



## Overnight or Out-of-State Field Trip Process

### Step 1: Overnight or Out-of-State Field Trip Request Form

#### **Step 1: Overnight or Out-of-State Field Trip Request Form (Instructional Video):**

The Trip Coordinator submits the **Step 1: Overnight or Out-of-State Field Trip Request Form** on [Unified Talent](#) > Records > Available Forms > **Step 1: Overnight or Out-of-State Field Trip Request Form**. After approval of the trip request form a checklist will be sent to you via email.

**Trips that require students to miss days of instruction will NOT be approved unless the trip is for a competition, award, or other special invitation.**

Overnight or out-of-state field trips are approved **twice a year**. Please submit the Overnight or Out-of-State Field Trip Request Form **before April 1st or October 1st for approval**. For any questions regarding the approval process, please contact Lisa Calabrese, OAO Curriculum Secretary (x4059 or [lisa\\_calabrese@olsd.us](mailto:lisa_calabrese@olsd.us)).

**Transportation:** If Olentangy bus/van transportation is needed, please make sure arrangements and cost estimates have been made with the transportation department prior to forwarding the trip request. Out-of-state trips will no longer be approved for OLSD transportation. For any questions regarding transportation, please contact Stacie Phillips, Transportation Secretary (x5089 or [stacie\\_phillips@olsd.us](mailto:stacie_phillips@olsd.us)).

### After Board Approval

#### Schedule a Parent/Student Meeting, Distribute Forms, and Collect Forms

#### **Hold a parent/student meeting to inform all involved of the following:**

- The purpose of the trip
- Activities that will take place
- How students will be supervised
- Contact information for trip leader(s)
- Contact information for any accommodations while on the trip
- Reminders that all school rules, policies, and Codes of Conduct (Student and Athletic) are in effect during the trip
- Discuss food allergies and how to document needs.

**Student Trip Permission Form** – must be signed by parent/guardian and accompanied with the trip coordinator for all students.

**Parental Consent for Student Transportation by Private Vehicle Form** – this form must be signed by the parent/guardian and accompanied with the trip coordinator for all students who will be transported in a private vehicle to and/or from the overnight or out-of-state field trip.

**Transportation Release Form** – this must be signed by the parent/guardian and accompanied with the trip coordinator for all students who will be transported by a parent/guardian either to and/or from the overnight or out-of-state field trip.

### Medication Administration Process





Per [Board Policy AG2340A](#), “A list of any students to whom medication will need to be administered while on the field trip is to be secured by the teacher in charge from the clinic staff.

**During the school year:** The trip coordinator must notify and provide student rosters to the building clinic staff of any overnight or out-of-state field trip stays **at least four (4) weeks in advance**.

**The clinic staff are responsible for the following:**

1. Printing completed emergency medical forms from PowerSchool.
2. Providing blank/completed physician medication request forms.
3. Providing blank/completed non-prescription medication forms.
4. Providing a [medication inventory log/medication administration log](#).
5. Signing out prescriptions for the trip coordinator and training the trip coordinator on the proper storage procedures.
6. Providing training on special instructions for diabetics, students with an epinephrine auto-injector, and other special circumstances. Storage materials are available from the school nurse upon request.

**During the summer:** The trip coordinator must notify and provide student rosters to the building secretary or building administrator of any overnight or out-of-state field trip **at least four (4) weeks in advance**.

**The building secretary and or building administrator is responsible for the following:**

1. Printing completed emergency medical forms from PowerSchool.
2. Providing blank physician medication request forms. This form must be filled out by the parent/guardian for medication administration.
3. Providing blank non-prescription medication forms. This form must be filled out by the parent/guardian for medication administration.
4. Providing a medication inventory log and medication administration log.
5. Trip coordinators are responsible for collecting prescription medications from parents before the trip. All prescriptions must be in their original containers. Storage materials are available from the school nurse upon request.

