



Teacher's Field Trip Guidelines

Instructional field trips are planned activities within or outside the school day taken by students under the supervision of a teacher or other school official. The purpose of field trips is to enrich and extend the classroom instructional program. It is expected that field trips provide curriculum connections for students and opportunities for students to experience unique and relevant learning experiences.

General Procedures

1. All requests for field trips must be submitted to the principal in advance of the scheduled trip with the names of all staff members who will accompany the students.
2. The office staff will complete a Transportation Request. Confirmation of the bus will be given to teachers.
3. Field Trip Permission Forms must be returned to the Team Leader before the trip. Teachers will take a copy of each Parental Consent Form with them on the field trip. No student will be allowed to participate if the Permission Form is not received prior to the trip. (Record Retention - Permission forms must be kept for two years)
4. Field Trips may be denied for any of the following reasons:
 - a. Failure to comply satisfactorily with pre-trip requirements
 - b. Excessive cost or limited financial resources
 - c. Excessive number of students taking trips on that particular day
 - d. Lack of availability of transportation
 - e. Inadequate provision for student safety and welfare
5. For every field trip there must be a sufficient number of chaperones and teachers. Regular field trips within the school day= 10:1. ALL Chaperones must complete a Wylie ISD Volunteer Background Check before attending field trip. Volunteer Background Check can only be completed online. <https://web.wylieisd.net/BackgroundCheck/BkgroudCkForm.aspx>
6. A first aid kit will be taken on all field trips and any special medications and instructions for teachers should be obtained from the school nurse and taken on all field trips.
7. At no time are students to be left ON THEIR OWN during the course of the field trip.
8. At least one staff member is to remain at the school after the return trip until all students are picked up.
9. Any disciplinary problems are to be reported to the principal immediately upon return to the school for appropriate action.

Before You Go

1. Check the school master calendar to make sure there are no conflicts with your requested field trip.
2. Contact your destination site and/or check on website for admission fees, hours, and travel directions.
3. If a member of your class has special needs, contact the destination to make sure that he or she will have access.
4. Make sure you get a confirmation letter from the destination with a complete itinerary.
5. Plan your chaperone needs. Make sure you have enough chaperones. (See the Chaperone Guidelines)
6. Establish chaperone behavior ground rules. Exchange cell phone numbers. Provide chaperones with a list of student ground rules. What will chaperones do if students do not behave on the trip? Where and what time will you meet for lunch? **Remember-If you cannot see the students, you are not supervising them.**
7. Remind chaperones-no unplanned stops on the way to or from the field trip.
8. Complete the Field Trip Parental Consent Form. Remember, if you do not have a completed Field Trip Parental Consent Form before the trip, students will not go on the trip. Give a copy of each form and a roster to the office.
9. Give your students a learning task ahead of time. Your students should show up for the field trip with a base of knowledge as well as questions to answer before returning to the classroom. Spend some time in the weeks before the field trip discussing the subject matter. Review a list of questions they will be looking to answer during the field trip. This will keep them informed, engaged and focused on learning all day long.
10. Establish student behavior ground rules and explicitly discuss field trip behavior rules. How should students behave on the bus? Where and what time will you meet for lunch? How should students behave on the field trip? What will the consequences be for misbehavior? Make sure students know what to do if they get separated from their group.
11. At least two weeks before the scheduled field trip, notification should be provided to the cafeteria of the number of children not eating lunch that day or who will need a lunch for the field trip. (Check with the office for the form)
12. If a student has constant behavior issues, the student will not be allowed to go on the field trip.