



AP 3xxx Field Trips

Legislative References: Sections 17, 20, 22, 65, 75, 85 School Act

Legal References: Motor Carrier Act, Motor Vehicle Act

Date: July 15, 2025

REGULATIONS

Approval and Documentation

1. Principals may approve the following:
 - Single day trips within B.C. (including Moderate Risk Activity)
 - Trips involving Fine Arts, school athletic teams involved in league play, playoffs, provincials and exhibition tournaments including those involving overnight stays of 3 days or less.
2. The Superintendent (or designate) may approve all other overnight class trips up to four days duration.
3. The Board must approve B.C. trips exceeding four days and all trips out of province/country.
4. For student trips involving travel out-of-country, approval in principle from the Superintendent must be obtained at least four months in advance and prior to holding meetings with parents. This request is to be submitted in writing with important details as requested in consultation with the Superintendent (designate). Final approval is required from the Board two months in advance.
5. All field trip proposals requiring Superintendent or Board approval must include the **Field Trips Qualifications Checklist (Appendix B)**, and all required documentation. Application for student trips, other than out-of-province/country, requiring Board approval must be submitted two months in advance.
 - 1.1.1.

General Requirements for all Field Trips

In all cases, the financial responsibility of the Board shall be limited to budget allocation.

Signed consent forms and accident reports for any students that are injured on a Field trip must be kept for 2 years after the completion of a trip or until a student reaches 19 years of age.

All participating students are to stay with the group. Visits with friends or relatives that require the student to leave the group are not permitted.

Informed parental consent, in writing, must be obtained for all trips involving transportation. Blanket consent, covering walking trips may be obtained to cover multiple trips over the school year.



All field trips must be planned with reasonable foreknowledge of the area to which the group will be going.

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.

Student participation on School District 51 field trips will be based on the approval of parent/guardian, teacher and school Principal.

Students shall conform to the school code of conduct while on school activities.

The Board may request a report from the lead teacher following a field trip.

Funding

Students will not be excluded from curricular field trips because of an inability to pay. The Board hardship policy would apply.

Out-of-Province/Country Educational Travel Field Trips

The Board must be adequately indemnified against all liability concerned with the trips undertaken for Out-of-Province Educational Travel, (e.g. - medical coverage, loss of money, failure to travel due to sickness, etc.)

All students travelling to foreign countries, including the USA, on day or overnight trips, must have individual medical coverage.

All students travelling to foreign countries, including the U.S.A., must have valid documentation for the country of entry and the Canadian requirements for returning to Canada. The documentation must include a signed letter from the parent(s)/guardian(s) giving their son/daughter permission to travel and receive emergency medical treatment if required while travelling with the school group.

It is required that the lead teacher check and confirm with the borders or customs, in writing, to determine what specific travel documents each student may require. Each student's travel documents should be checked.

All students travelling to foreign countries may also be required to have an individual visa, and/or other specific documents as required by each country. Group visas are not acceptable.

Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in loss of funds. Travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety



threat. When travel agents are used for any travel, they must be covered by a travel assurance fund recognized by a provincial or federal government agency.

Travel Safety Warnings

Student travel to countries that are or subsequently become identified through travel safety warnings by the Government of Canada shall not occur during the period of such warning unless the Board of Education specifically approves such travel during this period.

Chaperone and Supervisor Requirements for Trips Involving an Overnight Stay

These requirements for chaperones will apply for all overnight trips:

1. Chaperones must be adults approved by the Principal. Chaperones must have a current, valid criminal record check completed. See **Appendix D** for sample letter to potential chaperones.
2. There will be a minimum of two chaperones, including the lead teacher or adult.
3. At least one female chaperone will be required if any female student is a participant. Likewise, at least one male chaperone will be required if any male student is a participant.

School Requirements

The Principal of a school shall review the merits of each field trip prior to approving it. Additionally, he/she shall ensure that staff in charge are aware of District and school policies and monitor their adherence. The Principal and/or lead teacher shall provide assurance that the criteria established by the Board within these regulations have been met by completing the appropriate Field Trip Form and/or providing the school office with the required documentation.

Planning

- The goals and objectives of the trip must be available as part of the planning process
- Planning, including educational activities prior, during and after field trips
- The **Field Trips Qualifications Checklist** completed in advance of the trip (**Appendix B**)
- Complete checklist/records including telephone numbers/medical numbers of all students and adults travelling on field trips. Leave copies for the school and the sponsoring teacher for each field trip
- Complete the District and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip
- Deal with inappropriate student conduct
- Ensure suitable accommodation
- Ensure suitable transportation
- Confirm assignment of teachers on call
- Teachers and students shall make provisions for missed course work because of participation in curricular or extra-curricular trips. Additionally, students must take responsibility for completing work/assignments missed as the result of a field trip
- Except for local specific activities which are required for a course, such as excursions to business establishments and local sites, P.E. activities etc., lead teachers must carry a copy of:



- the district field trip policy and regulations,
- a copy of the district emergency procedures.

