



PALMER HIGH SCHOOL

Home of the "Moose"

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~ Life-long Learners ~ Community Assets ~ Citizens of Integrity ~

PALMER HIGH SCHOOL TRAVEL EXPECTATIONS

COACHES ARE REQUIRED TO CREATE AN ITINERARY FOR ALL OUT OF DISTRICT TRIPS TO BE SHARED WITH THE ADMINISTRATION TEAM, PARENTS AND STUDENT ATHLETES. THIS ITINERARY SHOULD BE COMPLETED AND DISTRIBUTED ONE WEEK PRIOR TO THE TRIP. THIS ITINERARY IS SENT TO TRANSPORTATION SO THAT THEY CAN PLAN ACCOMMODATIONS FOR THE DRIVER.

MINIMAL EXPECTATIONS FOR ITINERARY:

- DEPARTURE TIME
- DESTINATION
- HOUSING INFORMATION. INCLUDE ADDRESS FOR HOTEL, MOTEL, SCHOOL, ETC.
- CONTACT INFORMATION FOR CHAPERONES
- EXPECTED DEPARTURE TIME FROM EVENT.
- EXPECTED RETURN AND PICK UP TIME FROM PALMER HIGH SCHOOL.
- ROUGH PLAN IN REGARDS TO BATHROOM STOPS.
- REQUIRED BEDDING, TOILETRIES, PERSONAL ITEMS.
 - BEST PRACTICE FOR WINTER ACTIVITIES TO REQUIRES HEAVY COACT, GLOVES, APPROPRIATE WINTER CLOTHING IN CASE OF EMERGENCY OR BUS ISSUE.
- LIMITATIONS ON BAGS (FLIGHTS)
 - PROHIBITED ITEMS
- BEHAVIORAL EXPECTATIONS FOR HOUSING.
- MONEY NEEDED FOR FOOD, OR OTHER EXPENSES.

OTHER

- LIST OF STUDENTS TRAVELING GIVEN OFFICE (VANESSA) AT LEAST 3 DAYS PRIOR TO TRIP, VERIFY AND ADJUST LIST PRIOR TO DEPARTURE.
- STIPEND COACH MUST RIDE BUS.
- MUST COMPLETE AND FILE SUPERVISION PLAN.
- MAKE SURE YOU GET YOUR DRIVERS CONTACT INFORMATION.
- DO NOT KEEP THE BUS ON STAND BY TIME. LOAD AND UNLOAD IN A TIMELY MANNER. ENSURE THAT YOU SIGN THE CORRECT SECTION RELEASING THE DRIVER.