

Field Trips

Background

The Division strongly supports the utilization of field trips as a learning experience for its students. As such, field trips must be a clearly defined component of each school's educational plan.

Procedures

1. Field trips will be approved on the basis of adherence to the following conditions:
 - 1.1 Field trips are inclusive rather than exclusive. There is equity and access for all students who have a desire to participate.
 - 1.2 Field trips are based on sound educational premises which must be clearly defined and articulated;
 - 1.3 Field experience procedures are to be followed in all cases.

The Superintendent of Education has the responsibility to ensure that all school trips within his/her area of administrative responsibility conform to standard Division procedures with respect to approval (including parental), student welfare and educational relevance.

2. Trips will be authorized only if the following conditions are met:
 - 2.1 The field experience is an integral extension of the regular instructional program, supported and approved by the superintendent.
 - 2.2 All students are eligible except in the following cases:
 - 2.2.1 Where only "the team" travels to a competition;
 - 2.2.2 Where parental permission has not been granted.
 - 2.3 Adequate and responsible teacher (and other adults) supervision is provided.
 - 2.4 Alternative and meaningful in-school instruction is provided to students unable to participate in the trip.
 - 2.5 Administrative approval is granted within the following categories:
 - 2.5.1 One (1) Day Trips – The Principal may approve field experiences that may be completed in one (1) school day. A list of students attending is sent to the Superintendent. (Division Office requires this to be recorded on Month End Reports.);
 - 2.5.2 Overnight to Three (3) Nights – The Superintendent of Education will approve educational field trips which can be completed within three (3) days provided he/she is satisfied that adequate preparation and communications has taken place. Complete and submit the Request Form (260-1) to the Superintendent for approval. Complete and keep on file a Parent Consent Form (260-2) for all participating students. (Division Office requires this to be recorded on regular Month End Reports.)

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- 2.5.3 Trips on water/ice, out-of-province trips within Canada* and trips exceeding three nights duration – Principals will apply through their Superintendent of Education as follows:
 - 2.5.3.1. A Request Form (260-1) which outlines the proposed field experience must be forwarded to the Superintendent of Education. The Superintendent must receive the request form in sufficient time to review, analyze and ensure recommended planning improvements are in place prior to preparation for the trip. Once approved the Field Experience Request Form will be presented to the Board for information.
 - 2.5.3.2. A Parent Consent Form (260-2) must be reviewed, signed and filed prior to the trip.
3. Out of Country Trips – require Board approval prior to beginning formal planning and monthly planning updates thereafter.
 - 3.1 The educational benefit of the out of country trip will complement the regular school program and is supported and approved by the Superintendent.
 - 3.2 Lack of financial resources will not be a barrier to participation. Adequate fund-raising will occur to ensure students have access to this opportunity. The request for approval (Request Form 260-1) will include a plan for dispersal of funds raised if the trip is cancelled. Schools are not to use the decentralized school budget or apply to the Board for additional funds.
 - 3.3 Adequate and responsible supervision is provided. A teacher on the school staff must be in charge of the trip and suitable chaperones are required. A typical ratio for staff/chaperones would be 6:1 Conduct of all participants on school trips will be similar to reasonable behavioural expectations at school. Non-staff adult chaperones must supply a Police Criminal Record Check. Additional participants who are not students, staff, or chaperones are not permitted on out of country trips.
 - 3.4 **Approval for school trips will be rescinded by the Board of Education by involving participants that are not students, staff or chaperones.** Chaperones will be approved by the Superintendent. See Section 4, Community Trips.
 - 3.5 It is expected that student travel time will occur during the school breaks.

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3.6 Principals will apply through their Superintendent as follows:

3.51. A Request Form which outlines the proposed out of country trip must be forwarded to the Superintendent of Education. The Superintendent must receive the request form in sufficient time to review and ensure any necessary revisions are in place. Once approved, the Request Form will be presented to the Board for approval. Board approval is required prior to beginning formal planning of the out of country trip. This must be done at least one year in advance of the out country trip.

3.52. A Parent Consent Form must be reviewed, signed and filed prior to the trip.

4. Community Trips

4.1 In the event that there is substantial interest of any trips (day, overnight or out of country) initiated by or involving additional parents or community members, then these excursions are deemed as a community trip. A community trip will not have any connection to the school or school division. Applications to travel organizations will make no reference to the school division, school, or that the participants are school division employees or students. Organization of community trips will not occur in schools and as such there will be no advertising, recruiting, meetings, or any arrangements permitted. Travel will not use school division vehicles. Participation by staff on community trips will not occur on school days.

Related Forms:

Form 260-1	Field Experience Request
Form 260-2	Parental Informed Consent Agreement

*Reference: Sections 85, 87, 108, 109, 151, 175, 179, 231 Education Act
Physical Education Safety Guidelines*