

Student Trip Checklist

School is responsible to ensure the Checklist is completed.

TRIP SPONSOR:

At least **three (3) weeks** prior to your trip:

- School-Related Student Trip Request Form (09.36 AP.21) must be COMPLETELY filled out prior to submitting to school principal.
- Make sure you have sufficient chaperone coverage. If both boys and girls will be attending, you must have at least one (1) male and one (1) female chaperone.
Note: Chaperones must be at least 21 years old.
- Provide a list of attendees to the school nurse to review and pull medical forms.
- Meet with school nurse to review possible medical concerns and get medical release forms for all students.
- Schedule Chaperone Training with the Principal's Administrative Assistant. All adults accompanying the group are considered chaperones by Board policy.
- Provide a list of chaperones to the Principal's Administrative Assistant to make sure criminal background checks have been completed. Work with Principal's Administrative Assistant to make sure ALL chaperones have criminal background checks.
- Develop room assignments that allow for separate rooms by gender. An exception may be made for mother/son or father/daughter combinations. Two (2) families (mother/son or father/daughter) may share a room, but a parent should not be assigned to a room of students of the opposite gender.
- Compile a trip itinerary with a list of addresses and phone numbers where you can be reached throughout your trip. Submit a copy with the School-Related Student Trip Request Form to your Principal/designee for approval.

At least two (2) weeks prior to your trip:

- Compile a list of Emergency Contact Information for all rostered students. Submit a copy to your Principal/designee. Make sure you and at least one (1) other chaperone take a copy of this information on your trip and have a copy to give to bus driver. If taking multiple buses or vans, have a copy with chaperones on each bus or van.
- Schedule a student meeting with a school administrator (HHS/HMS only).

Day of trip:

- Roster given to bus driver: must have names, contact name and phone number and pertinent medical information.
- Chaperone must carry medical release forms for each student.

Review/Revised:5/15/2023