

LA SALLE

CATHOLIC COLLEGE PREPARATORY

LEADER HANDBOOK FOR SCHOOL SANCTIONED TRIPS

FOR USE WITH SCHOOL SPONSORED, OVERNIGHT
IMMERSIONS, ATHLETIC AND ACTIVITY TRIPS,
RETREATS AND ENRICHMENT EXPERIENCES



Student Off-Campus Activity Permission Form

Student Name _____ Grade Level _____

Trip Information

Description of Activity: _____

Location of Activity: _____

Departure Date and Time: _____

Return Date and Time: _____

Accommodations (if overnight): _____

Mode(s) of Transportation: _____

Faculty/Adult Chaperone(s): _____

Chaperone Contact Information: _____

Explanation of Student Cost:
(if any) _____

Parent/ Guardian Contact Information

Parent/ Guardian Name(s)) _____

Parent/ Guardian Phone Number(s) _____

Emergency Contact Name _____

Emergency Contact Number _____

Student Medical Information

Student Birthday	_____
Known allergies:	_____ _____
Dietary Needs or concerns::	_____
Current Medications:	_____ _____
Activity Restrictions:	_____ _____
Health Insurance Company	_____
Policy or Group Number	_____

Student Waiver:

It is understood that my son/daughter is still under school supervision and all reasonable caution will be taken by those persons in charge to prevent injuries. With this knowledge, I hereby release and discharge La Salle Prep and each and all of the school’s agents and employees from any liability whatsoever, resulting from or in any manner arising out of any injury or damage which may be sustained on account of my son/daughter’s participation in this activity, or the transportation in connection herewith. Personal items and equipment are the responsibility of the student and neither the persons in charge nor the school will be liable for any loss incurred.

I give permission for the designated school personnel or chaperones to seek medical attention in the event of an emergency or injury. I understand every reasonable effort will be made to contact me. In the event that I cannot be reached through reasonable efforts, I hereby give permission to the physician or hospital selected by the school to secure proper treatment, to order injections, x-rays, anesthesia or surgery for my child should that be deemed necessary by the physician.

Student Behavior Expectations:

I understand that my son/daughter will be under the supervision of the designated school personnel and chaperones on the stated dates and that all school rules as stated in the La Salle Prep Student Handbook will be in effect. I understand that students may be given independent free time during which they will be required to check-in with chaperones at designated times, travel with groups of at least three and communicate their whereabouts with chaperones. I understand and agree that, if my son/ daughter violates a school rule regarding drugs or alcohol or is involved in any criminal activity, he/she will be sent home at my expense.

I have read and understand the La Salle Prep Student Waiver and I agree to the terms stated above. I give my full consent for my son/daughter to participate in this activity.

Parent/ Guardian Signature(s)

Date _____

Date _____

Student Signature

Date _____

Off-Campus Activity Approval Form

Please complete both sides of this form and submit it to the Vice Principal for Student Life or Athletic Director for review and approval by the Principal’s Team. Please note the submission time line below.

Type of Trip: (please check one)

___	1. Single day, during school trip with missed class time <i>Submit approval form 6 weeks before trip</i>
___	2. Single day after school, weekend or holiday trip <i>Submit approval form 6 weeks before trip</i>
___ ___	3. Overnight trip without missed class time 3.1 Overnight trip with missed class time <i>Submit approval form 4 months before trip</i>
___ ___	4. International Trip without missed class time 4.1 International trip with missed class time <i>Submit approval form 13 months before trip</i>

Trip Information

Name and Description of Activity:	_____

Location of Activity:	_____

Departure Date and Time:	_____
Return Date and Time:	_____
Accommodations (if overnight):	_____

Mode(s) of Transportation:	_____

Faculty/Adult Chaperone(s):	_____

Explanation of Student Cost: (if any)	_____

Planning Process

Purpose of trip including Curricular/Mission Connection	_____

Missed Class Time?	_____ Yes _____ No
If time is missed from class please share amount missed and your rationale:	_____

Outline of application, recruitment or eligibility process for students	_____

Plan for communicating and sharing information with parents	_____

Description of preparation and orientation of student participants	_____

Name and Signature of Trip Leader	Date _____

Principal's Signature

Date _____

Vice Principal of Student Life's Signature

Date _____

Athletic Director's Signature (if applicable)

Date _____

Office Use Only: Approved _____

Not Approved _____

Trip Leader Checklist:

Type 1 Trip – Single Day during the school day

6 weeks from trip date :