Safety Requirements

- Risk management and emergency response plans
- Preparation and maintenance of appropriate first-aid supplies
- Treating/evaluating ill or injured students
- In the event of a student's serious violation of the school code, the administration of the school or the District shall be contacted before the lead teacher takes action relating to the student. A student shall not be asked to return home on his or her own unless specific arrangements are made by the administrator, nor shall the action taken by a teacher deprive a student of appropriate supervision.

Consent

- The lead teacher for out-of-country trips, overnight trips, and for trips where additional precautions are necessary, shall meet with parents/guardians well in advance of the proposed trip. Where parents/guardians do not avail themselves of this opportunity, the student shall not be permitted to attend the field trip until this requirement has been met. Regular ski trips of one day duration to local mountains or P.E. activities are excluded.

Supervision

The Board recognizes that the age of the children and the activity is a factor in the number of supervisors required. Field trips must be attended by at least one teacher unless an exception is made by a Principal. The following guidelines are suggested but common sense and responsibility in setting supervision levels rests between the sponsoring teacher and school Principal:

- One teacher for every thirty (30) students
- Depending on the age and activity, chaperones should be included to ensure a suitable student-adult ratio
 - At the primary grade levels eleven to one (11-1)
 - Grades 4 – 12 of fifteen to one (15-1)
 - For specific activities which are required for a course, such as visiting local sites and business establishments, P.E. activities, etc., or for extra-curricular team activities where groups may be slightly larger than ten (10), in which case only a teacher is required
 - If traveling overnight or out-of-province a ten to one (10-1) ration would be appropriate.
 - The Principal may approve a non-teaching staff member as the lead for a daytime low-risk field trip of 15 students or less. In addition the principal shall also ensure that the parents are informed of who the field trip leader will be.

Transportation Approvals

All transportation arrangements must be approved in advance by an administrator or designate as required by the policy and regulations on "Transportation of Students".

Additional Safety Requirements - Field Trips (Generic Checklist – see Appendix E)

1. A first-aid safety kit must accompany all school field trips except for trips within the immediate vicinity of the school.



2. Whenever possible, an adult trained in first aid shall accompany students on field trips.
3. Suitable safety helmets are required for students participating in bicycle, skateboarding, rollerblading, skating, skiing activities, downhill/snowboarding, tobogganing/tubing etc.
4. Appropriate attire must be ensured by the lead teacher for all students suitable for the field trip prior to leaving.
5. Specialty skills, for which certifying agencies exist, may only be instructed by certified instructors up to the level and under the conditions provided for in the certification. e.g. canoeing
1.1.2.
6. Specialty skills for which no certifying agency exists may only be instructed by trained and experienced instructors under the supervision of the lead teacher as determined by the Principal.
1.1.3.
7. For activities involving a swimming pool or natural body of water, a Red Cross certified lifeguard is required. If group is over 30 students, two lifeguards are required.

Moderate Risk Field Trips – Refer to [Appendix A](#)

The Principal of each school will follow these written procedures for field trips where the tolerance of risk is deemed greater than low (in addition to the school requirements).

1. A meeting with parents must take place prior to the trip. Students are not permitted to attend any of these activities unless their parent/legal guardian has attended a meeting in person.
2. Prior to the trip, a **Parent Consent for Field Trips Form (Appendix C)** must be signed by the parent and received by the teacher in charge. Details of risk must be clearly stated.
3. The **Field Trip Qualifications Checklist (Appendix B)** must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip.
4. Trained/certified instructors must be in place. The number and certification/training level will be determined by the risk level of the activity.
5. A detailed emergency response plan must be in place.
6. Specialty skills, such as rock climbing, swimming, canoeing, kayaking, for which certifying agencies exist, may only be instructed by certified instructors under the supervision of the lead teacher up to the level and under the conditions provided by the instructor's certification.



7. Lead teacher/instructor must have prior knowledge and understanding of the area being used for the activities.
1.1.4.
8. Students must have pre-educational training and safety instruction prior to the field trip, both at the school and at the activity areas.

