**Teacher Expectations for Planning Field/Class Trips**

The first step is to complete a Field Trip Request form and either place it in their respective Teacher Team Leader’s mailbox or send it by email.  Teachers are expected to demonstrate how the field trip meets the objectives of the class it is associated with. If this is a trip that was taken in prior years, the teacher can generally assume it will be approved.

Transportation is usually done by school bus.  This is arranged by the secretary or head bus driver.  *It is the duty of teachers and chaperones to spread themselves out among the students on the bus and to make sure students remain seated (kneeling is not permitted; keep the aisles free so the bus driver can see clearly and the noise level at moderate volume).*  Teachers and chaperones should be familiar with the Transportation Policy before leaving on a field trip.

In cases where classes are small, room mothers and other parents may be asked to drive.  The teacher is then responsible to organize the transportation. When students ride in cars or vans, teachers must be certain that each child wears a seat belt.

Parents who go along as chaperones should be encouraged to be assertive and to be an extension of the teacher’s authority.  Teachers should always walk at the head of a class on a trip and a parent supervisor at the rear. The following is a checklist of things a teacher should consider when planning a field trip:

* Complete the Field Trip Request form at least four weeks or more in advance.
* Discuss the costs related to the field trip with the Director of Operations.  No checks should be written to teachers for field trip expenses. All funds must be channeled through the school account.
* Visit any new destination before taking students to ensure a proper knowledge and ability to lead a group to the venue.
* Prepare a permission form to send home to parents at least one week in advance.  Teachers planning overnight trips or making reservations with significant costs attached should have this done at least a month in advance.  Information that should be on the permission form include:
	+ Date & Departure and Arrival Times
	+ Explanation and goals of the trip
	+ Amount of chaperones needed
	+ Food/Lunch details
	+ Suggestions or guides for student spending, how to dress (indoor/outdoor, weather or terrain elements, hats, appropriate footwear, etc.)
	+ Schedule of the day’s activities
	+ A detachable portion for student’s name and parent’s signature granting permission for the student to participate in the field trip.
	+ Contact information where the teacher or group could be reached.
* Confirm details with the destination(s) in the days immediately prior to trip.
* Prepare specific written plans for chaperones regarding class management (group size and whether it is necessary to stay together or split up) and behavior.  The teacher should be proactive in grouping students in a way that does not invite misbehavior.
* Prepare students ahead of time for what they will be seeing by explaining the purpose and goals of the trip and how it connects to the curriculum or subject area.  Teachers may want to prepare a scavenger hunt or other assignments for students to complete during or after the trip.
* Be very specific with students and chaperones about the behavioral expectations for the day.  Below are a few examples to consider:
	+ Awareness of surroundings (safety hazards, rural vs. urban setting, presence of traffic)
	+ Attentiveness (paying attention to the leader or guide, asking questions, staying together)
	+ Appropriate behavior (free time, somber or sacred destinations, waiting in lines, respect)
	+ Electronic use (review the field trip policy on electronics in the following blue box)
* Consider any allergy concerns or medication needs regarding the trip.
* On the day of the trip:
	+ Call chaperones together and review instructions.
	+ Before each move, give students clear direction of exactly what they will do in the next move or at the next stop (insist kindly on absolute attention during instructions).
	+ Make sure that students are supervised at all times.
	+ Plan for appropriate restroom breaks, etc. and give clear time parameters.
	+ Ensure students follow tour guides closely and show respect by listening carefully.
	+ Perform a head count after every stop.
	+ Review plans with the bus driver to make sure there is no miscommunication.
	+ Make sure there are first aid supplies available.

In the event that not all students are accompanying the class on a trip, the teacher is also responsible in preparing appropriate learning tasks to be completed by students who will remain at the school.  The learning in these tasks should be similar to that experienced by students participating in the trip.