

FIELD TRIPS

BACKGROUND

There is educational value in well planned and appropriately supervised field trips. In planning and approving such trips, the safety of students and the educational benefits to be derived shall be the primary considerations. Field trips are to be selected, planned, organized, and conducted in the context of clear educational benefits.

For the purpose of this Administrative Procedure, a field trip, is any supervised teacher or school sponsored educational activity where students leave the school premises for all or a portion of a day. Administrative Procedure 261: Field Trips – Out-of-Province and Multi-Day Educational Trips provides further guidance on multi-day trips.

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 an 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. Prior to Principal approval, the Educator in Charge must outline the itinerary, supervision plan, and transportation and budget details on the One Day Field Trip Approval Form ([260-1](#)) and submit to the Principal for approval.
- 1.4. Following the Principal's approval, the Educator in Charge will proceed with trip planning using the Teacher Field Trip Checklist Form ([260-2](#)) to ensure all requirements are met. A copy of this checklist is to be retained in the school office until trip completion.
- 1.5. 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 the teacher(s) who will accompany students on the trip.
- 1.6. The district must not be held responsible for any losses which may arise from cancellation or alteration of a field trip itinerary.
- 1.7. The Principal must be notified of any changes related to field trip details.
- 1.8. The Principal will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the field trip. The District and School Code of Conduct must be reviewed by all participants prior to the field trip.
- 1.9. Schools may charge fees for optional field trips that enhance a student's learning experience but are not essential to the learning outcomes.

- 1.10. Extra-curricular field trips are not considered part of the required educational program therefore, fees may be charged.
- 1.11. No student will be prevented from taking part in a field trip considered to be an essential part of the educational program due to financial hardship.

2. Communication with Parents/Guardians

- 2.1. The Principal will determine the risk level of each field trip.
- 2.2. The appropriate Parent/Guardian Field Trip Information and Consent Form (Parent/Guardian Field Trip Information and Consent Form [\(260-3A\)](#) or the Field Trip Consent & Notice of Risk Form [\(260-3B\)](#) shall be prepared for each trip and sent home with each student. Students who do not return completed consent forms may not participate in the field trip.
- 2.3. Field Trip consent forms must contain the following information:
 - Nature of the field trip.
 - Rationale for field trip.
 - Transportation details.
 - Level of supervision.
 - Scope of risks and potential for injury inherent in the activity.

3. Supervision

- 3.1. Vigilant supervision of students is mandatory.
- 3.2. Parent/guardian participation in field trips to augment supervision is encouraged and, in many cases, necessary. Volunteer supervisors must be screened for suitability and advised of the expectations of their role.
- 3.3. Details related to parent/guardian volunteers including volunteer guidelines and volunteer registration forms are found in [Administrative Procedure 490: Parent/Guardian Volunteers](#).
- 3.4. On a field trip of any kind, teachers and other supervisors will act in a manner consistent with what would be expected of a judicious parent/guardian. It is expected that all supervisors 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 trip, regardless of the circumstances, the age of the participants, or local laws, customs, or culture.
- 3.6. Supervision must be provided at the following minimum levels:
 - Grades K-3 – 1:8 ratio of adults to students
 - Grades 4-5 – 1:10 ratio of adults to students
 - Grades 6-8 – 1:15 ratio of adults to students
 - Grades 9-12 – 1:15 ratio of adults to students
- 3.7. Planning and consideration must be provided for any students with diverse abilities. Education Assistants normally assigned to students with diverse abilities are not to be included in the above ratios.

- 3.8. In reviewing the field trip, the Principal may increase the level of supervision required in accordance with the age, maturity, knowledge and skill of the students, nature, and duration of the field trip, and/or the experience of the supervisor(s).
- 3.9. A Criminal Record Search is required for volunteers who are going on overnight trips, coaching, or interacting with students while not under the direct supervision of a teacher.

4. Transportation

- 4.1. The Volunteer Driver Registration Form ([490-2](#)) must be completed if volunteer drivers are included in field trip planning.
- 4.2. The Student Vehicle Assignment Form ([260-5](#)), which includes contact telephone numbers for all drivers and passenger assignments for each vehicle, must be left at the school and another copy carried with the Teacher in Charge.
- 4.3. The Parent/Guardian Booster Seat Consent and Waiver Form ([260-4](#)), must be obtained with a parent/guardian signature for field trips where volunteer drivers use a private vehicle to transport elementary aged students.

5. Special Circumstances

- 5.1. Short, supervised walking trips within the vicinity of the school are exempt from this Administrative Procedure. These trips can be taken with the Principal's permission provided that parent/guardian consent has been given.

References: **Form 260-1 - One-Day Field Trip Approval Form**
 Form 260-2 – Teacher Field Trip Checklist
 Form 260-3A – Parent-Guardian Field Trip Information & Consent
 Form 260-3B – High Risk Activities Consent & Waiver Form
 Form 260-4 – Parent/Guardian Booster Seat Consent and Waiver Form
 Form 260-5 – Student Vehicle Assignment Form

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