- If this is a new trip, submit Trip Approval form to VP for Student Life or A.D.
- If necessary, schedule white bus or yellow bus with Louise Baraket in Athletics Office
- Make other transportation arrangements as necessary
- Assure that all chaperones have received a background check and attended Called to Protect training through Mary Neil (503) 496-1761
- Submit chaperone names to Principal for approval
- Review Trip Leader expectations and share with other chaperones
- Assure that all students participating meet academic and attendance requirements
- Establish deadline for students to meet academic requirements if they currently fall below them. Communicate this deadline and expectations to those students
- Other/ Notes:

3 weeks before trip:

- Submit detailed trip timeline and itinerary to VP for Student Life or Athletic Director
- Meet with students to review student expectations and distribute Off Campus Activity form
- Communicate with parents about details and expectations
- Arrange for sub coverage
- Other/ Notes:

1 week before trip

- Collect signed Off Campus Activity forms and keep with you at all times
- Leave trip details and contact information with Rhonda Fisher in the Main Office
- Identify any students with special allergy concerns or dietary needs and communicate with parents
- Verify bus or transportation reservations
- Arrange to check out a gas credit card with Michelle Simpson if using white bus
- Email roster of excused students to “All Staff”
- Obtain contact information for school administrators
- Other / Notes:

Trip Leader Checklist:

Type 2 Trip – Single Day trip afterschool, weekend or holiday

6 weeks before trip:

- If this is a new trip, submit Trip Approval form to VP for Student Life or A.D.
- If necessary, schedule white bus with Louise Baraket in Athletics Office
- Make other transportation arrangements as necessary
- Assure that all chaperones have received a background check and attended Called to Protect training through Mary Neil (503) 496-1761
- Review Trip Leader expectations and share with other chaperones
- Other/ Notes:

3 weeks before trip:

- Submit detailed trip timeline and itinerary to VP for Student Life or Athletic Director
- Meet with students to review student expectations and distribute Off Campus Activity form
- Communicate with parents about details and expectations
- Other/ Notes:

1 week before trip:

- Collect signed Off Campus Activity forms and keep with you at all times
- Leave trip details and contact information with Rhonda Fisher in the Main Office
- Identify any students with special allergy concerns or dietary needs and communicate with parents
- Verify bus or transportation reservations
- Arrange to check out a gas credit card with Michelle Simpson if using white bus
- Obtain contact information for school administrators
- Other / Notes:

Trip Leader Checklist:

Type 3 Trip – Overnight trip without missed class time
Type 3.1 Trip- Overnight trip with missed class time

4 months before trip:

- If this is a new trip, submit Trip Approval form to VP for Student Life or A.D.
- If necessary, schedule white bus with Louise Baraket in Athletics Office
- Make other transportation arrangements as necessary
- Make appropriate housing arrangements
- Attempt to provide a male and female chaperone for co-ed trips
- Assure that all chaperones have received a background check and attended Called to Protect training through Mary Neil (503) 496-1761
- Review Trip Leader expectations and share with other chaperones
- Clearly communicate with students and parents the general components of the trip
- If class time is missed, assure that all students participating meet academic and attendance requirements
- If class time is missed, establish deadline for students to meet academic requirements if they currently fall below them. Communicate this deadline and expectations to those students
- Other/ Notes:

3 weeks before trip:

- Submit detailed trip timeline and itinerary to VP for Student Life or Athletic Director
- Meet with students to review student expectations and distribute Off Campus Activity Form and Pre-Arranged Absence Form if two or more school days are missed.
- Communicate with parents about details and expectations
- Other/ Notes:

1 week before trip:

- Collect signed Off Campus Activity forms and keep with you at all times
- Leave trip details and contact info with Rhonda Fisher in the Main Office
- Identify students with medical concerns or dietary needs and communicate with parents
- Verify bus or transportation reservations and housing reservations
- Arrange to check out a gas credit card with Michelle Simpson if using white bus
- Email roster of excused students to “All Staff” if students will be missing class time
- Obtain contact information for school administrators
- Other / Notes

Trip Leader Checklist:

Type 4 Trip – International Trip without missed class time
Type 4.1 Trip – International Trip with missed class time

13 months before trip:

- If this is a new trip, submit Trip Approval form to VP for Student Life or A.D.

4 months before trip:

- Make other transportation arrangements as necessary
- Make appropriate housing arrangements
- Attempt to provide a male and female chaperone for co-ed trips
- Assure that all chaperones have received a background check and attended Called to Protect training through Mary Neil (503) 496-1761
- Review Trip Leader expectations and share with other chaperones
- Clearly communicate with students and parents the general components of the trip and the need for passports and/or travel documents
- If class time is missed, assure that all students participating meet academic and attendance requirements
- If class time is missed, establish deadline for students to meet academic requirements if they currently fall below them. Communicate this deadline and expectations to those students
- Other/ Notes:

3 weeks before trip:

