

# Meece Middle School

## MMS

### Field Trip Checklist

1. Get permission from principal.
2. Parent permission slip/ letter sent home to parents and returned signed. (list of students not attending field trip turned in to front office the day before departing).
3. Bus request turned in at least 2 weeks prior to trip. Total cost per mile & driver \$\_\_\_\_\_.
4. Person/ agency paying for buses and or event fees notified and ok'd. (i.e., PTA, activity fund, etc.). Name/ agency/ activity fund paying for trip\_\_\_\_\_.
5. Check for field trip entrance fees, etc. prepared and picked up from front office at least one week prior to field trip.
6. Cafeteria notified at least 2 weeks prior to trip if students are not going to eat at school or if sack lunches must be prepared for the trip.
7. Check with School Nurse for any medical issues at least 2 weeks prior and at least one teacher/ aid must be qualified to administer medicines (AUP trained).
8. Bus seating chart turned into front office, 66 students per bus (make sure all students with allergies ride same bus if possible). Each time the students move (getting on bus, returning to bus, restaurant, etc.), teacher must count the students they are responsible for.
9. Make sure attendance is posted before departing school.
10. Any chaperone/ parent going on a field trip must be registered with Central Office.
11. Completed checklist turned in to front office prior to leaving on field trip and front office has the cell phone numbers of teachers attending the field trip in case of an emergency.

\_\_\_\_\_  
Department Chair/Teacher Signature

\_\_\_\_\_  
Date

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