to the trip date. All trips filed later than two weeks will not be approved.**

- A completed Off Campus Trip Request Form
- A full roster of all who will be attending the Off-Campus trip
(This includes all students, teachers and other adults who will be in attendance)
- You **MUST** submit your request for a sub before your request will be approved (Teachers are responsible for submitting their own sub requests!!)

Post-Approval Steps

Upon obtaining approval from Academic Affairs, please do the following:

- Obtain and distribute the Field Trip Activity Sheet to students
(These **MUST** be turned in no later than three days prior to your trip date with **ALL** students' forms signed by both teachers and parents)

Academic Affairs will coordinate with:

- Nurse for student emergency contact information
- Nurse for medication/medical forms and first-aid kit
- Greg Bamrick for transportation arrangements
- Attendance Secretary for student attendance

Day-Of Steps

Before you leave, trip leaders must do the following:

- Read and be familiar with the Off Campus Trip regulations (next page)
- Check out of the front office - *you must take the student emergency contact, first-aid kit, and medical forms on your trip*
- Upon your arrival back to school, check back in to front office and return the First-Aid Kit and medical forms

Cathedral High School Off Campus Trip Regulations

Anyone taking students off campus for a school sponsored trip must adhere to these regulations:

1. Make sure all of the necessary parent permission documents are signed and shared with the administration.
2. The chaperone must have a copy of each student's medical emergency form.
3. The chaperone must have a list of any/all student's special medical needs provided by the school nurse.
4. Chaperones are to be briefed on safety issues.
5. One Chaperone should be responsible for no more than 25 students at a time during the trip.
6. In addition to the bus driver, there should be one chaperone, per bus, on a bus with 1 - 25 students. On a bus carrying more than 25 students, you must have at least 2 chaperones in addition to the bus driver. The chaperones must be located in the back and center of the bus.
7. When traveling with a smaller group by car, apply the "Rule of Three"... one adult and two students or two adults and one student. Never travel 1:1 with a student.
8. When loading a bus or vehicle, teachers/chaperones shall take a roll call using the student's names. As a backup, count heads, missing seats, etc. Make sure attendance is reported to the attendance secretary BEFORE leaving campus.
9. During the trip, police the bus, monitoring student behavior. At the end of the trip, look for items left behind, pick up trash, make sure all is in order.
10. When the group has returned to campus, the trip leader or a chaperone must remain at the return site to ensure that all students have unloaded the bus, have been picked up or have left in their car.
11. Contact the school nurse if a student becomes ill or you have questions about medical care while off campus: 317-968-7467.
12. Any injury or incident requiring professional medical attention needs to be reported to school administration and school nurse. An incident report will need to be completed upon your return to campus.
13. In the event that a student must be sent home, the following is in order:
 - a. Contact the parent
 - b. Contact attendance secretary and or front office
 - c. Arrange with the parent as to how and when the parent is to come to the location to pick up the student.
 - d. Use best judgement to keep the student safe but isolated from the rest of the students.
14. In the event that a student must be sent home due to a discipline issue, the trip leader must contact the Vice Principal of Conduct.

Out-Of-State, Overnight and Weekend Trips:

1. On overnight trips, there should be no more than 10 students per chaperone. Each chaperone will have an emergency contact number for the students under their care.
2. Chaperones shall:
 - a. Do bed checks in the evening and the following morning.
 - b. Not engage in alcohol/drugs at any time.
 - c. Chaperones will adhere to the methods prescribed by the leader of the trip.
3. Chaperones on overnight trips shall have Overnight Trip Forms provided by the school with them.
4. All trips out of the state or country must be approved by the principal.
5. All trips out of the state or country shall have provided an itinerary to the school administration.

All of the Off Campus Trip policies listed previously (other than those overridden by Out-Of-State, Overnight and Weekend trip policies) apply to Out-Of-State, Overnight and Weekend trips as well.

Off Campus Trip Request Form

Please submit the completed request to Academic Affairs at least 2 weeks prior to the date of the proposed trip with a complete student roster of those attending.

Failure to submit your request in a timely manner with proper information can result in a denial of the request.

Teacher _____ Date of Trip _____

Destination _____ Rotation Day _____

We will be missing the following periods _____

Overnight Trip? _____ Departure Time _____ Return Time _____

Need Transportation? _____ Number of Persons for Transportation _____

Destination Address: _____

Cost to Students: _____ Will the students be eating lunch? If yes, where _____

Names of Other Teachers/Adults Participating: _____

****All participating teachers are responsible for filing their sub-request via Ready Sub!****

Please explain why this trip cannot occur during non-school

hours: _____

Which of your specific course objectives does this trip address? _____

Describe the specific follow-up activities you will conduct: _____

Off Campus Trip Approval

For Administrative Use only

Field Trip Request

Date rec'd: _____

Date Approved: _____

Academic Affairs Office sign off

Student Roster

Date Submitted by trip leader: _____ Date Sent to Attend Sec and Nurse: _____

Academic Affairs Office sign off

Student Emergency Contact Information

Date Requested: _____

Academic Affairs Office sign off

Student Medication & Medical Forms

Date Requested: _____

Academic Affairs Office sign off

Transportation

Date requested: _____

Academic Affairs Office sign off

Trip Activity Sheets

Date provided to trip leader: _____

Academic Affairs Office sign off

Post Field Trip Reflection

What was the unique educational value in this field trip? _____

What specific course objectives did this field trip address? _____

Describe the specific activities or assignments you have conducted following this field trip: _____

If you were to take this field trip again in the future, what would you do differently? _____
