

School Sponsored Trip Check-Off List

The intent of this sheet is to summarize PESD Administrative Regulations AR6153 governing school sponsored trips. It is not intended to be a complete list of all regulations and teachers should always communicate their intentions with their campus principal before they begin any planning:

- Conduct preliminary conversation with campus principal to discuss how the trip's educational objectives are related directly to the student's curriculum.
- Contact field trip destination to get possible dates. (Grades 2-8 must be before winter break or after mandated testing)
- Email a request for trip to transportation dept to see if date is available and if meal stops will be necessary.
- Students may have to raise funds to pay for entrance fees, extra meals, etc., No student shall be prevented from making a trip because of lack of sufficient funds. (Ed. Code 35330)
- Consult Board Policy and/or the superintendent if the trip involves any swimming/water activities.
- Divide duties and responsibilities among teachers attending the field trip.

Three weeks prior to the trip

- Distribute printed permission slips to students with a return deadline of at least 10 days before the trip for their return.
- Solicit chaperones for the trip (21 years or older)
- Take completed permission slips with you on field trip and have available at all times.

Two weeks prior to the trip

- Develop roster of students from signed permission slips.
- Submit a student roster to nurse or nurse's aid to have any students with special health conditions listed on the roster.
- Submit list of student's name to food services so lunches can be prepared and students will be counted.
- Make arrangements for substitute if necessary.

One week prior to the trip

- Conduct a chaperone meeting so they know what their duties and responsibilities are during the trip. Make a list of chaperone cell phone numbers.
- Provide a list of students, teachers, and chaperones with all available phone numbers to the transportation department.
- Provide students with alternative educational experience if they cannot attend the trip.
- Talk with students about the objectives of the trip and how it relates to the curriculum.
- Make arrangements with transportation department to have a first aid kit with you during the activity.
- Get list of students with any medical notations from health aide or nurse.

Day of the Trip

- Be sure to have roster and signed perm slip/medical authorizations with you.
- Pick up lunches.
- Leave your cell phone number with the campus secretary or principal. Check the list of chaperone cell phone numbers.
- Confidentially share any student's special medical conditions with the bus driver.
- Take a head count each time students board the bus, call the school secretary to report students absent from the trip, and give the number of students present to the bus driver.
- While in the bus, the bus driver is in charge and teachers are expected to help the bus driver enforce all rules.
- Adhere to the planned timetable. Remember parents will be waiting. Call the principal as soon as you know you are going to be delayed.