

**PAULDING COUNTY SCHOOL DISTRICT**

**Student Safety Plan**

**(Required for any Overnight, Out-of-State or Chartered Bus Trip)**

- **Student roster information**
  - Who will have the complete student roster/phone information both on the trip and in Paulding County?
  - Who will be responsible for student roll call/check at every trip location?
- **Chaperone information**
  - How many students assigned per chaperone?
- **Student Medications**
  - Plans for keeping and dispensing medications
- **Emergency Contact Information**
  - Who will be the emergency contact person in Paulding County?
  - Who will be the emergency contact person on the trip?
  - Do parents have all of the emergency contact information?
- **Security plans for students at locations**
  - Explain security plans for each part of the trip
    - Mode of Transportation
    - Hotel
    - Destinations
- **Emergency-First-Aid Kit**
  - Available for all parts of the trip?
- **Overnight Information**
  - Student sleeping arrangements?
    - No student adjoining rooms?
    - Room phones off?
    - Pay per view and/or inappropriate TV viewing turned off?
    - Taping/monitoring of room exit doors?
  - Plans for room-checks?
  - Chaperone arrangements?
- **Other Information**