Field Trip Experiences

-POLICY-

The Board of Education supports field trips as curricular and extra-curricular activities for all schools. These field trips include visits to off-campus sites, outdoor pursuits, athletic and music performances and other excursions. The Board considers these activities a logical extension of classroom activities and an integral part of the school program. Therefore, student field trips are encouraged.

The accompanying regulations and School District No. 58 Field Trip Handbook have been developed to:

- Provide definitions and expectations for various types of field trips.
- Provide communication links between parents, teachers, and school administrators.
- Establish procedures for safely carrying out field trips with students.
- Establish the responsibilities and expectations of the students, parents, teachers, field trip supervisors and school administration for specific types of field trips including the nature of the activities, risks involved and the level of supervision.

-REGULATION-

1. Routine Field Trip – Level One

e.g. Parks, farms, museums, concerts, plays, sporting events, water slides, swimming in supervised pools with certified lifeguards,

a) These field trips will have the following characteristics:

i) Of one day or less in duration.
ii) Take place within the general Nicola/Similkameen region.
iii) Do not involve adventure hiking, snowshoeing, canoeing, kayaking, snowboarding, skiing, rock climbing, mountain biking, road cycling or residential camping.

b) Parents are to be informed of the proposed trip and the teacher is to obtain a signed ***Low Risk*** *Field Trip Parent Permission Form* for each student involved. *(Refer to the Field Trip Handbook for appropriate forms.)*

c) The teacher shall:

i) Obtain signed copies of the ***Low Risk*** *Field Trip Parent Permission Form* for each student involved.

ii) Take a copy of the ***Low Risk*** *Field Trip Parent Permission Form* for each student on the trip.

iii) Give consideration to having a male and female supervisor along on co-ed field trips. (This could include a parent supervisor.)

iv) Submit a *Field Trip Application Form* to the principal or designate at least five days before the activity. Blanket form for neigh…

d) The principal shall ensure that the above requirements are completed before giving final approval. Blanket form for neighborhood activities, fitness runs, Terry Fox etc

2. Routine Field Trip – Level Two

e.g. Overnight sports tournaments or games, overnight field trips. e.g. Aquarium, Science World, Barkerville, band retreats, music tours, overnight stays in school gymnasiums or libraries, retreats that do not involve outdoor activities within British Columbia.

a) These field trips will have the following characteristics:

i) May be of more than one day in duration.

ii) Take place within the Province of British Columbia.

iii) Do not involve adventure hiking, snowshoeing, canoeing, kayaking, swimming, backcountry skiing, rock climbing, mountain biking, road cycling, residential camping and skiing.

b) Parents are to be informed of the proposed trip and the school is to obtain a *signed* ***Low Risk*** *Field Trip Parent Permission Form* for each child who is participating. *(Refer to the Field Trip Handbook for appropriate forms.)*

c) The teacher shall:

i) Obtain signed copies of the ***Low Risk*** *Field Trip Parent Permission Form* for each student involved.

ii) Take a copy of the ***Low Risk*** *Field Trip Parent Permission Form* along for each student on the trip.

iii) Give consideration to having a male and female supervisor along on all co-ed trips. (This could include a parent supervisor).

iv) Ensure that students are appropriately prepared for specific activities.
v) Inform parents of the specific nature of the activity and its place in the school curriculum.
vi) Submit a *Field Trip Application Form* to the principal or designate at least ten days before the activity.

Blanket Permit form for sports teams?

d) The principal shall ensure that the above requirements are completed before giving final approval. Principals shall send (for information only) a copy of the Field Trip Approval Form, the parent information letter and a checklist to the Assistant Superintendent at least one week prior to the commencement of the trip.

3) **Routine Field Trip – Level Three**

e.g. Ice skating, road cycling, mountain biking, downhill and Nordic Track skiing; snowboarding/snow-blading programs within controlled ski areas with ski patrols.

a) These field trips will have the following characteristics:

i) May be of more than one day in duration.
ii) Take place within the Province of British Columbia.
iii) These activities, except Nordic Track skiing and snowshoeing, all require use of an approved helmet.

b) Parents are to be informed of the proposed trip and the school is to obtain a signed ***Higher Risk*** *Field Trip Parent Permission Form* that includes the nature of the activities, risks involved and the level of supervision. *(Refer to the Field Trip Handbook for appropriate forms.)*

c) The teacher shall:

i) Obtain a signed ***Higher Risk*** *Field Trip Parent Permission Form* for each student involved.
ii) Take a copy of the ***Higher Risk*** *Field Trip Parent Permission Form* along for each student on the trip.
iii) Give consideration to having both female and male supervisors on all co- ed trips. (This could include a parent supervisor).
iv) Ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved.
v) Inform parents of the specific nature of the activity, its inherent risks and its place in the school curriculum.

vi) Submit a *Field Trip Application Form* to the principal at least two weeks before the excursion.

d) The principal shall ensure that the above requirements are completed before giving final approval. Principals shall send (for information only) a copy of the Field Trip Approval Form, the parent information letter and a checklist to the Assistant Superintendent at least two weeks prior to the commencement of the trip.

