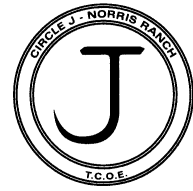




# Field Trip Checklist



- Check for accuracy the Circle J- Norris Ranch Confirmation e-mail or letter confirming your date. A Field Trip Contract will be sent to your district superintendent.
- Arrange to have the appropriate number of adult chaperones for your trip. Advise parent chaperones about their role in supporting student learning and behavior.
  - \* K - 3rd: One adult for each 4 students (70 students maximum)
  - \* 4th - 8th: One adult for each 6 students (70 students maximum)
  - \* 9th - 12th: One adult for each 8 students (70 students maximum)
- Be sure that you have a field trip plan on file with the Circle J Education Coordinator. Give a copy of your plan to all instructing teachers.
- Nametags on students and parent chaperones are helpful.
  - \* Beforehand, divide classes into groups of students who work well together.
- Be sure everyone wears long pants and sturdy shoes (no sandals).
- Are there any students who need accommodations to maximize their learning success? This might include students who are ELLs, in Special Ed, have 504 plans and others. Please contact the Education Coordinator so that plans can be made.
- Bring the following on field trip day:
  - \* **First Aid Kit & Cell Phone** (There are no medical supplies or medical personnel at the Circle J-Norris Ranch.)
  - \* **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** in HOT weather- (Water bottles for all students)
  - \* **Trash bags** (All trash must be carried out on the bus.)
  - \* **Rain jackets/ponchos or sun hat & sunscreen** as needed
  - \* **Educational materials** you have agreed to bring (journals, pens, art paper, etc.)
- Confirm your bus transportation. Travel time and mileage to the Circle J-Norris Ranch is exactly the same as a bus trip to SCICON. Circle J address: 38367 Yokohl Valley Rd.
- A \$50 fee per visit to the Circle J-Norris Ranch will be charged to your district upon completion of your field trip.

Questions? Call the Education Coordinator at (559) 539-2263.

**Tulare County Office of Education**

*Jim Vidak, County Superintendent of Schools*