

WLHS Field Trip Directions for Teachers

Field Trip/Field Study: WLHS values the opportunity for students to have learning experiences outside of the “regular” classroom. It is imperative that taking students from other classes, however, is done with thoughtful care and consideration. All field trips/field study should clearly support the curriculum of a class and should have thorough planning for student activity on the trip. Teachers need to be sure to appropriately prep students for the trip before it occurs and have some sort of follow up in order to assess the success of the trip as a learning activity for students.

Students are responsible for getting work from other teachers prior to field trips/activities, and they are to have that work completed for their other classes when they return. Students and staff recognize that our priority is academics, and that if necessary, students need to make prior arrangements with teachers and co-curricular advisors/coaches to make up tests and labs.

Field trips are not to be taken the first and last week of the semester and during AP exams. Administration will not approve field trips during school-wide events such as forecasting week, some state testing windows, May Day, and so on. Field trips during the two weeks prior to AP testing will be evaluated based on student impact and enrollment in AP courses.

Steps for Field Trip Approval and Participation:

1. Teachers fill out the Request for Field Trip Form and turn this in to Brenda Freeman regarding the date you are interested in taking a field trip; she will check availability of transportation and conflicting activities in order to clear the date. Field Trip Forms are found on-line. The process must begin **three weeks prior to approval**.
2. Teachers providing the field trips must remind students to contact their other teachers so they can get work ahead of time. Students with a D may be ineligible for field trips. Students with an F in any class are ineligible for field trips. Students can use the two week notice to improve grades and attend the field trip.
3. Teachers must provide a two-week notice to staff and students of field trips being taken **and** send a reminder 2-3 days prior. We understand that field trip opportunities do not always allow for a 2-3 week approval and notification process. These extenuating circumstances will be evaluated and reviewed by the administration for approval.
4. In general, chaperones need to be at a ratio of 1:15 students. If, however, the trip has a special necessity for more supervision, it is important for the teacher taking the trip to discuss with department head the number of chaperones needed. The confirmation form will indicate the Administration’s required number of chaperones in order to take the trip.
5. Field Trip confirmation e-mail will be sent to teacher after the request has been reviewed by Admin team. If approved, notify all necessary parties as indicated on form. Get student cost information from Brenda.
6. Ensure that you have parent permission slips for all students attending. *Teachers must bring the permission slips with them on the trip in order to ensure they have emergency contact information on each student.*
7. On day of trip: take role on class roster and submit to attendance office **BEFORE** leaving on trip. Indicate if student is absent or if simply not attending the field trip. If student is present in school, but not attending the field trip, attendance office needs to know where the student is for the class period when others are gone. These students must have appropriate supervision during the period with an assignment for “replacement” for missing the class trip. If the minimum number of chaperones does not attend, teacher must cancel field trip.
8. Students not in the class are NOT allowed to attend the field trip. Under no circumstances are students allowed to transport themselves to field trip/ field study site.

In House Field Trips

Field Trip activities which are on campus but require your students to miss another class must follow the above procedures. If you are taking your class during your own class period some place other than your scheduled room, you must notify the Attendance Office Secretary. This is necessary in case of emergencies for you or your students.

If you are taking a field trip and students will only be gone from school during your class period, the teacher must follow the procedures to arrange for transportation and complete the field trip paperwork.

West Linn High School Request for Field Trip Form

Teacher Name _____ Class _____

Date of Trip _____ Destination _____

Destination Address and Phone Number _____

Departure Time _____ Return Time _____ Number of Students _____ Planned # of Chaperones _____

1. Students with a D may be ineligible for field trips.
2. Students with an F in any class are ineligible for field trips. Students can use the two week notice to improve grades and attend the field trip.

Brief description of trip activity:

Goals/Objectives of trip and connection to course curriculum:

Assessment/Follow-up: How will you know what the students learned from this trip? (Attach any appropriate paperwork that might demonstrate student learning from trip)

List other field trips that are part of this course

Steps:

Signature:

1. See Brenda Freeman to clear your requested date against the school calendar _____
2. See Department Chair and review Field Trip Request for his/her support of trip _____
3. Turn in Form to Brenda Freeman **3 full weeks prior to requested departure date**. A confirmation form will be issued if Field Trip has been approved. This confirmation form must be filled out and returned to Brenda Freeman in order to confirm bus/transportation and to be filed with Kevin Mills.