Ski Trip/Winter Activity Requirements (Generic Checklist - see Appendix E)

1. Two adults, one of whom must be a teacher, must be responsible for each bus, except where a minibus is used in which case the teacher driver shall be responsible. Where the driver of a minibus is not a teacher, a teacher must ride with students in the minibus.
2. Students must only embark or disembark at school or on the ski hill except where the Principal has made specific other arrangements. Where the Principal has made arrangements to permit en route embarking and disembarking, appropriate contact shall be made with school authorities to ensure suitable attendance records are maintained by all parties.
3. Attendance must be taken on the bus before the bus leaves the school. A copy of the attendance must be available in the school office and carried on the trip by the lead teacher.
4. Once the buses arrive at the mountain, students must remain on the buses until ski personnel are ready for them. Supervising teachers must not dismiss the students until mountain personnel complete their instructions and group presentation. The teachers in charge of the ski activity shall be responsible for coordinating with mountain personnel.
5. Supervisors/chaperones shall provide designated "on hill" supervision.

Move around different slopes at set times designated by lead teacher.

Each supervisor/chaperone shall have responsibility for a specific group of students, and shall take attendance at noon time or designated times during the day.

Supervisors/chaperones will actively monitor and enforce areas of use on the hill, i.e. out of bounds areas, and ensure that runs are appropriate for the level of the skier.

6. At the end of the day, students shall return to the same bus on which they arrived. Attendance must be taken before the buses leave the ski area. No student shall return to the school on a different vehicle, private or otherwise, except for emergencies, in which case the supervising teacher shall determine the new travelling arrangement. Additionally, where a parent/guardian has provided written authorization for different travel arrangements, a lead teacher may permit alternate arrangements if he/she determines the request to be appropriate. All records must reflect this arrangement.
7. The lead teacher must check with the mountain personnel for messages or complaints before allowing the buses to leave.
1.1.5.



8. Once all students are present, the lead teacher shall give approval for the buses to return to the school.
9. Students must receive educational training and safety instruction prior to any ski trip/winter activity. Students must be assessed for their ability at the mountain, and they must participate in a lesson consistent with their ability level **(see Moderate Risk Field Trips.)**



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***Note: These are samples only, moderate and high-risk activities are not limited to those listed.**

Samples of Moderate Risk Activities

- skating
- ski trips (winter activities including snowboarding)
- skate-boarding/roller blading
- archery
- canoeing
- fencing
- kayaking
- mountain biking
- mountain hiking on designated trails
- rock climbing – restricted to top rope only
- bicycle Trips
- scuba diving
- cross country, downhill skiing and snowboarding (see special provisions)
- stage fighting and moving
- swimming including open water
- trail riding
- tethered hot air ballooning
- wall climbing
- watercraft
- elementary trampolining at an approved gymnastic facility
- sliding on snow is restricted to the use of flexible, flat mats such as 'crazy carpets'
- tubing at an approved tube-park facility
- wilderness camping

Samples of High Risk (Prohibited) Activities

- bicycle motocross (BMX)
- boxing or kickboxing
- bungee jumping
- caving (spelunking)
- demolition derbies
- dunk tanks
- extreme sports
- hang gliding, paragliding, parachuting, sky diving
- horse jumping
- hot air balloon rides (untethered)
- ice climbing
- mechanical bull riding or other mechanical rodeo events
- Motorcycling of any kind
- motorized watercraft operation and racing
- snowmobiling
- motorized watercraft operation and racing
- mountain scrambling and technical mountaineering
- paintball, laser tag games or war games
- rifle ranges or activities involving firearms
- tobogganing, bobsledding, sledding and tubing (exception: tubing at an approved tube-park facility)
- trampolining (exception: elementary trampolining at an approved gymnastic facility)
- white water rafting



APPENDIX A – Page 2 of 2

Nature of Trip	Duration	Approved By	Field Trip Form Required
Walking Trips from school (visits to local sites, businesses, recreation for PE activities, etc.)	Less than 6 hours	Principal	Field Trip Form #1
Single day trips	1 day	Principal	Field Trip Form #1
▪ Bicycle trips	1 day	Principal	Field Trip Form #1
▪ Swimming (including lessons at the local pool)	1 day	Principal	Field Trip Form #1
▪ Skating (arena, outdoor rink)	1 day	Principal	Field Trip Form #1
▪ Skateboarding, rollerblading activities	1 day	Principal	Field Trip Form #1
▪ Ski trips/Winter Activities (regular day trips to local mountains)	1 day	Principal	Field Trip Form #1
Extra-Curricular Trips – Sports, Fine Arts, Presentations/Competitions	3 days or less	Principal	Field Trip Form #2
Class or Group Trip	2 – 4 days	Superintendent Submit to Superintendent 3 months in advance for Approval in Principle. Submit to Superintendent 45 days in advance for Final Approval.	Field Trip Form #3
Class or Group Trip	5+ days	Superintendent/Board Submit to Superintendent 4 months in advance for Approval in Principle prior to parent meetings. Submit to the Board 2 months in advance for Final Approval.	Field Trip Form #4
Out of Country	1+ days	Superintendent/Board Submit to Superintendent 4 months for Approval in Principle prior to parent meetings. Submit to the Board 2 months in advance for Final Approval.	Field Trip Form #5
If any trip includes ‘moderate risk’ activities a Moderate Risk Activity form must be completed			



