Hamburg School District Field Trip Follow-up and Evaluation

Teacher In-Charge, please complete and send to the Principal's Office no later than five (5) days after the completion of the field trip.

HBOE Policy 2340: "The teacher will assist the Principal in a critical evaluation of the trip by filing a written report of the trip that includes its benefits and drawbacks"

Field Trip Location: _____ **Grade Levels Attending:** _____

Field Trip Date(s): _____ **Teacher(s) In-Charge:** _____

1. **Was the destination the best choice for the teaching purpose served?**

2. **Were there sufficient materials available to pupils as background for the trip?**

3. **Did the trip experiences encourage new understandings, impart new knowledge, or stimulate pupils to new activity?**

4. **Did the trip experience relate to other school learning experiences?**

5. **Did the trip impart accurate information and a truthful picture?**

6. **Were the pupils exposed to any hazard to their physical or emotional well-being?**

7. **Was the trip worth the time and expense?**

8. **Were there any serious problems with pupil conduct and management?**

9. **To what extent, if any, did the trip generate cooperation and a positive relationship between the school and the community?**

**The completion of a simple student questionnaire may also be useful in designing future trips.*