



Field Trip Checklist

- ❑ Check for accuracy the date, arrival & departure times in your confirmation email & schedule
- ❑ Assign teachers to lead one of the learning stations & share Circle J lesson plans with them
- ❑ Advise chaperones of the physical requirements of the trip. Expect to hike at least 1 mile over uneven terrain.
- ❑ Arrange to have adult chaperones for your trip. Advise parent or guardian chaperones about their role in supporting student learning and behavior. The goal is:
 - K - 3rd: One adult for each 4 students
 - 4th - 8th: One adult for each 6 students
 - 9th - 12th: One adult for each 8 students
- ❑ Request copies of lesson plans in advance; they can be sent via email.
- ❑ Name Tags on students and parent chaperones are helpful
 - Beforehand, divide classes into groups of students who work well together
- ❑ Let me know of any students who need accommodations to maximize their learning success. This might include students who are ELL's, Special Ed, 504 plans and others.
- ❑ Be sure everyone wears long pants and tennis shoes (no sandals)
- ❑ Bring the following on field trip day:
 - **First Aid Kit & Cell Phone**-there are no medical supplies or medical personnel here.
 - **Epi Pen Kit**- if student has prescription for bee sting allergy
 - **Lunch & snacks**- pack snacks for each group separately & place in shopping bags
 - **Drinking water** - Water bottles for all students & adults
 - **Sun hat & sunscreen or warm layers** as needed
- ❑ Confirm your bus transportation. Travel time and mileage to the Circle J-Norris Ranch is the same as a bus trip to SCICON, even though it is 7 miles away from SCICON.
Circle J address: 41893 Yokohl Valley Rd.
- ❑ A \$150 fee per class per day to the Circle J-Norris Ranch will be charged to your district upon completion of your field trip

Questions? Contact Amanda Driver at (559) 539-2263 or circlej@tcoe.org