APPENDIX B – FIELD TRIPS QUALIFICATIONS CHECKLIST

FOR TRIPS REQUIRING SUPERINTENDENT AND BOARD APPROVAL

The teacher in charge should complete this checklist and return it to the Principal for the initial planning stages of the activity. The Principal will use this checklist in conjunction with discussions with the teacher in charge to determine the risk tolerance of the activity.

Instructions: Rate each of the following subcategories out of a possible 3 marks.

(0 = Unqualified, 1 = Minimally Qualified, 2 = Moderately Qualified, 3 = Qualified)

(0 = High Risk, 1 = Moderate Risk, 2 = Low Risk, 3 = Minimal Risk).

Add up your scores and plot your total score on the Qualification/Preparedness Continuum.

Activity & Date: _____ Lead Teacher: _____

Training & Experience	Unqualified	Minimally	Moderately	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision-Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3

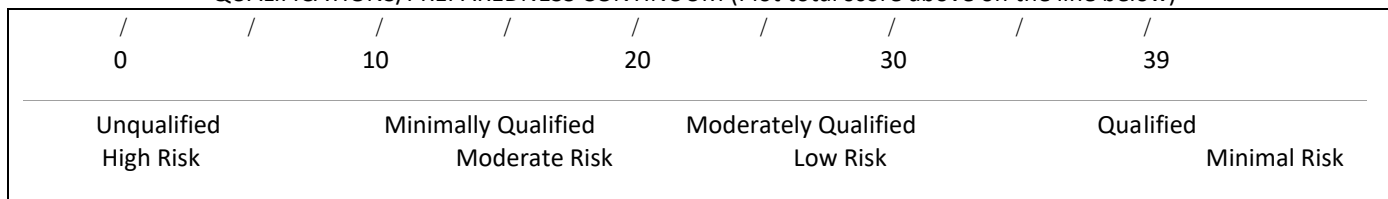
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

TOTAL = _____/39

Potential Hazards: _____

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: _____)

QUALIFICATIONS/PREPAREDNESS CONTINUUM (Plot total score above on the line below)



Teacher's Signature _____ Principal's Signature _____ Approved Yes ☐ No ☐ _____ Date _____



APPENDIX C – PARENT CONSENT FOR FIELD TRIPS
STUDENT ACTIVITY / FIELD TRIP

REQUIRED FOR MODERATE RISK FIELD TRIPS/ACTIVITIES

_____ is planning the following student activity/activities. Your written permission is required by the school if your child is to attend.

Description of the activity: _____

Special Requirements/Equipment: _____

Location of Activity: _____

Town: _____

Dates(s): _____

Mode of Transportation: _____

Accommodation: _____

Field Trip Leader (must be staff member): _____

Chaperones: _____

Departure Time/Date: _____

Anticipated Return Time/Date: _____

If you have any questions at all regarding this activity, please contact the undersigned at _____

Accidents can be the results of the nature of the activity and can occur with or without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you accept the risk of an accident occurring, and agree all these activities, as described above, are suitable for your child.

Field Trip Leader

Administrator

If you do not wish your child to accompany his or her class on this trip, please contact me and I will arrange alternate supervision.

I give _____ (name of student) permission to participate in the field trip to _____ on _____.

I understand that my child may be exposed to certain risks while participating in this activity.

Accidents and injuries may occur.

Consent/Waiver – Booster Seats:

- ☐ My child is over 9 years of age OR over 4'9" – no booster seat required
- ☐ My child is over 18kg/40 lbs AND under 4'9" – booster seat required
- ☐ My child will bring a portable booster seat that does not require installation into the driver's vehicle
- ☐ My child does not have a car seat or booster seat that is appropriate for his/her age and weight. I request that the school provides an appropriate child car booster seat for my child.

