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