**[Physician’s Medication Request Form](#)**

- A Physician’s Medication Request Form must be completed and signed by the prescribing physician.
- An OLSD staff member must administer prescription medication unless the physician specifically orders that the student may carry and self-administer their medication.
- **\*\*Important: If neither of these two situations listed above are applicable, the trip coordinator must notify James Kim Assistant Director of Compliance to obtain information on mandated training requirements that must be fulfilled prior to trip departure.**
- All medication must be received from the parent in its original container. Only the anticipated amount of medication needed for the trip should accompany the student.
- The staff member administering medication to a student must record on a written [medication log](#).

**[Non-prescription Medication Form](#)**



- A **non-prescription medication form** must be completed and signed by a parent/guardian.

#### **Authorization for Student Possession and Use of an Epinephrine Autoinjector**

- In accordance with Ohio Revised Code 3313.718/3313.141, a completed authorization form must be submitted to the school principal and/or nurse before a student is permitted to possess and use an epinephrine autoinjector on school premises.

#### **Authorization for Student Possession and Use of an Asthma Inhaler**

- In accordance with Ohio Revised Code 3313.716/3313.14, a completed authorization form must be submitted to the school principal and/or nurse before a student is allowed to possess and use an asthma inhaler on school premises.

### **Step 2: Overnight or Out-of-State Field Trip Transportation Request**

#### **Step 2: Overnight or Out-of-State Field Trip Transportation Request (Instructional Video)**

This step is optional and only required for those who need OLSD transportation. Please submit the form as soon as possible to secure drivers. If you have any questions about the process, please contact Stacie Phillips, Transportation Secretary (x5089 or [stacie\\_phillips@olsd.us](mailto:stacie_phillips@olsd.us)).

The Trip Coordinator may submit **Step 2: Overnight or Out-of-State Field Trip Transportation Request** task. This task can be found on [Unified Talent](#) > My Task > **Step 2: Overnight or Out-of-State Field Trip Transportation Request**.

### **Step 3: Overnight or Out-of-State Field Trip Itinerary**

#### **Step 3: Overnight or Out-of-State Field Trip Itinerary (Instructional Video)**

The Trip Coordinator uploads itinerary in the **Step 3: Overnight or Out-of-State Field Trip Itinerary** task. This task can be found on [Unified Talent](#) > My Task > **Step 3: Overnight or Out-of-State Field Trip Itinerary**.

If any changes occur, please notify your immediate Supervisor and the Director of Secondary Schools as soon as possible.

#### **Overnight or Out-of-State Field Trip Itinerary Template Requirements**

- The itinerary must include the following components
- School/Group:
- Dates:
- Location:
- Chaperones List:
- Accommodations:
- Rooming Assignments:
- Detailed Daily Schedule (Items to consider including - wake up, meals, departure times, event/activity times, free time description (if applicable), room checks, lights out)
- Additional Information:



**\*The Olentangy Schools Student Handbook, as well as the Athletic Handbook will be honored and enforced, including the Athletic Code of Conduct and Expectations and the Athletic Alcohol, Tobacco, and Drug Prevention Guidelines. \***

#### **Step 4: Overnight or Out-of-State Policy Acknowledgements**

##### **[Step 4: Overnight or Out-of-State Policy Acknowledgements \(Instructional Video\)](#)**

The Trip Coordinator submits **Step 4: Overnight or Out-of-State Policy Acknowledgement Form**. This task can be found on [Unified Talent](#) > My Task > **Step 4: Overnight or Out-of-State Policy Acknowledgement Form**.

Review and acknowledge all policies related to overnight and out-of-state stays. This step can only be completed after you have submitted and received approval for the itinerary.

#### **Step 5: Overnight or Out-of-State Field Trip Chaperone/Volunteer List**

##### **[Step 5: Overnight or Out-of-State Field Trip Chaperone/Volunteer List \(Instructional Video\)](#)**

The Trip Coordinator submits the **Step 5: Overnight or Out-of-State Field Trip Chaperone/Volunteer List** on [Unified Talent](#) > My Task > **Step 5: Overnight or Out-of-State Field Trip Chaperone/Volunteer List**

Provide a list of all volunteers participating in the trip. This step should be completed only after the policy acknowledgments have been finalized. If any changes to the volunteer list occur, please notify your immediate Supervisor. Please work with your building secretary to verify FBI/BCI/BIB checks. The trip coordinator is responsible for collecting all FBI/BCI/BIB forms and for training individuals on Board Policy and Trip Expectations if they are not OLSD employees.