Signature of Parent / Guardian

Date

Printed name of Parent / Guardian

Medical Number

Address of Parent / Guardian

Home/Work/Emergency Phone



APPENDIX D SAMPLE CHAPERONE LETTER

Date: _____

Dear _____

Thank you for offering to accompany and chaperone our students while on the field trip to _____ on _____. Please note that chaperones must be adults who possess a current Criminal Record Clearance Letter and have been approved by the Principal.

If approved as a chaperone, we ask you to consider the following:

1. We expect exemplary behaviour from our students. They must behave in such a manner as to observe the same rules and regulations as if they were attending school. Teachers will remind students of any specific guidelines prior to the trip. These will be shared with you.
2. Chaperones should feel free to remind students of the expected code of conduct and general department expectations, however, any serious concerns should be referred to teachers for appropriate discipline intervention and follow up.
3. All individuals who are involved in the operation of our school have a responsibility to maintain confidentiality. This is to protect the students and staff. No doubt you will observe different approaches to the teaching and management of students. You might also observe students who are “learning different” or who stand out due to noticeable emotional or maturity differences. As a chaperone, you must agree to maintain confidentiality in such instances.
4. Volunteers who transport students must fill in a District No. 51 Volunteer Driver Form, complete a Driver Abstract and have prior approval of an Administrator. Students who ride with parent drivers (other than their own parents) must have permission from their parents in writing.
5. Please do not bring other siblings with you. In special circumstances this might be appropriate, but we ask that you discuss this with the sponsor teacher or school administration beforehand.
6. Our School District and school has a “No Smoking Policy” which encompasses all aspects of all field trips. Therefore, no smoking is allowed during field trips when students are present. Consumption of alcohol or illegal drugs are not allowed.

If in doubt, please ask a staff member! If you feel uncomfortable at any time about your experiences, please discuss them with one of the teachers. We want you to feel comfortable and confident as you interact with students.

Thank you for your cooperation and understanding. Your time, energy and assistance will help enhance this educational opportunity for our students, and we want your experience to be enjoyable and productive. If you have any questions about your responsibilities, please discuss them with one of the teachers or an Administrator. We want you to volunteer again!

Yours very truly,



APPENDIX E – Page 1 of 2 – GENERIC FIELD TRIP CHECKLIST **REQUIRED FOR ALL FIELD TRIPS**

Directions: This form is to be completed by the teacher and submitted to the Principal with supporting documentation.

Type of Field Trip:

- | | | |
|-------------------------------|---|--|
| 1. Approved by Principal | <input type="checkbox"/> Walking Trip | <input type="checkbox"/> Single Day Trip |
| 2. Approved by Superintendent | <input type="checkbox"/> Class or Group Trip (2 – 4 days) | |
| 3. Approved by Board | <input type="checkbox"/> Class or Group Trip (5+ days) | <input type="checkbox"/> Out of Country |

Special Considerations:

- ☐ Field Trips Qualification Checklist completed (attached) (overnight, outdoor education, moderate risk, Superintendent and Board approval field trips) agreed to and signed by Principal. If Moderate Risk is determined complete the Moderate Risk Form and attach along with third part consent forms if applicable (i.e. wall climbing, archery, canoeing).
- ☐ Lead teacher has familiarized self with District Field Trip Policy and School Procedures
- ☐ Appropriate Field Trip form completed (attached)
- ☐ Itinerary completed. Location/maps of outdoor activity areas provided. (attached)
- ☐ Parent information and consent form prepared (attached)
- ☐ Parent meeting planned (Out of Country, overnight and moderate risk trips)
Date: _____
- ☐ Transportation and accommodation arrangements
- ☐ Source of funds, fund raising
- ☐ Special arrangements for regular day ski trips, swimming, biking, etc.
- ☐ Appropriate chaperones in place (teacher to students = 1:30, adults to students = 1:10) (names attached)
- ☐ Arrangements for educational training and safety instruction. Date: _____
- ☐ Leave forms (if required) completed, approved by Principal
- ☐ Preparation of student lists with telephone numbers/medical numbers of all students and adults on trips. Copies for office, sponsor teachers and bus driver. Medical needs listed/reviewed.
- ☐ Arrangements for first aid person and kit
- ☐ Copy of District Field Trip Policy (3060) and Regulations, school policy, District emergency procedures

Submitted by (Teacher's Signature): _____ Date: _____

Approved (Principal's Signature): _____ Date: _____



APPENDIX E – Page 2 of 2 REQUIREMENTS FOR SPECIFIC TYPES OF TRIPS (Planning guide)

