

Kearny High Educational Complex

FIELD TRIP PROCEDURES CHECKLIST

1. Fill out FIELD TRIP REQUEST FORM and submit to Griselda, Administrative Assistant who will submit for administration approval and will arrange buses. Staff/Teacher participating on a Field Trip is responsible for arranging a substitute for that day. Field Trip Request Forms must be turned in **THREE WEEKS** prior to trip to ensure busing is confirmed. All trip requests need to adhere to the timeline. *Any last minute requests that do not adhere to the timeline will be denied.*
2. Fill out and submit "Authorization for Student Participation" to small school administrator for signature. Once signed, you can distribute to students for Parent Authorization. For additional information regarding Field Trip procedures (District Procedure 4585) please visit district website:

https://www.sandi.net/staff/sites/default/files_link/staff/docs/single_day_field_trip_packet.pdf

This page will provide you with the complete "Single-Day" trip packet procedures and forms.

3. Arrange Chaperones. There must be 1 Chaperone for approximately every 25 students. All adults participating need to complete "Statement of Acknowledgement and Consent to Conditions of Trip". The single day field trip packet contains one for those employed with SDUSD and one for volunteers or parents. Ensure one is completed for each adult participating on trip. *An Overnight trip or Multi-Day Trip requires different procedure (District Procedure 4587).*
4. 2 weeks prior to trip, place meal order count with Cafeteria Manager, Jennifer Ramos/ext. 3860. Cafeteria will need a list of students. If no lunch is needed, please inform her regardless so that they are informed with a number of students who will not be eating lunch.
5. Collect the signed Parent Authorizations. *For emergency purposes, originals must accompany you on the trip.* Make sure you take roll on each bus going and coming back.
6. Confirm details of transportation when Administrative Assistant provides you with confirmation of scheduled bus.

PRIOR TO DEPARTURE

1. Provide your Small School Office Attendance with a list of students who are present and attending trip **before leaving campus** along with a copy of permission slips. Small school office/attendance is required to have all names of students who are not on campus and permission slips to ensure compliance.
2. Instruct students on safety prior to trip.

AT THE RETURN OF TRIP

- Inform the Administrative Assistant of any issues with transportation endured during trip. Communication needs to be sent to Transportation prior to billing.