#### **Review Board Policies and Administrative Guidelines**

##### **Review OLSD Board Policies & Administrative Guidelines:**

- [AG 1662- Anti-Harassment](#)
- [AG2340A- Field Trip Guidelines](#)
- [AG2340B- District-Sponsored Trips](#)
- [AG2340C- Overnight Trips](#)
- [AG2340D- Non-District-Sponsored Trips](#)
- [AG2340E- Trip Leader Responsibilities](#)
- [AG2340F- Chaperones for Trips](#)
- [Policy 2340- Field and Other District-Sponsored Trips](#)

#### **Required Documentation (must accompany trip coordinator at all times during the trip)**

**[Student Trip Permission Form](#)** – must be signed by parent/guardian and accompanied with trip the coordinator for all students



**[Emergency Medical Form](#)** – these are available in [PowerSchool](#). Building secretaries and building administrators have access to run a report.

**[Physician’s Medication Request Form](#)** – these should accompany the trip coordinator for any student who requires prescription medication while on the trip.

**[Non-prescription Medication Form](#)** – this form should accompany the trip coordinator for any student who requires non-prescription medication while on the trip.

**[Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)** – this form should accompany the trip coordinator for any student who requires an epinephrine autoinjector while on the trip.

**[Authorization for Student Possession and Use of an Asthma Inhaler](#)** – this form should accompany the trip coordinator for any student who requires an asthma inhaler while on the trip.

**[Medication Inventory Log/Medication Administration Log](#)** – these logs are used for collecting medication and administering medication to students. These logs must be submitted to the clinic staff and any medication to clinic staff immediately after the trip.

**[Parental Consent for Student Transportation by Private Vehicle Form](#)** – this form must be signed by the parent/guardian and accompanied with the trip coordinator for all students who will be transported in a private vehicle to and/or from the overnight or out-of-state field trip.

**[Transportation Release Form](#)** – this must be signed by the parent/guardian and accompanied by the trip coordinator for all students who will be transported by a parent/guardian either to and/or from the overnight or out-of-state field trip.

### During the Trip Requirements

- Ensure all parties always have chaperone contact information
- Keep unstructured time to a minimum
- Be visible
- Have a defined process in place for nightly room checks and communicate that to all involved
- Communicate a process for those in attendance to report any concerns during the trip

### After the Trip Requirements

**During the school year:** Submit the medication inventory log and medication administration log, and return any medications to the clinic staff immediately following the trip.

**During the summer:** Submit the medication inventory log/medication administration log to the building secretary or building administrator. Return any medications to the parent/guardian(s).

Return all purchase receipts and credit cards to the building secretary.



## Frequently Asked Questions - FAQ's

**Q: Who do I contact for additional information regarding BCI/FBI background checks?**

A: E-mail: [hr\\_employment@olsd.us](mailto:hr_employment@olsd.us)

**Q: I completed the BIB background check, do I still need a BCI/FBI fingerprint background check?**

A: Yes. All overnight volunteers are required to have a BCI/FBI fingerprint background check within the last 365 days from the date the recommendation has been received by the Human Resources department.

[Background Check Information](#)

**North Office (Located at Olentangy Local Schools administrative office)**

[Background Check FAQ](#)

**Q: Do I have to have a fingerprint background check every year?**

A: If you were board-approved and submitted all paperwork to the Human Resources department the school year prior to the current requested trip, you only need to complete the supplemental recommendation form. You do not need to redo the BCI/FBI fingerprint background check; however, if more than one year has elapsed since the last approved overnight trip, the volunteer must redo their BCI/FBI fingerprint background check and the required paperwork.

**Q: Am I able to attend the trip if I do not have all of the required paperwork completed?**

A: No. All background checks and paperwork must be completed and processed in its entirety and you must be approved by the board. Please note, board meetings are typically held twice per month, and agenda items are due two (2) weeks prior to the board meeting so please plan accordingly.

**Q: How long does it take to get the BCI/FBI fingerprint results in?**

A: Results can take from 10 to 30 days to be received by the Human Resources department.

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