1. Bicycle trips:
 - ☐ bikes checked for mechanical safety
 - ☐ suitable safety helmets / parent approved
 - ☐ guide cars (if on highway)
 - ☐ First Aid Kit
2. Swimming:
 - ☐ certified lifeguard(s)
 - ☐ First Aid Kit
3. Skating:
 - ☐ suitable safety helmet / parent approved
 - ☐ First Aid Kit
4. Skateboarding, rollerblading activities:
 - ☐ suitable safety helmets / parent approved
 - ☐ First Aid Kit
5. Ski trips/winter activities (including snowboarding):
 - ☐ teacher is aware of specific provisions in policy
 - ☐ educational training and safety instruction prior to ski trip/winter activity
 - ☐ suitable safety helmets / parent approved
 - ☐ First Aid Kit
 - ☐ ski/board lessons arranged with mountain (all students)
6. Moderate Risk Field Trip:
 - ☐ Moderate Risk Form and Field Trip Qualifications Checklist completed
 - ☐ trained certified instructors in place
 - ☐ detailed emergency response plan in place
 - ☐ instruction by certified instructors, up to the level and under the conditions provided for the certification
 - ☐ lead teacher/instructor has prior knowledge and understanding of the area being used for instruction (has map of where instruction will take place)
 - ☐ pre-educational training and safety instruction for students to take place prior to activity, both at school and at the activity areas
7. Out of Country Trip:
 - ☐ Field Trip Qualifications Checklist Completed
 - ☐ medical coverage for students and adults / immunization shots
 - ☐ loss of money
 - ☐ Failure to travel due to sickness
 - ☐ checked with borders or customs for specific documents required



APPENDIX F

CHECKLIST: REGULAR DAY SKI/SNOWBOARD TRIPS TO LOCAL MOUNTAINS

- _____ Principal review: “The Principal of a school shall review the merits of each field trip prior to approving it. Additionally, shall ensure that teachers in charge are aware of District and school policies and monitor their adherence. The Principal and/or lead teacher shall provide assurance that the criteria established by the District within these regulations have been met by completing the appropriate Field Trip form and providing the school office with the required documentation”
- _____ Transportation arrangements approved in advance by the administrator or designate.
- _____ Supervision: one teacher for every thirty (30) students. Additionally, chaperones as required to reach a ratio of ten to one (10:1)
- _____ Supervision: Follow Regulation under ‘Ski Trip/Winter Activity Provisions’
- _____ The Field Trip Qualifications Checklist must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip.
- _____ Lead teacher – needs to be designated. This person will also act as liaison with office and administration. The Board has the right to request a report from the lead teacher following a field trip.
- _____ Parent Consent for Field Trip signed prior to the trip by each parent and received by the teacher in charge. (Copy for the office)
- _____ Pre-educational training and safety instruction prior to trip at the school – attendance will be used to verify this.
- _____ LOA submitted two weeks prior to trip (regardless of if TOC required)
- _____ Preparation of checklist/records including telephone numbers/medical numbers of all students and adults traveling on field trips with copies for the school and the sponsoring teacher for each field trip (as per Board policy)
- _____ Preparation of the District and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip (as per Board policy)
- _____ TOC in place – teachers should check with the office to ensure that their TOC has arrived. If not, teachers will work with the office to ensure their classes are covered.
- _____ First aid safety kit must accompany all school field trips (except if in the immediate vicinity of the school).
- _____ Alternate arrangements – teachers must provide for students not attending the trip. Submit a list of students and plan for supervision of those students to the office.
- _____ Missed work: students must take responsibility for completing work/assignments missed because of field trip
- _____ Helmets – parent approved; suitable safety helmets required for all school skiing activities
- _____ Student violation of school code – refer to regulations regarding administrative consultation
- _____ Volunteers – need to have a current criminal record check completed and on file in the office.



Field Trip Form #1 Single Day Approved by Principal

- Trip details and itineraries must be provided to Principal **two weeks in advance of the trip**
- If trip includes moderate risk activities complete a **Moderate Risk Form**

