

Field Trip Checklist

BEFORE THE TRIP

- Do your research
 - Complete risk assessment (potential hazards, level of risk, risk mitigation plan)
- Get consent
 - School district
 - Guardian
- Collect fees
- Know your ratios
 - 1 adult to 8 elementary students
 - 1 adult to 12 middle school students
 - 1 adult to 24 high school students
- Recruit chaperones: Make sure that at least one paid staff member on the trip has current first aid and CPR certification.
- Pack well: Make sure you have the health and safety documents and materials you will need. Bring the following materials:
 - First aid kit; one per vehicle or group
 - Care plans for children with special health needs
 - Medications or equipment for children with special health needs
 - Cell phone
 - List of emergency contacts (poison control, hospitals, etc.)
 - Accurate roster
 - Emergency contact information for families
 - Copy of children's registration information
 - Hand sanitizer or wipes
 - Drinking water
 - Maps
 - Written transportation policy and emergency plans
 - Medical release permissions for emergency medical treatment
- Plan to travel safely
 - Busses
 - Support vehicles
- Plan meals
- Plan for hygiene
- Plan for easy visual identification of the group
- Review safety rules
- Communicate to guardians

ON THE TRIP

- Use rosters
- Frequently count students
- Review safety rules
- Follow the plan for the day
- Communicate any changes to the school/district
- Have a charged cell phone
- Be aware of medical needs
- Report any accidents at the time of occurrence
- Communicate with the school when departing the field trip location

AFTER THE TRIP

- Check the roster when exiting the vehicle
- Check vehicle
 - For students sleeping
 - For trash and debris
 - For open windows and doors
- Food and coolers were cleaned and put away
- Roster signed by all staff participating in the trip
- Reflect on the success of the trip

Considerations for guidelines for field trips:

1. All students have parent/guardian permission for trips,
2. All trips are adequately supervised,
3. All safety precautions are observed,
4. All trips contribute substantially to the educational program, and
5. All trips allow equal access and reasonable accommodations, financial and other, by all interested students

Considerations for protocols for field trips:

1. Field Trip Approval Criteria
2. Field Trip Approval Process
3. Transportation
4. Required Consents
5. Chaperones and Volunteers
6. Safety and Medical Guidelines
7. Establish Learning Outcomes and Student Expectations
8. Providing Accommodations

Definitions - Types Of Trips

DAY FIELD TRIP - an academic or extracurricular field trip that does not require a student to stay away from home overnight. Day field trips may be in-state or out-of-state.

ACADEMIC FIELD TRIP – an off-campus field trip that is organized as part of the class curriculum and occurs during the daytime. Full-class participation is expected. This trip must be accessible to all students expected to attend. Provision for a comparable instructional experience during the school day must be made for students unable to attend.

EXTRACURRICULAR FIELD TRIP – an off-campus trip organized by a school-sponsored club or group. Participation is optional and voluntary. An extracurricular field trip must offer an educational benefit consistent with the club or group's focus and may not occur during regular school hours (special circumstances may seek the Principal's permission).

OVERNIGHT DOMESTIC FIELD TRIP – an academic or extracurricular field trip that requires a student to stay overnight within the United States.

OVERNIGHT IN-STATE FIELD TRIP – an academic or extracurricular field trip that requires a student to stay overnight entirely within Kentucky.

OVERNIGHT OUT-OF-STATE FIELD TRIP – an academic or extracurricular field trip that requires a student to stay overnight that occurs partially or entirely outside of Kentucky. Requires School Committee Approval.

INTERNATIONAL FIELD TRIP – an academic field trip or exchange program which requires a student to stay overnight in a foreign country.

Resources Page

[Special Considerations for Trips Away from Your Program | Virtual Lab School](#)

[Field Trip Guidelines and Protocol 2017-2018](#)