

Field Trip Checklist

I. JUSTIFICATION

Be sure that the field trip is justified in view of your schools' educational program and your individual lesson objectives. (Conference permission must be obtained prior to discussing proposed field trip with students for all overnight and out-of-conference activities.)(See NPUC Education Code 1606:88 and 1608:88)

See NPUC Education Code 1604:88 for the policy regarding One-Day Off-Campus Field Trips and Activities.

II. SELECTION

- A. It is recommended that you visit the area prior to the actual field trip.
- B. Note obvious dangers such as: poisoned plants, fall areas, water dangers, dangerous animals, electrical hazard, etc.
- C. Note any work-study areas.
- D. Make list of specific equipment students might need.
- E. If your students have physical limitations, note facilities for limitation or handicapped.

III. PLANNING THE TRIP

- A. Permission
 - Superintendent (if extended trip, see request for overnight trip form)
 - Principal
 - Landowner or organization
 - Parents

- B. Advance information to Organization or Representative
 - Number of students
 - Age or level
 - Arrival/departure times
 - Special needs or considerations

- C. Note to parents
 - Purpose of the trip
 - Place
 - Departure and return times
 - Cost, if any
 - Equipment if needed
 - Type of transportation
 - Consent for Treatment forms

- D. Student Preparation
 - Tell the students the why, when and where of the field trip
 - Correlate the projected field trip with your lessons and text materials
 - Discuss your observed potential dangers with students
 - Establish and discuss rules for safe conduct
 - Inform students about proper clothing for terrain and weather
 - Pre-trip objectives met
 - Students aware of post-trip responsibilities
 - Student worksheets prepared (if applicable)