

## FIELD TRIPS

### Background

There is educational value in well-planned and properly supervised field trips, athletic trips and cultural trips. In planning and approving such trips, the safety of students and the educational benefits to be derived shall be the primary considerations.

For the purpose of this Administrative Procedure, a field trip, athletic trip, or cultural trip is any supervised teacher or school sponsored activity where students leave the school premises for part of a day, a day, or multiple days. Trips are to be selected, planned, organized and conducted in the context of clear educational benefits.

### Procedures

#### 1. Planning

- 1.1 It is the Principal's responsibility to ensure the appropriateness of field trips and the safety of students.
- 1.2 The Principal shall designate a District "educator in charge" of each field trip. An educator designated as being "in charge" must have appropriate experience to supervise the safety and well-being of students.
- 1.3 The educator in charge must outline the itinerary, the trip supervisors, transportation details, and budget in the "One-Day Field Trip Approval Form" (Form 260-2). The Principal of the school must approve Form 260-2. This form must be retained at the school office prior to the day(s) trip.
- 1.4 A cell phone number must be provided for emergency contact for all field trips.
- 1.5 A copy of each student's medical form must be available in case of medical emergencies or incidental delays.
- 1.6 The teacher must carry or have access to a first aid kit during the field trip or must have access to an on-site first aid provider.
- 1.7 Arrangements must be made to provide an instructional program for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip. The District must not be held responsible for any losses which may arise from cancellation or alteration of a field trip itinerary.
- 1.8 The Principal must be notified of any changes to the departure or arrival times, to the location(s) of the activities, etc.

- 1.9 A “One-Day Field Trip Consent Form” (Form 260-1) shall be prepared for each trip and sent home with each student who may participate in the field trip.
  - 1.10 A “High Risk Activities Consent and Waiver Form” (Form 260-4) must be prepared and sent home with each student who may participate in a field trip considered high risk. Examples of high-risk activities are canoeing/kayaking/rafting, mountain biking/hiking, gymnastics, rock/wall climbing, skiing/snowboarding, swimming in open water, ice skating, and cheerleading.
  - 1.11 A “Middle School Extra-Curricular Athletics Approval Form (Form 260-5) must be prepared and submitted to the Principal for approval.
  - 1.12 A “Middle School Extra-Curricular Athletics Consent Form (Form 260-6) must be prepared and sent home with each student who may participate in all middle school extra-curricular athletic programs.
  - 1.13 A “Booster Seat Consent and Waiver Form” (Form 260-7) must be prepared and sent home with each elementary aged student who participates in a field trip where volunteer drivers use a private vehicle to transport children.
  - 1.14 The “One-Day Field Trip Approval Form” (Form 260-2) must be completed to document the details of the field trip and transportation arrangements and is to
  - 1.15 The Principal will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the school field trip. The District’s Code of Conduct and the School’s Code of Conduct must be reviewed by all participants prior to the field trip.
  - 1.16 Schools may charge fees for optional field trips that enhance a student’s learning experience but are not essential to the learning outcomes.
  - 1.17 Extra-Curricular Field Trips are not considered part of the educational program therefore fees may be charged.
  - 1.18 No student will be prevented from taking part for financial hardship.
2. Communication with Parents/Guardians
- 2.1 Advance communication to parents/guardians is required for all field trips. Parents/guardians must be provided notice in writing which addresses the following areas:
    - 2.1.1 Nature of the field trip;
    - 2.1.2 Purpose of the field trip;
    - 2.1.3 All transportation and accommodation arrangements, if applicable;
    - 2.1.4 Level of supervision; and,
    - 2.1.5 Scope of risks and potential for injury inherent in the activity.
  - 2.2 A “One-Day Field Trip Consent Form” (Form 260-1) for the field trip must be obtained with a parent/guardian signature.

- 2.3 A “High Risk Activities Consent and Waiver Form” (Form 260-4) must be obtained with a parent/guardian signature for high-risk activity field trips.
  - 2.4 A “Booster Seat Consent and Waiver Form” (Form 260-7) must be obtained with a parent/guardian signature for field trips where volunteer drivers use a private vehicle to transport elementary aged children.
3. Supervision
- 3.1 Vigilant supervision of students is mandatory during all District trips.
  - 3.2 Volunteer supervisors must be screened for suitability and advised of the expectations of their role. Volunteers must complete a “Volunteer Registration Form” (Form 490-1).
  - 3.3 Student conduct is governed by District and School Codes of Conduct.
  - 3.4 On a field trip of any kind, the teacher sponsor(s)/adult supervisor(s) will act in a manner consistent with what would be expected of a “judicious parent/guardian”. It is expected that the teacher sponsor(s)/adult supervisor(s) will ensure proper and safe student conduct by providing proactive participation and visible presence.
  - 3.5 The use of alcohol, tobacco, or illegal substances by student participants, volunteers, supervisors, or staff is strictly prohibited during any field trips, regardless of the circumstances, the age of the participants, or local laws, customs, or culture.
  - 3.6 Parent/guardian participation in field trips to augment supervision is encouraged and, in many cases, necessary. Circumstances determined by the Principal may warrant a review of the levels of supervision according to the age, maturity, knowledge and skill of the students, the nature of the field trip and/or the experience of the supervisor(s), as well as the duration of the trip. For day field trips, supervision must be provided at the following minimum levels (greater supervision may be necessary depending on the nature of the activity being undertaken):
    - 3.6.1 Grades K-3 – 1:8 ratio of adults to students;
    - 3.6.2 Grades 4-5 – 1:10 ratio of adults to students;
    - 3.6.3 Grades 6-8 – 1:15 ratio of adults to students; and,
    - 3.6.4 Grades 9-12 – 1:15 ratio of adults to students.
  - 3.7 Planning and consideration must be provided for any special needs student involved in an activity. Education Assistants normally assigned to an individual special needs student are not to be included in the above ratios.
  - 3.8 For minimal risk overnight trips, supervision must be provided at the above minimal levels. Greater supervision may be necessary depending on the nature of the activity being undertaken and the composition of the class.

3.9 Trips that involve both male and female students, which extend overnight, shall have at least one male and one female adult accompanying students.

3.10 Any CUPE employee who attends and is outside of their classification is considered to be a volunteer therefore they will not receive pay for the activity.

#### 4. Transportation

4.1 The “One-Day Field Trip Permission Form (Form 260-1) and “One-Day Field Trip Approval Form” (Form 260-2), which includes type of transportation, departure and arrival times, cost, and levels of supervision, must be completed and signed by the Principal (Form 260-1) and by the parent (Form 260-2).

4.2 The “Volunteer Registration Form” (Form 490-1) including the section for volunteer drivers must be completed and approved by the Principal for field trips where volunteer drivers use a private vehicle to transport children.

#### 5. Special Circumstances

5.1 Short supervised walking trips within the vicinity of the school are exempt from this Administrative Procedure. These trips may be taken with the Principal’s permission and the completion of the “Walking Field Trip Information and Consent Form” (Form 260-3).

Reference: Sections 17, 20, 22, 65, 75, 85 School Act  
Motor Vehicles Act  
Collective Agreements

*SD No. 40 (New Westminster)*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)