

GUIDELINES FOR TAKING KIDS OUTSIDE OF SCHOOL

Taking students outside of school is a great opportunity for them to use classroom language in the real world. Before heading outside, make sure the students understand the purpose for leaving school (where we're going, what we'll be doing, what language we'll be practicing....).

Safety is our main concern. We need to be aware of our surroundings and keep the students' wellbeing in mind at all times. Below is a list of guidelines to follow when out of the school with students:

- Students in the Kids Program will wear a yellow Hawaii Palms shirt every day.
- On beach days, students in the Kids Program will wear a yellow swim cap at the beach.
- Always take a first-aid kit with you.
- Go over the main Outside Safety Rules with your students before heading out. Outside Safety Rules are posted in each classroom.
 1. Always stay with your group
 2. Pay attention – Listen and eyes on your teacher
 3. Walk in a line
 4. Be quiet in hallways and elevators
 5. Walking feet
 6. Try to use English

Have students partner up and assign numbers if desired. Provide incentive for good behavior (beach fun, ice cream, treat/snack). Use Safety Flash Cards when appropriate (see Teacher's Folder).

- Make sure to incorporate the following rules at all times:
 - Stop and look both ways at every street crossing
 - Do not cross the street on your own
 - Always listen to the teacher
 - Always stay with the group; do not run off
 - When in a group, always stay with your partner
 - If you need to stop, always check with the teacher first
- Interact with students and keep them engaged as much as possible.
- Make sure students stay together.
- Use the buddy system. Pair students up to walk with their buddy.
- Always keep a headcount

- Set boundaries in the park, at the beach, and during activities.
- Go over appropriate behavior for the place you will be going.
- While walking around Waikiki or during activities, don't let students go off on their own.
- Have students walk in a line (single file or with a partner) and stay away from the street.
- Fill out a Health/Incident report to communicate any incident with the school and parents; contact the school in case of an injury or emergency.
- When taking out a large group, communicate with your assistant as much as possible.
- Stay off your phone – no cell phone use allowed except to communicate with fellow teachers, look something up, take pictures for the school, or in case of an emergency.
- Communicate with other teachers if there is an incident/situation where you may be held up (e.g. had to stop for the bathroom, injury, etc.).
- When out with your students, please make sure everyone is being respectful of the places you visit and the people you encounter. Keep in mind that you and your students represent Hawaii Palms, and that your behavior reflects on the school as a whole.

Revised October 2021