Walking Trip	
Location:	Date:
Activity:	
Checklist:	
<input type="checkbox"/>	Lead Teacher has familiarized self with District Field Trip Policy
<input type="checkbox"/>	Parents informed of the trip
<input type="checkbox"/>	Chaperone ratio met:
<input type="checkbox"/>	• K – Grade 3 students – 11:1
<input type="checkbox"/>	• Grade 4 – 12 students – 15:1
<input type="checkbox"/>	Manifest of students, teachers and chaperones completed copies held by supervising teacher and school secretary
Checked with Principal to verify if Field Trip Qualification Checklist is required	
Teacher Signature:	Principal Signature:
With Transportation	
Location:	Date:
Activity:	
Checklist:	
<input type="checkbox"/>	Lead teacher has familiarized self with District Field Trip Policy
<input type="checkbox"/>	Parent Consent Forms completed (Appendix C)
<input type="checkbox"/>	Chaperone ratio met:
<input type="checkbox"/>	• K – Grade 3 students – 11:1
<input type="checkbox"/>	• Grade 4 – 12 students – 15:1
<input type="checkbox"/>	• Single teacher in which specific activities are required for a course, such as visiting local sites and business establishments, P.E. activities, etc. or for extra-curricular teams
<input type="checkbox"/>	Transportation safety risks anticipated, and policy requirements met
<input type="checkbox"/>	Volunteer Driver information and Criminal Record Search completed if volunteer drivers being used
<input type="checkbox"/>	Manifest of students, teachers and chaperones completed, and copies held by supervising teacher, bus driver and school secretary
Checked with Principal to verify if Field Trip Qualification Checklist is required	
Teacher Signature:	Principal Signature:



Field Trip Form #2
Extra-Curricular Trips (Sports, Fine Arts, Presentations/Competitions)
Approved by Principal

- Trip details and itineraries must be provided to Principal **two weeks in advance of the trip.**
- If trip includes moderate risk activities complete a **Moderate Risk Form**

Extra-Curricular Trips (Sports, Fine Arts, Presentations/Competitions) – 3 Days or Less	
Location:	Date:
Activity:	
Checklist:	
<input type="checkbox"/>	Lead teacher has familiarized self with District Field Trip Policy
<input type="checkbox"/>	Parent Consent Forms completed (Appendix C)
<input type="checkbox"/>	Chaperone ratio met:
<input type="checkbox"/>	• K – 3 students – 11:1
<input type="checkbox"/>	• Grade 4 – 12 students – 15:1
<input type="checkbox"/>	• Single teacher for extra-curricular teams
<input type="checkbox"/>	Chaperones have received Chaperone Letter (Appendix D)
<input type="checkbox"/>	Criminal Records Searches completed for chaperones
<input type="checkbox"/>	Transportation safety risks anticipated, and policy requirements met
<input type="checkbox"/>	Volunteer Driver Information completed if volunteer drivers being used
<input type="checkbox"/>	Preparation of student lists and contact numbers completed, and copies held by supervising teacher and school office
<input type="checkbox"/>	Itinerary of trip attached
<input type="checkbox"/>	First aid kit
Checked with Principal to verify if Field Trip Qualification Checklist is required	
Teacher Signature:	Principal Signature:



Field Trip Form #3
Class or Group Trip – 4 Days or Less
Approved by Superintendent

- **Approval in Principle required from Superintendent 3 months in advance**
- **Final Approval required from Superintendent 45 days in advance**
- **If trip includes moderate risk activities complete a Moderate Risk Form**

TEACHER _____ SCHOOL _____

DATE OF APPLICATION _____ DATE OF TRIP _____

ACTIVITY/DESTINATION _____

GRADE(S) _____ SUBJECT _____

PLANNING:

GOALS OF TRIP _____

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) _____

Number of Students Involved _____ Number & Names of Chaperones _____

TRIP COSTS:

METHOD OF TRAVEL _____ \$ _____

LODGING ARRANGEMENTS _____ \$ _____

MEALS _____ \$ _____

ADDITIONAL _____ \$ _____

TOTAL COSTS \$ _____

SOURCE OF FUNDS: (If more space is required, use back of form)

_____ \$ _____

_____ \$ _____

_____ \$ _____

☐ I have read the School District Field Trip Policy

☐ I have completed the Field Trip Qualification Checklist (Appendix B) attached

☐ I have completed the Moderate Risk Form if required

Teacher Signature _____

Approved By Principal _____ Superintendent of Schools _____

PLEASE NOTE: A follow-up report is to be submitted to the Principal



Field Trip Form #4
Class or Group Trip – 5 Days or More
Approved by Board of Education

- **Approval in Principle required from Superintendent 4 months in advance**
- **Final Approval required from Board 2 months in advance**
- **If trip includes moderate risk activities complete a Moderate Risk Form**

TEACHER _____ SCHOOL _____

DATE OF APPLICATION _____ DATE OF TRIP _____

ACTIVITY/DESTINATION _____

GRADE(S) _____ SUBJECT _____

PLANNING:

GOALS OF TRIP _____

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) _____

Number of Students Involved _____ Number & Names of Chaperones _____

TRIP COSTS:

METHOD OF TRAVEL _____ \$ _____

LODGING ARRANGEMENTS _____ \$ _____

MEALS _____ \$ _____

ADDITIONAL _____ \$ _____

TOTAL COSTS \$ _____

SOURCE OF FUNDS: (If more space is required, use back of form)

