

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 3060
EDUCATIONAL PROGRAMS/ SERVICES	<u>Field Trips</u>	

DATE ADOPTED: June 27, 2000

DATE AMENDED:

The Board recognizes the educational and social value of curricular field trips and co-curricular activities as a valuable component of the educational program. Students participating are considered to be under the same care and guidance of the teaching staff when on a school field trip as when they are in school.

R E G U L A T I O N S

The District has three field trip forms:

- a) Day Trip/In-District - requires Principal's authorization
- b) Sports Team - requires Principal's authorization
- c) Extended Field Trip (Out of country, longer duration or involving higher risk activities)
– requires Superintendent/Board approval

1. Field trips are considered to be an extension or enrichment of the curriculum and require teachers to provide a written proposal for the field trip which would include a statement of purpose as well as an outline of intended lead-up and follow-up activities. Field trips that, in the opinion of the Superintendent of Schools, involve high-risk activities (i.e. wilderness or water activities) are to be submitted on the Extended Field Trip form and referred to the Board.
2. The Principal shall ensure that parents/guardians have been notified of details of the field trip and have given approval for their children's participation. Notification to parents/guardians should include the following information:
 - purpose and nature of the trip
 - mode of transportation
 - destination
 - date and times of departure and return
 - number of adult supervisors
 - training, equipment, safety precautions

3. The number of adult supervisors accompanying each trip shall be determined by the Principal. Suggested guidelines provided for the supervision of youth groups are:
 - Kindergarten/primary - 1:5 ratio of adults to pupils
 - Intermediate - 1:8 ratio of adults to pupils
 - Secondary - 1:10-12 ratio of adults to pupils

It is recognized however, that circumstances for each trip vary and the Principal will determine the appropriate level of adult supervision by considering factors such as:

- the age of the pupils
 - the number of pupils with disabilities
 - the nature of the trip (skiing vs. instruction in formal setting)
 - the duration (partial day, overnight, several days)
 - for overnight trips the appropriate level of adult supervision should include gender representation
 - cost of adult supervisors that in the opinion of the Principal are required for safety, may be covered by Board or school funds
4. The supervisory person must ensure that the transportation of pupils is in accordance with Board policy and directives. Passenger and vehicle loading lists, and if the mode of transportation involves private vehicle, driver abstracts and vehicle inspection forms must be available in the school and with the supervisory person.
 5. Student conduct on the bus shall be in compliance with Board policy.
 6. A sample parent/guardian permission and medical information form is attached and the forms which are to be used applying for field trip authorization.
 7. In trips where a deposit fee is required, the School District will not be responsible for refunding deposits should the trip be cancelled.