



A CALIFORNIA DISTINGUISHED SCHOOL

ADDITIONAL REQUIREMENTS FOR OVERNIGHT PCHS FIELD TRIPS

1. The chaperone ratio is 1 adult to 10 students. An adult would be defined as a parent or classified employee of the school. An adult would not be defined as a recent high school graduate. This is for purposes of chaperoning.
2. Emergency Cards or information must be provided to all chaperones on the trip.
3. It is recommended that the PCHS employee who is supervising the trip hold a common parent and a chaperone meeting where the detailed itinerary and supervision plan for the trip are presented and organized. Students are to be supervised by chaperones during the itinerary "open time." Bed checks are mandatory and should be made by the chaperones. PCHS employee may conduct bag checks/bag searches at any time during the trip. Parents are to be reminded that they have signed a permission slip that states that a consequence of their child's misbehavior could be a trip back home at the parent's expense.
4. Before the students leave for the trip, the PCHS trip supervisor and the chaperones must review both trip expectations and student discipline (room assignments, bed checks, materials for trip, proper behavior during the trip, etc.).
5. A First Aid kit must be available to students on the trip. Accidents or illness should be documented and reported to PCHS administration. Parents should be notified if their student becomes ill or has an accident during the trip.
6. Student medication is to be documented and delivered by the parent and administered by the adult PCHS employee supervising the trip. Confidentiality is to be maintained.
7. The PCHS employee supervising the event should have both a school and administrative contact for accessing during the trip. Please check in with the administrative contact to debrief during your trip.