_____ \$ _____

_____ \$ _____

_____ \$ _____

☐ I have read the School District Field Trip Policy

☐ I have completed the Field Trip Qualification Checklist (Appendix B) attached

☐ I have completed the Moderate Risk Form if required

Teacher signature _____

Approved By Principal _____ Superintendent of Schools _____

PLEASE NOTE: *A follow-up report is to be submitted to the Principal



Field Trip Form #5
Class or Group Trip - OUT OF COUNTRY – Any Duration
Approved by Board of Education

***Approval in Principle required from Superintendent 4 months in advance**

***Final Approval required from Board 2 months in advance**

***If trip includes moderate risk activities complete a Moderate Risk Form**

TEACHER _____ SCHOOL _____

DATE OF APPLICATION _____ DATE OF TRIP _____

ACTIVITY/DESTINATION _____

GRADE(S) _____ SUBJECT _____

PLANNING:

GOALS OF TRIP _____

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) _____

Number of Students Involved _____ Number & Names of Chaperones _____

TRIP COSTS:

METHOD OF TRAVEL _____ \$ _____

LODGING ARRANGEMENTS _____ \$ _____

MEALS _____ \$ _____

ADDITIONAL _____ \$ _____

TOTAL COSTS \$ _____

SOURCE OF FUNDS: (If more space is required, use back of form)

_____ \$ _____

_____ \$ _____

_____ \$ _____

☐ I have read the School District Field Trip Policy

☐ I have completed the Field Trip Qualification Checklist (Appendix B) attached

☐ I have completed the Moderate Risk Form if required

Teacher signature _____

Approved By Principal _____ Superintendent of Schools _____

PLEASE NOTE: *A follow-up report is to be submitted to the Principal



MODERATE RISK FORM/ACTIVITY CHECKLIST

Location:	Date:	Activity:
<input type="checkbox"/>	Lead teacher has familiarized self with District Field Trip Policy (3060)	
<input type="checkbox"/>	Parent Consent Forms completed	
<input type="checkbox"/>	Chaperone ratio met:	
<input type="checkbox"/>	<ul style="list-style-type: none"> K – Grade 3 students – 11:1 	
<input type="checkbox"/>	<ul style="list-style-type: none"> Grade 4 – 12 students – 15:1 	
<input type="checkbox"/>	<ul style="list-style-type: none"> Chaperones have received Chaperone Letter (Appendix D) 	
<input type="checkbox"/>	Transportation safety risks anticipated, and policy requirements met	
<input type="checkbox"/>	Preparation of student lists and contact numbers completed, copies held by supervising teacher and school office	
Bicycle Trips		
<input type="checkbox"/>	Bikes checked for mechanical safety	
<input type="checkbox"/>	Suitable safety helmets/parent approved	
<input type="checkbox"/>	Guide cars (if on highway)	
<input type="checkbox"/>	First aid kit	
Swimming		
<input type="checkbox"/>	Certified life-guard present (ratio of 30 students to 1 lifeguard)	
<input type="checkbox"/>	First aid kit	
Skating		
<input type="checkbox"/>	Suitable safety helmet/parent approved	
<input type="checkbox"/>	First aid kit	
Skateboarding/rollerblading		
<input type="checkbox"/>	Suitable safety helmet/parent approved	
<input type="checkbox"/>	First aid kit	
Ski Trips/Winter Activities (including snowboarding)		
<input type="checkbox"/>	Teacher(s) have completed Regular Day Ski/Snowboard Trip Form (Appendix F)	
<input type="checkbox"/>	Educational training and safety instructions occur prior to ski trip/winter activity	
<input type="checkbox"/>	Suitable safety helmets/parent approved	
<input type="checkbox"/>	First aid kit	
<input type="checkbox"/>	Ski/boarding lessons arranged with mountain for all students	
Moderate-Risk Field Trip – see Appendix A for list of activities that qualify		
<input type="checkbox"/>	Completion of Field Trip Qualification Checklist (Appendix B)	
<input type="checkbox"/>	Trained certified instructor is in place	
<input type="checkbox"/>	Detailed Emergency Response plan in place	
<input type="checkbox"/>	Instruction by certified instructors up to the level and under the conditions provided for the certification	
<input type="checkbox"/>	Lead teacher/instructor has prior knowledge and understanding of the area being used for instruction (has map of instruction location)	
<input type="checkbox"/>	Pre-education training and safety instruction for students to take place prior to activity, both at school and at the activity area	
Teacher Signature:		Principal Signature: