

NOTRE DAME HIGH SCHOOL

FIELD TRIP REQUEST FORM

Teacher _____

Class _____ Grade Level _____ Number of students participating _____

Date of trip _____ Departure Time _____ Return Time _____

Destination _____
(include address _____
and phone if _____
applicable) _____

Cost per student _____ Method of Transportation _____

*Chaperones _____

***THERE SHOULD BE ONE ADULT PER TWENTY (20) STUDENTS**

Describe the educational value of this field trip.

APPROVED: _____

Courtney Kassakhian, Vice Principal

See reverse side for field trip & transportation policies.

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Transportation Policy

Although Notre Dame High School has a transportation policy which allows students to travel in vehicles other than Notre Dame High School ones, the use of these vehicles must be with discretion. The guidelines are the following:

- Large groups should use rented buses.
- For small groups, the faculty sponsor may use his/her own automobile, the school van, or a van rented by the school. In either case, the following must be assured:
 - i. The driver has a valid California license
 - ii. The vehicle is adequately insured. The latter may be verified by seeing the policy or by obtaining a statement in writing from the parents.

The Principal should be consulted for any needed clarification of this policy.

Travel Limitations For Student Activities

It is the general policy of Notre Dame High School that no school organization, activity, or team travels more than 500 miles from the school in order to participate in any form of competition. Such trips within this distance limitation shall be restricted so as to avoid loss of class instructional time as much as possible and shall not exceed two class days. Additional restrictions placed upon such activities by the sponsoring group shall be observed, such as the CIF regulations in athletic teams.

Exceptions will be granted by the Principal in the case of regional or state athletic playoffs under the jurisdiction of the CIF and competitions in regional, state or national forensic and journalism activities. Any other exceptions are to be specifically approved by the Principal.

Policies and Procedures

Faculty members must adhere to the following policies and procedures regarding student field trips:

- At least one month prior to a trip, faculty members must submit to the Vice Principal of Instruction a completed field trip request form detailing the trip's particulars (i.e., time, place, method of transportation, students involved, substitution needed, etc.). Filed trip requests are reviewed by the Administrative Council. If permission is granted, the faculty sponsor must submit a list of students who will miss class to the attendance office and put a copy of this list in the faculty mailboxes. **The faculty sponsor must take attendance before the students leave the Notre Dame campus (discrepancies must be reported to the attendance office immediately).**
- Each student must have a release signed by his or her parent/guardian. If the student is 18 years old or older, he/she must also sign the release.
- No field trips are allowed during school hours during the two weeks in January of elective and regular final exams as well as in the months of May or June.

Supervision

Faculty members must adhere to the following policies regarding supervision:

- There must be one chaperone for each twenty students.
- If students will be swimming, adequate supervision would require the presence of a qualified lifeguard.
- Adult chaperones must be with the students at all times. Students are not allowed to go off to restaurants, etc., unaccompanied.

Chaperones Expectations for a Notre Dame Overnight Trip

You are appreciated for your time and dedication to the Notre Dame students.

To ensure the safety of our students, ND expects the following:

- You will give travel arrangements to the Principal, Vice Principal, Attendance Office and the Main Office.
- Chaperones will be responsible for a group of students at all times.
- There will be a chaperone on duty all night.
- Chaperones must carry permission slips and information sheets with them.
- Chaperones will always be available to students
- Chaperones will not drink any alcohol in the presence of students or "while on duty".
- Chaperones will contact Mrs. Connelly if a serious incident occurs.
- Any discipline problems will be reported to the Deans on your return.
- Secure "OVERNIGHT FIELD TRIP/EMERGENCY FORM" & "OVERNIGHT FIELD TRIP MEDICAL INFORMATION FORM" from the appendix of the Faculty Handbook.

FIELD TRIP DRESS

As representatives of Notre Dame High School, it is important that students dress appropriately while they are on a field trip. Ordinarily the school uniform is the appropriate dress for school field trips. Faculty should remind students that the uniform is the expected dress on field trips. Should there be a need for non-uniform dress, faculty should request approval for alternate dress from the Principal.

The following may be worn when approved by the Principal:

Shirts: Collared polo style shirts or collared dress shirts.
Shorts: Solid color shorts which are not torn or baggy and fit to the waist.
Pants: Pants which are not torn or baggy and fit to the waist.
Socks: Socks or hosiery must be worn at all times and are not permitted to be ripped or contain holes.
Shoes: Tennis shoes, leather oxfords, topsiders or loafers may be worn.
Sweaters: Solid color sweaters may be worn.
Sweatshirts: Solid color sweatshirts may be worn.
Jackets: The jacket must conform to the normal dress code requirement.
Dresses and Skirts may also be worn.
The following items may **not** be worn on field trips: Pants that sag, jeans, T-Shirts, hats or bandanas, boots of any kind, or excessively revealing clothing. Any student who is not dressed

appropriately will not be permitted to participate in the field trip,
and will be subject to disciplinary action.