



## Manson School District Field Trip/Student Travel Checklist

Manson School District encourages staff to create learning opportunities for students that may occur off campus. Off campus learning opportunities need to be planned and approved prior to the date of the event and in some cases, several weeks prior. The following checklist should be used by staff when planning a field trip or student travel and turned into the appropriate building secretary.

1. \_\_\_\_ **PRIOR APPROVAL** – Pre-approval of building principal.  
\_\_\_\_\_ Principal
2. \_\_\_\_ **OVERNIGHT/OUT OF STATE** – Pre-approval of the superintendent and board of directors is required for overnight or out of state trips.  
\_\_\_\_\_ Superintendent
3. \_\_\_\_ **MEDICAL PLAN** – School and attending staff member must have a list of each child and their medical history (i.e. allergies, food allergies, medications, etc.).
4. \_\_\_\_ **SUPERVISION PLAN** – Recommended student to chaperone ratio is 10 students to 1 chaperone. Name of first aid/CPR trained chaperone or staff member:  
\_\_\_\_\_ Name
5. \_\_\_\_ **VOLUNTEERS/CHAPERONES** –All chaperones/parents/volunteers must complete a volunteer packet with background check through WATCH Program. Building secretaries have volunteer packets.
6. \_\_\_\_ **TRANSPORTATION PLAN** – How will students reach their destination? School buses or vans with district transportation personnel are recommended. Avoid parental chaperone transportation. NEVER let a student drive his or her own vehicle.
7. \_\_\_\_ **ITINERARY** – What is the purpose and activities of the field trip? Develop a schedule of events and stick to it. Create a meal plan and make parents aware of it. Confirm that parents have phone number and address information for lodging. Identify sleeping arrangements. Itinerary to be sent home with parent permission slip.
8. \_\_\_\_ **PARENTAL PERMISSION SLIP**- The school must have each child’s signed permission slip and planned absence information on file. Students who do not submit this information cannot participate in the field trip.
9. \_\_\_\_ **BEHAVIOR PLAN** – Develop a plan be for students who break the rules. Use the student handbook as your guideline.

### Additional Instructions

- Please allow one (1) week notice for approval of day-long field trips
- Please allow four (4) weeks’ notice for overnight/out of state trips
- All paperwork will be turned into building administrative assistants to be kept on file
- All WATCH background checks will be completed by the district office