4. Outdoor Field Trips

e.g. Adventure hiking, canoeing, kayaking, retreats which involve outdoor activities, swimming in natural settings, wilderness orienteering, residential camping.

a) These field trips will have the following characteristics:

i) May be of more than one day in duration.
ii) Take place within the Province of British Columbia.
iii) Involves one of the activities identified above.
iv) Activities not listed above will be considered on an individual basis.

b) The teacher shall:

i) Give consideration to having both female and male supervisors on all co- ed trips. (This could include a parent supervisor).
ii) Ensure that at least one supervisor has a current first aid course (minimum Level 1).
iii) Ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved.
iv) Inform parents of the specific nature of the activity, its inherent risks and its place in the school curriculum.
v) Obtain a signed ***Higher Risk*** *Field Trip Parent Permission Form* for each student involved. *(Refer to the Field Trip Handbook for appropriate forms.)*
vi) Take along a copy of the ***Higher Risk*** *Field Trip Parent Permission Form* for each student on the trip.
vii) Submit a *Field Trip Application Form* to the principal at least two weeks before the excursion.

c) All field trips are to be approved by the principal of the school. Principals shall send (for information only) a copy of the *Field Trip Approval Form*, the parent information letter and a checklist to the Assistant Superintendent at least one week prior to the commencement of the trip.

5. Out-of-Province Field Trips

Any field trip for any length of time which takes place outside the Province of British Columbia (*including International travel).*

Out-of-province field trips require Board approval three months prior to the date of the trip. The Board may make allowances, in consideration of the timeframe, for extenuating and unusual circumstances.

The Board supports curriculum-based field trips as a form of enrichment for students. School field trip programs shall be developed in consultation with the school's Parent Advisory Council or representative group of parents.

The following procedures shall be followed.

a) Principals will inform the Assistant Superintendent of any out-of- province field trips being considered as soon as they become aware that a trip is being contemplated. The Superintendent's Office will inform the Board of any out-of-province field trips being considered as soon as practical after notification is received.

b) The leader shall:

i) Give consideration to having both female and male supervisors on all co- ed trips. (This could include a parent supervisor).
ii) Ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved.
iii) Inform parents of the specific nature of the activity, its inherent risks and its place in the school curriculum.
iv) Obtain signed ***Higher Risk*** *Field Trip Parent Permission Forms* for each student involved. *(Refer to the Field Trip Handbook for appropriate forms.)*
v) Take a copy of the ***Higher Risk*** *Field Trip Parent Permission Form* along for each student on the trip.
vi) Confirm that adequate out of province/country medical coverage is obtained.

vii) Submit a *Field Trip Application Form* to the principal at least two weeks before the excursion.

c) All field trips are to be approved by the principal of the school who will ensure that (for information only) a copy of the parent information letter and a checklist go to the appropriate Assistant Superintendent.

d) For travel outside of Canada, each student must have a valid passport.

e) Board approved field trips for out of country travel are required to have the maximum available insurance for all excursion participants, and will note so, in any communications to parents and students in regards to these trips.

6. Requirements for Field Trip Supervisors

a) Supervisors involved with co-curricular or extracurricular field trips must consult the School District No. 58 Field Trip Handbook when planning field trips.

b) Supervisors shall give consideration to having both male and female supervisors on all co-ed field trips. (This could include a parent supervisor.)

c) Supervisors are considered to be on supervision throughout a field trip and are expected to provide reasonable supervision. Reasonable supervision is that which a careful and prudent parent would provide.

d) Staff, volunteers, and chaperones are not allowed to bring their own children on any field trip unless the child is from the school and grade participating in the trip. An exception may be made for school athletic teams participating in league play, playoffs, and exhibition tournaments including those involving overnight stays. With the approval of the principal, a coach may be accompanied by his/her child if an additional chaperone is provided for the trip.

e) Supervisors will ensure that students understand that school rules for conduct and behaviour are to be maintained throughout the field trip.

f) Supervisors will make students aware of procedures by which supervisors can be contacted if necessary.

g) The responsibility for organizing proper supervision belongs to the teacher(s) in charge of the field trip. The teacher(s) in charge must ensure that all supervisors are aware of their responsibilities. These teacher(s) in charge may not relinquish responsibility, but they may schedule specific times when they are free of supervision duties and able to pursue meeting individual or personal needs.

h) The consumption of alcohol and/or consumption of illegal drugs by supervisors for the duration of the field trip is strictly prohibited. This includes cases in which students are billeted.

7. Commercial/Interest Based Excursions and Dry Grads

a) The Board will not assume any responsibility for commercial or interest-based field trips or excursions (including Dry Grads) that have not been approved or endorsed by the Board and that are either provided by companies specializing in student travel, or for trips that provide an excursion for students based on a common interest.