

Field Trips

General Advice and Tips

- Any time and energy you put into arranging logistics before you go on a field trip will pay off greatly the day of the trip. This includes, but is not limited to, the following:
 - Make sure permission slips are signed and returned by the parents.
 - Plan the timeline of the day carefully (including restroom breaks). Remember that moving around anywhere with a large group of children will almost always take longer than you think it will.
 - Have exact dates, times, locations, and contact information available to parents.
 - Arrange transportation, including assigning seats if desired.
 - Find a sufficient amount of parent chaperones.
 - Decide (or find out from the program coordinator at the location) if you will need to break into groups at any point. If so, have those groups made beforehand and be proactive about grouping students in a way that minimizes misbehavior or relational drama.
- Be very specific with students and chaperones about the behavioral expectations of the day. Below are a few examples to consider:
 - Awareness of surroundings (safety hazards, presence of traffic, respect for other people)
 - Attentiveness (paying attention to the leader or guide, asking questions, staying together)
 - Appropriate behavior (particularly if visiting a somber or sacred destination)
- Be prepared with emergency items such as a first-aid kit, a Ziploc bag or plastic container in case anyone gets carsick, wet wipes, a sewing kit, and hand sanitizer.
- Inform and prepare students for what they are going to see. Make sure they are educated about the history or science of it. The more they know ahead of time, the more interesting it will be for them.
- Especially if you will not have a guide provided by the establishment, consider visiting the location yourself prior to going on the trip. This ensures a proper knowledge and ability to lead a group through the destination.
- Encourage thankfulness by modelling it yourself (or prompting students). Thank the people working at the establishment. Thank the bus driver and the parent chaperones. Thank the students for behaving well.

Resources

- An example of a school's policy for teachers planning a field trip: [Teacher Expectations for a Field Trip - The Dock for Learning](#)
- An example of a school's policy for a multi-day senior trip: [Senior Trip Policy - The Dock for Learning](#)

- Advice about planning a field trip to Washington DC: [Field trip to Washington DC - The Dock for Learning](#)
- Field trip suggestions for southeastern Pennsylvania: [Field Trip Suggestions - The Dock for Learning](#)
- Virtual field trips: [Virtual Field Trips - The Dock for Learning](#)

Sources

- Eight Field Trip Edicts by Deana Swanson [Eight Field Trip Edicts - The Dock for Learning](#)
- Teacher Expectations for a Field Trip by Jon Cassel [Teacher Expectations for a Field Trip - The Dock for Learning](#)