

York Catholic Middle & High School Field Trip Policy

All Field Trips must be pre-approved before presenting the possibility to the class. The accompanying Field Trip Proposal must be completed in its entirety and submitted to the Dean of Students no less than 3 months prior to the proposed departure date. Exceptions may be considered on a case-by-case basis.

Once a field trip is approved by Administration, the Trip Coordinator is responsible for acquiring permission forms for every student participating in the field trip (template can be found on the YC website on the Forms & Documents page). As detailed on the form, parents are to be informed of the nature and purpose of the trip, the approximate departure and return times, means of transportation, cost, student rules for travel, specific instructions regarding behavior and decorum, statement that the York Catholic Middle & High School Code of Conduct ("24/7 Rule") is in effect at all times during the trip, and any other relevant information.

Due dates for parental approval and permission forms must be no less than 1 week prior to the departure date. It is the Trip Coordinator's responsibility to ensure ineligible students know they may not attend the trip.

Students who do not submit signed permission forms are not permitted to participate in the field trip.

For overnight travel, a permission slip is required for each student participant (template can be found on the YC website on the Forms & Documents page). A separate printed itinerary that includes all events, times, and locations, the name of the overnight accommodation, its address, and phone number must be distributed to parents prior to travel, and included with the permission form.

York Catholic Middle & High School Field Trip Proposal Form

Submit this form to the Dean of Students no less than 3 months prior to the proposed date.
Any changes after submission must be brought to the attention of the Administration immediately.

Today's date: _____ Date of trip: _____

Teacher's name: _____ Cell phone: _____

Destination: _____

Physical address: _____

Departure time: _____ Return time: _____

Student group/course/grade level: _____

Field Trip Information

of students participating: _____

of chaperones (MS - 1 per every 8 students; HS - 1 per every 15 students) and names:

Chaperone roles, responsibilities, and expectations: _____

How will chaperones be informed about their roles, responsibilities, and expectations? _____

Transportation: van bus coach student/parent other _____

Meals per Student: _____ none provided by school provided by parent/on-site

Breakdown of cost: _____ Food _____ Transportation _____ Tickets _____ Fees

_____ Other (provide details) _____

Total cost: _____ Cost per student: _____ Cost to school: _____

Please attach a description of a proposed fundraiser, if applicable.

Trip Itinerary: _____

Instructional purpose and relationship to curriculum: _____

How will students be prepared in regard to knowledge, skills, and attitudes for this trip? Include a brief description of pre-planning activities. _____

On-site learning activity(s): _____

How will student learning be assessed/Follow-up activities: _____

Identify and explain any academic and non-academic benefits of this trip for students.

Describe activities for non-participating students: _____

- I have completed and submitted a blue time off request form to indicate I will be out of the building and to alert the main office of any teacher coverage needed for my classes.
- I have reviewed the YC Master Calendar to minimize potential conflicts with the date selected (sports, assemblies, etc.) and understand that upon field trip approval, I will submit a Calendar form to have the field trip date included on the YC Master Calendar.
- Parent permission form is attached.
- I will require the return of student and parent signatures as directed by YC travel procedures in advance of travel. I understand that no student may participate in travel without these signatures being returned.
- I will inform students who appear on the ineligibility list that they are not permitted to participate in the field trip.

No changes to the proposal may occur after submission. Should you desire to change anything after submission, please contact the Dean of Students immediately.

Signature of Teacher/Coordinator: _____

<u>Administrator Approval</u>	<input type="checkbox"/> Approved	<input type="checkbox"/> Conditional (see below)
	<input type="checkbox"/> Declined	<input type="checkbox"/> Deadline/Procedural Concern (see below)
Notes/Recommendations:		
Dean of Students	_____	Date _____
Director of Studies	_____	Date _____
Principal	_____	Date _____