

## **Field Trips**

### **Policy 6220**

**June 24, 2008**

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The Board of Education believes school sponsored travel for curricular trips, athletic competition, and special activities, enriches students' learning experiences.

In addition, schools may explore opportunities independently, or in cooperation with recognized, reputable agencies, to offer students the study of comparative cultures abroad.

School District #81 (Fort Nelson) does not provide accident insurance coverage for student injuries that occur on school premises or during school activities. You may purchase coverage for your child(ren) at [www.insuremykids.com](http://www.insuremykids.com) or by calling toll free at 1-800-463-KIDS(5437).

*NOTE 1 – Routine In-Town Day Field Trips – for example, trips to pool, theatre and park – are currently covered by a blanket authorization on our school registration forms.*

*NOTE 2 – Sports Competitions – require the standard school authorization form.*

*NOTE 3 – Possible High Risk Activities - Other day trips, overnight and extended trips that may possibly include high risk activities, require a specific authorization. A specific authorization requires a meeting with parents/guardians where risks are identified and initialed and form is signed by both parents/guardians. High risk activities include, but are not limited to, Summit Lake hike, trips to gas plants, and out of country trips.*

*NOTE 4 – Extended Trips - Before involving students and/or parents, or initiating fundraising activities, approval by the Board of Education is required.*

### Guidelines

1. For purposes of this policy, the following classifications shall apply:
  - 1.1 *Daytrips:* Any trip within or outside the community, where bus transportation is required, which takes place within a total of eight driving hours.
  - 1.2 *Overnight Trips:* Any trip which exceeds the duration of one day but does not exceed four nights.
  - 1.3 *Extended Trips:* Any trip which exceeds four night's duration.
2. The Principal shall ensure that adequate student safety precautions are in place for all field trips.

- 2.1 One of the sponsors shall be an employee of the Board who will be familiar with District policies and shall supervise all aspects of the trip.
  - 2.2 A copy of a list of student participants and chaperones, emergency contact number for each and medical information, including Care Card number, medications and allergies shall be available with the school based contact and the chaperone(s). For extended trips, a copy must be available at the School Board Office.
  - 2.3 Notwithstanding Section 4.2.5.1, sponsors, drivers and chaperones shall not be permitted to have their non-participating child(ren) accompany them.
    - 2.3.1 Participant status shall be determined by the school principal in consultation with the sponsor.
  - 2.4 The sponsor and chaperones are responsible for students at all times. Where students are provided with opportunities to participate in independent activities, parents shall approve their participation.
    - 2.4.1 Where parents wish students to deviate from the itinerary, they shall make the request in writing.
  - 2.5 In the event of any student illness, accident, or incident, parents must be notified by phone at the earliest possible opportunity.
    - 2.5.1 In the event of a serious disciplinary offense, parents will be notified and the student shall be placed on appropriate commercial transport to be returned to Fort Nelson. Parents will be responsible for all transportation expenses incurred.
3. Daytrip Procedures
- 3.1 The Principal of the school shall approve all daytrips.
    - 3.1.1. The trip must be educationally sound and a viable part of the students program.
    - 3.1.2. The Principal shall ensure that adequate supervision is arranged. Where the nature of the trip warrants supervision beyond normal school levels it shall be provided.
  - 3.2 Daytrips shall be covered by a general statement of authorization, or a trip specific authorization, signed by the parent or guardian of each student and retained on file at the school.
    - 3.2.1. For trip specific authorizations notification to parents is required one week in advance.
    - 3.2.2. For students participating from district schools, the principal's approval is needed.
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- 3.3 The trip request form must be signed and sent to the District Office for confirmation one week in advance.

4. Overnight Trip Procedures

- 4.1 Planning early in the school year for interschool activities, events and competitions is encouraged.
  - 4.2 Each overnight trip requires written approval by the Principal of the school prior to the undertaking of the trip.
    - 4.2.1. An overnight trip outline will include the following details: the supervisors, itinerary describing the activities, estimated costs of all non-transportation items, accommodation arrangements, and a local emergency contact person. This outline must be completed and signed by the principal and sent to the Superintendent in advance of the trip.
    - 4.2.2. Students shall bear no costs except accommodation and meal expenses.
    - 4.2.3. The trip must be educationally sound and a viable part of the student's program.
    - 4.2.4. The Principal shall ensure that supervision is provided at a maximum of 8 students per chaperone (8:1) elementary and 12 students per chaperone (12:1) secondary with appropriate gender considerations. Where the nature of the trip warrants greater levels of supervision, it shall be provided.
    - 4.2.5. Adequate and cost effective transportation must be organized.
      - 4.2.5.1 If space permits on the bus, the sponsor(s) may have their family accompany them provided that dependent children are accompanied by a family member or guardian, 19 years or older.
      - 4.2.5.2 If further space is available, the student participants, the driver and chaperones, in this order of priority, may be accompanied by a family member or guardian, 19 years or older. The remaining seats may be assigned to other family members in the same priority.
    - 4.2.6. Overnight trips must be planned to ensure minimum loss of instructional time.
  - 4.3 Each overnight trip shall be covered by a specific authorization signed by the parent or guardian of each student and retained on file at the school prior to a student participating on the trip.
    - 4.3.1. Parents must be provided detailed information as outlined in 4.2.1 above, including the mode of transportation.
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- 4.3.2 For students participating from district schools, the principal's approval is needed.
- 4.4 A transportation request form must be completed, signed and received by the District Office for approval of the transportation arrangements at least two weeks prior to the trip.
- 5. Extended Trip Procedures
  - 5.1 Coordinating the planning of extended trips is the responsibility of the principal.
    - 5.1.1. The trip must be educationally sound and a viable part of the student's program.
    - 5.1.2. The Principal shall ensure that supervision is provided at a maximum of 8 students per chaperone (8:1) elementary and 12 students per chaperone (12:1) secondary with appropriate gender considerations. Where the nature of the trip warrants greater levels of supervision, it shall be provided.
    - 5.1.3. Adequate and cost effective transportation must be organized.
    - 5.1.4. Extended trips must be planned to ensure minimum loss of instructional time.
    - 5.1.5. Extended trips cannot exceed five school days.
  - 5.2 Before involving students, parents, or initiating fundraising activities, approval by the Board of Education is required.
    - 5.2.1. The extended trip package must include: specific objectives, a detailed itinerary describing the activities and how they relate to the curriculum, costs, sources of revenue, loss of instructional time, who is eligible to participate including a selection process, numbers of chaperones and how chaperone costs are covered. If expenses warrant, an additional per diem allocation for chaperones, the request must be included in the package for consideration. If approved, the additional per diem cost would be paid by the Board of Education.
    - 5.2.2. For trips within Canada and the Continental United States, a request for approval must be made at least six (6) months in advance and prior to September 30 of the school year the trip is taking place.
    - 5.2.3. For trips beyond Canada and the Continental United States, a request for approval must be made at least ten (10) months in advance and by May 30 of the prior school year.
    - 5.2.4 If there is a Travel Advisory issued by the Canadian Government regarding the location of the proposed trip, then staff and students may need to look at another destination, or the trip may be cancelled.

- 5.3 Each student participating in an extended trip must be covered by a specific statement of authorization signed by the parent or guardian and retained on file at the school.
  - 5.3.1 Parents must be provided detailed information as approved in the extended trip package.
  - 5.3.2 For students participating from district schools, the principal's approval is needed.
- 5.4 The school shall present a summary report, reconciling expenses and revenue to the Board Office within one month of completion of the extended trip.