- Submit detailed trip timeline and itinerary to VP for Student Life or Athletic Director
- Meet with students to review student expectations and distribute Off Campus Activity Form and Pre-Arranged Absence Form if two or more school days are missed.
- Communicate with parents about details and expectations
- Other/ Notes:

1 week before trip:

- Collect signed Off Campus Activity forms and keep with you at all times
- Leave trip details and contact info with Rhonda Fisher in the Main Office
- Identify students with medical or dietary needs and communicate with parents
- Verify transportation reservations and housing reservations
- Email roster of excused students to “All Staff” if students will be missing class time
- Obtain contact information for school administrators
- Other / Notes

La Salle Prep School Sanctioned Trip

Trip Leader Expectations

Planning Stages

- Prepare a written overview, trip timeline and itinerary to share with administration, students and parents prior to departure
- Understand that the trip should advance the school's mission and core values
- Attempt to provide male and female adult chaperones (at least 21 years of age) for a mixed gender trip
- Assure that adult chaperones understand all expectations and will adhere to all school rules and policies
- Assure that housing arrangements are appropriate and that boys and girls will be properly separated
- Understand that in hotels, cabins or dormitories adult chaperones should not room with students unless that student is a relative of the chaperone
- Assure that students are given and return Off Campus Activity form for any trip and Pre-Arranged absence form for trips which will require two or more missed school days
- Establish dress expectations for students and communicate these to them
- Complete Trip Leader checklist prior to departure

While traveling

- Carry signed Off Campus Activity forms with you at all times
- Expect students to check in and be counted every time they get on or off any form of public or private transportation including trains, buses and vans
- Arrange specific locations and times to meet students when they are traveling apart from chaperones
- Assure that students stay together in groups of at least three
- Provide students and fellow chaperones with a cell phone number(s) for contact and keep a list of student and chaperone cell phone numbers to contact if necessary
- An adult chaperone must be present for any water activities
- All chaperones should refrain from using alcohol, tobacco, or any illegal substances during the trip

While staying in the hotel, cabin, or dormitory:

- Explain to students that boys and girls may not be together in an opposite gender's hotel room, cabin or dormitory room unless a chaperone is present
- Establish specific, reasonable room check and lights out times for students
- Assure that an adult chaperone accounts for the presence of each student in their assigned rooms at room check time
- Meet with students each evening to review plans and itinerary for the following day

If there is a medical emergency or an incident of serious misbehavior:

- Secure any emergency medical attention required immediately and assure student safety
- Notify parents and school administration immediately:
 - Tom Dudley – (360) 904-8375
 - Andrew Kuffner – (503) 970-2376
 - Brian Devine - (503) 560-3368
- Schedule a meeting to share appropriate information with all students on the trip
- If information gathering is necessary, interview students with another chaperone present
- Understand that any incident of serious misconduct may result in a student being sent home immediately at their parents' expense
- Incidents of criminal misconduct may be reported to the local authorities
- Serious misconduct includes but is not limited to:
 - Use, possession or distribution of illegal substances (tobacco, alcohol, illicit drugs)
 - Misuse of legal substances (prescription medications, etc)
 - Disruptive behavior
 - Failure to adhere to school and trip policies
 - Lack of respect for chaperones and leaders or failure to cooperate
 - Theft or criminal damage to property of others
 - Engaging in sexual activity

La Salle Prep School Sanctioned Trip Chaperone Expectations

While traveling

- Expect students to check in and be counted every time they get on or off any form of public or private transportation including trains, buses and vans
- Arrange specific locations and times to meet students when they are traveling apart from chaperones
- Assure that students stay together in groups of at least three
- Provide students and fellow chaperones with a cell phone number(s) for contact and keep a list of student and chaperone cell phone numbers to contact if necessary
- An adult chaperone must be present for any water activities
- All chaperones should refrain from using alcohol, tobacco, or any illegal substances during the trip

While staying in the hotel, cabin, or dormitory:

- Explain to students that boys and girls may not be together in an opposite gender's hotel room, cabin or dormitory room unless a chaperone is present
- Establish specific, reasonable room check and lights out times for students
- Assure that an adult chaperone accounts for the presence of each student in their assigned rooms at room check time

If there is a medical emergency or an incident of serious misbehavior:

- Secure any medical attention required immediately and assure student safety
- Notify parents and school administration immediately:
 - Andrew Kuffner – (503) 970-2376
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- If information gathering is necessary, interview students with another chaperone present
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 - Failure to adhere to school and trip policies
 - Lack of respect for chaperones and leaders or failure to cooperate
 - Theft or criminal damage to property of others
 - Engaging in sexual activity

Physical, Emotional, and Behavioral Boundaries

All adults attending off campus activities with La Salle Prep students are expected to promote a positive, nurturing environment while protecting students and other adults from physical, emotional, and behavioral dangers. Established boundaries for each of these areas will allow adults to clearly understand what is expected of them when representing La Salle Prep as an employee, volunteer, or chaperone. Following these simple guidelines will help protect both the student and the adults from inappropriate situations and behaviors.

Physical Contact Boundaries

As a general rule, physical contact with students should be avoided or minimized. However, some forms of physical contact may be considered appropriate for certain situations.

Appropriate physical contact :

- Pats on the head, shoulder, or back
- Side hugs
- Hand-shakes
- High-fives and hand slapping
- Arms around shoulders
- Holding hands during a group or public prayer

Inappropriate physical contact:

- Inappropriate or lengthy embraces (face to face hugs)
- Kisses
- Lap sitting or cuddling
- Touching any area except for hands, shoulder, or upper back
- Placing hands in pockets
- Showing affection in isolation
- Laying down, sleeping together
- Wrestling or tickling
- Any type of massage

Emotional Boundaries

Some examples of emotional boundary violations include:

- Compliments related to physique or body development
- Meeting alone
- Displaying or taking photos of a minor other than those taken as part of a program or event
- Engaging in sexually-oriented conversations not related to the program

Behavioral Boundaries

Some examples of behavioral boundary violations include:

- Offering students alcohol or tobacco products.
- Questioning or contradicting the beliefs and mission of La Salle Prep.
- Questioning or contradicting the direct and reasonable request of a parent.
- Asking a student to keep secrets from the student's parents or other authority figures.

La Salle Prep School Sanctioned Trip

Student Expectations:

These expectations are established for the safety and wellbeing of all students on this trip. Please read carefully and adhere to each expectation.

Prior to departure:

- Attend all scheduled meetings
- Share all important information with your parents regarding the trip
- Complete the Off Campus Activity form and return it to your trip leader
- Complete the Pre-Arranged absence form and return it to the Main Office if you will be missing two or more days of school
- Make note of any missed school work and understand that you will need to make up missed work in a timely manner

During the Trip:

While traveling:

- Adhere to all school rules and policies as published in the La Salle Prep Student Handbook
- Conduct yourself in accordance with Lasallian core values at all times
- Understand that school consequences for misconduct apply for off-campus incidents as well
- Follow the specific rules of the trip leader, program director and/or local agency where you are staying
- Behave appropriately on public or private transportation during the trip
- Dress appropriately in following the trip leader's expectations
- Share any concerns about other students or adult chaperones in a respectful manner with the trip leader
- Communicate with the adult chaperone about where you are going and when you expect to return during times when you are not being directly supervised
- Travel in groups of at least three when not under the chaperones' direct supervision
- Promptly attend all scheduled meetings and check-ins
- Be on time for scheduled activities and departures

While staying in a hotel, cabin or dormitory:

- Understand that hotel rooms, cabins and dormitory rooms are designated for specific genders. Students of opposite genders may not be present in one another's sleeping space unless an adult chaperone is present
- Honor the trip leader's room assignments. You are expected to sleep in the space to which you are assigned
- Be present for evening room checks and follow directions for lights out
- Understand that you will be expected to pay for any damage to property whether intentional or unintentional
- Public displays of affection are inappropriate during school sponsored trips
- The possession, use or distribution of alcohol, tobacco and illicit drugs is strictly prohibited as is the misuse of legal substances (ie: prescription or over the counter medications)

If there is a medical emergency or an incident of serious misbehavior:

- Help secure any emergency medical attention required immediately to assure the safety of fellow students and trip participants
- Understand that parents and school administration will be notified for your well being
- Honestly share any information that you know about the incident with your trip leader
- Understand that any incident of serious misconduct may result in your being sent home immediately at your parents' expense
- Incidents of criminal misconduct may be reported to the local authorities
- Serious misconduct includes but is not limited to:
 - Use, possession or distribution of illegal substances (tobacco, alcohol, illicit drugs)
 - Misuse of legal substances (prescription medications, etc)
 - Disruptive behavior
 - Failure to adhere to school and trip policies
 - Lack of respect for chaperones and leaders or failure to cooperate
 - Theft or criminal damage to property of others
 - Engaging in sexual activity

Trip Itinerary Form: Off-Campus Activity



CATHOLIC COLLEGE PREPARATORY

Trip Leader _____

Date Submitted: _____

Trip Information

Description of Activity: _____

Location of Activity: _____
(address) _____
| _____

Departure Date and Time: _____
Return Date and Time: _____

Accommodations (if overnight): _____

Mode(s) of Transportation: _____

Faculty/Adult Chaperone(s): _____

Chaperone Contact Information: _____

Explanation of Student Cost: _____

(if any)

Rationale for Trip (connection to course curriculum or Mission of the school):

Empty box for rationale.

Attached:

- Detailed itinerary
- List of invited students