

6100: FIELD TRIPS (AP)

Approved: 84 10 16
Amended: 95 11 28

POLICY

The Board of Education supports field trips provided that the activity has a direct and recognizable educational intent related to the curriculum. The Board appreciates that carefully selected field experiences provide teachers with alternative means to enrich and expand learning, giving an opportunity for students to acquire a broader base of experiences.

It is understood that students participating will govern their behavior in accordance with school rules and any special rules determined for the occasion by the principal, teacher sponsor and/or chaperon. Specific reference should be made to Administrative Procedure 5013: Pupil Involvement with Illegal Drugs and Alcohol.

ADMINISTRATIVE PROCEDURES

Teachers planning field trips should be guided by the following regulations.

1.0 APPROVAL

The Board expects that matters such as loss of formal instructional time, relative value of individual field experiences, extent of term preparation, and budget priorities will be considered before approval is sought. Approval may be obtained as follows:

- 1.1 School sponsored trips which take place within one day and remain on Vancouver Island require the permission of the principal. Ski trips leaving the Alberni Valley should be reported to the Superintendent prior to departure;
- 1.2 Field experiences of more than one day and remaining in British Columbia require the permission of the Superintendent of Schools. These requests must comply with all appropriate regulations and must be submitted on the District form (Field Trip – Travel Approval Form, page 4) at least fourteen days prior to departure. An outline of these extended field trips will be reported monthly to the Board for concurrence;
- 1.3 All outdoor education activities such as camping, hiking, canoeing, rock climbing, river rafting and others require the approval of the District Superintendent of Schools or designate. The decision will be made in consultation with the school-

based Administrative Officer who in turn will consult acknowledged “experts” who are experienced and knowledgeable about student supervision and safety in the outdoors and so have training, experience and skills directly related to the type of outdoor trip being proposed. No outdoor education activity will be approved without communication equipment that will provide quick and direct access to help in the event of an emergency.

- 1.4 Field experiences and Outdoor Education Activities outside the Province of British Columbia require permission of the Board and should be submitted at least 60 days prior to departure.

2.0 PLANNING

- 2.1 Field trips must be well planned and must relate to the school curriculum.
- 2.2 Routine field trips of less than three hours and in the general vicinity of Port Alberni require less formal parental notification. A notice to parents indicating several intended trips is suggested.
- 2.3 Generally, the principal must ensure that the parent(s) guardian(s) of the student involved in the field trip gives consent for the student’s involvement. The information notice to parents must clearly list any special activities the student will be expected to undertake, request any pertinent student medical problems, and disclose any known element of risk. A sample parent consent form is provided on page 5.
- 2.4 An itinerary of each field experience and suitable contact persons must be available in the school office;
- 2.5 No student shall be prevented from taking part in a curriculum field trip for financial reasons.

3.0 SUPERVISION

- 3.1 All field trips must be supervised by at least one teacher. A recommended ratio is one adult for each ten elementary students and one adult for each twenty secondary students. Outdoor Education activities require one adult to each ten students, including at least one teacher.
- 3.2 Principals shall ensure the provision for safety, competent instruction, and supervision of students;
- 3.3 Where the sponsor(s) requires special qualifications, such must be documented on the travel approval request form.

3.4 Where applicable, the drinking of unpasteurized milk is not to be permitted.

4.0 TRANSPORTATION

4.1 Parents or guardians must be informed of the method of transportation involved in the field trip.

4.2 Travel safety precautions must include reasonable consideration of –

- i) number of drivers;
- ii) storage of baggage;
- iii) provision of seating;
- iv) vehicle condition;
- v) weather and road conditions;
- vi) other local concerns

4.3 Where a private vehicle is used, minimum requirements must include one million dollars liability insurance, a valid driver's license, and seat belts for all passengers carried.

NOTE:

Principals should be familiar with the publication, "Transportation Guidelines in Private Vehicles."

AP 6100: APPENDIX I - FIELD TRIP TRAVEL APPROVAL FORM

Approved: 84 10 16
Amended: 95 11 28

SCHOOL _____ DATE _____

SPONSOR TEACHER(S) _____

NATURE OF TRIP (Places visited, activities, etc.) _____

PURPOSE OF THE TRIP _____

SPECIAL QUALIFICATIONS OF SPONSOR(S) (Where applicable) _____

NUMBER OF STUDENTS - Male _____ Female _____ Grade Level _____

RATIO OF ADULTS _____ TO PUPILS _____

METHOD OF TRANSPORTATION _____

PROPOSED DATE(S) AND TIME(S) _____

Leave Port Alberni _____ Return Port Alberni _____

ANTICIPATED COSTS _____

SOURCE(S) OF FUNDS _____

DATE _____ SIGNATURE OF PRINCIPAL _____

Approval of the Superintendent of Schools is needed only in cases where the field trip is more than one day and/or off Vancouver Island. Field trips outside British Columbia will require the permission of the Board.

DATE _____ SUPERINTENDENT OF SCHOOLS _____

Please submit to the Superintendent of Schools at least fourteen days prior to the event, when possible. A copy will be returned to your school.

Please keep SECTION A for your information and return SECTION B to the school.

SECTION A – TRIP DETAILS

LEAVE PORT ALBERNI (time)_____ (place)_____

RETURN TO PORT ALBERNI (time)_____ (place) _____

DESTINATION_____

EMERGENCY CONTACT AT DESTINATION_____

METHOD OF TRAVEL_____

ACCOMMODATION (if overnight) _____

EMERGENCY CONTACT IN PORT ALBERNI

_____ Phone_____

_____ Phone_____

SPONSORING TEACHER _____ Phone_____

NUMBER OF STUDENTS INVOLVED _____

NUMBER OF CHAPERONS_____

SECTION B – TO WHOM IT MAY CONCERN:

This is to certify that my son/daughter _____ has my permission to participate in the following out-of-school activity.

TRIP TO _____ FOR _____

ON _____ DATE(S) _____

I wish to bring to your attention the following special/medical needs of my son/daughter _____

Although I understand that this activity is to be carried out under the supervision of one or more teachers, I hereby accept responsibility for the conduct of my son/daughter.

DATE _____ PARENT/GUARDIAN _____

TELEPHONE _____