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FIELD, ATHLETIC AND CULTURAL TRIPS

- POLICY -

The board affirms the educational value of well planned and properly supervised field, athletic and cultural trips.

In planning and approving such trips, the safety of students and the educational benefits to be derived shall be the primary considerations.

- REGULATIONS -

1. DEFINITIONS

**1.1 Day - Field Trips**

These may last up to a full day. Destinations and activities are determined by learning objectives. Examples of such field trips are: art galleries, theaters, bakeries, swimming pools, ice rinks, law courts, museums, nature park and cultural events, or walks near the school.

**1.2 Day – Athletic & Cultural Trips**

These take place within a day, where students travel to local schools, nearby school districts, or other destinations in order to participate in extra-curricular events such as athletic, club, or recreational activities. Examples of these activities include inter-school games, club competitions, and ski club day trips.

**1.3 Overnight or Extended Curricular or Extra-Curricular Trips**

These are teacher or school-initiated, and may last for two or more days. They generally fall into three sub-categories:

**1.3.1 Outdoor School Programs**

Curricular activities which occur in an outdoor setting. Examples include Outdoor Education and Physical Education 12.

**1.3.2 Extra-Curricular Athletics, Fine Arts Clubs, or Other Recreational Activities**

Recreational activities such as athletic tournaments, music competitions or workshops, biology and drama clubs or ski trips, etc. which require students to be away from home for two or more days.

**1.3.3.. Special Approval**

In all instances, extended school sponsored trips may not normally exceed five school days. Any extended field trip exceeding 5 school days requires approval of the Board prior to trip commencement. The Board must be notified well in advance. Please refer to Regulation, Sections 3.1, 3.2, 3.3 and 3.4 for more information.

**1.4 OTHER FIELD TRIPS REQUIRING SPECIAL APPROVAL**

Any school sponsored trips not defined above will be discussed with the Superintendent (or designate) for further and/or special consideration. Examples include individual student assignments and work experience programs

**2. PLANNING**

- 2.1 Field, athletic and cultural trips, as part of the established school program, must be well planned and clearly relate to established curriculum. Safety is paramount in planning and must be a key component of such planning.
- 2.2 It is the responsibility of the principal to ensure that students are both financially and physically prepared to attend and that parents and guardians of a student involved in a school-sponsored trip must be provided adequate notice and have completed, the **School Sponsored Trip Consent Form** (see Appendix A) prior to the excursion.
- 2.3 School sponsored trips occasionally involve heightened risks of accidents to participants. For this reason the parent/guardian must acknowledge in writing that the student has their permission to be involved in such trips. The information notice to parents must clearly list any special activities the student will be expected to undertake, and disclose any extraordinary element of risk on the **School Consent and Waiver Form** (see Appendix A). A school cellular phone (where possible) should be made available for all trips, where in the event of a student injury, access to a school or community facility may not be possible.
- 2.4 Some student school sponsored trips have high risk potential. Teachers who wish students to experiences such trips are expected to ensure extra

precautions are met before approval is requested. Please refer to guidelines for Specific Types of Trips under Appendix B.

- 2.5 The written parent/guardian acknowledgement is to be kept on file for two years after the age of nineteen. Parents will be provided with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of arrival and an estimated time of return, and type of risk level for the trip. The level of risk determines the type of form (School Sponsored Trip Consent Form or School Consent and Waiver Form) that must be used.

**School Sponsored Consent Form – low to medium risk trips**

Examples: Community visits, athletic events, overnight trips  
(See form in Appendix A)

**School Consent and Waiver Form – high-risk trips**

Examples: Skiing/Snowboarding, Kayaking/Canoeing,  
Rock Climbing, Caving, etc  
(See form in Appendix A)

- 2.6 It is the responsibility of the principal to ensure that all volunteers have met and completed all requirements outlined in Board **Policy No.2-50 (Community Involvement in Education)**.
- 2.7 To ensure that participation in the experience will be possible for every student in the group concerned, no student will be prevented from taking part for financial reasons.
- 2.8 Suitable arrangements must be made for an educational program for the students who will be remaining at the school and not participating in the trip.
- 2.9 Prior to submitting a school sponsored trip application form for approval, the Board expects that adequate planning commensurate with the requirements of the activity has occurred. In order to determine appropriate supervision levels, the Principal must conduct an enquiry into the nature of the trip, the type of accommodations, method of travel, the nature of students who will be attending having regard to their age and maturity level, **any medical requirements for students**, the nature of the activities in which students will be engaging and any known or recognized hazards.
- 2.10 A photocopy of student medical information, i.e. care card number, parent contact number, which is available in the school office, must accompany each student participating in overnight or extended school sponsored trips.
- 2.11 Where prescribed medication must be administered to students, school personnel must follow Board Regulation 5-20 (Administration of Medication in Schools).

- 2.12 An itinerary of each school sponsored trip must be available in the school office in order that the principal may contact the supervisor if an emergency arises. In turn, the supervisor in charge of the field trip must be able to contact the principal of the school in an emergency and the principal would then be able to notify parent(s).
- 2.13 **FOR HIGH RISK ACTIVITIES, EXTENDED TRIPS BEYOND FIVE DAYS AND OUT OF PROVINCE TRIPS, AN INFORMATION MEETING FOR PARENT(S)/GUARDIAN(S) HELD BY THE TRIP PLANNER(S) IS REQUIRED. PARENTS WHO ARE UNABLE TO ATTEND THIS MEETING WOULD NEED TO CONTACT THE SCHOOL TO RECEIVE THE INFORMATION.**
- 2.14 **YouthSafe Outdoors** – The school principal shall ensure that all field trips are planned and organized according to the principles and guidelines of *YouthSafe Outdoors*.

### 3. APPROVALS

#### 3.1 By Principal or by Superintendent

All trips and activities must have the prior approval of the school Principal. Prior approval of the superintendent (or designate) is required for all trips and activities that involve students traveling out of the district or if students will be away from home for two nights or more.

#### 3.2 By the Board of Education

Board approval is required in advance for all trips and activities:

- 3.2.1 that involve students traveling out of the province, or
- 3.2.2 if students will be away from home for five nights or more, or
- 3.2.3 if a school sponsored trip or activity involves high risks (e.g. skiing/snowboarding, kayaking/canoeing).
- 3.3 If students will be away from home for five nights or more, or if the trip is out of province, or if a trip or activity involves high risks and/or hazards, the request must be submitted to the Board in time for approval at its regular meeting prior to the activity taking place.
- 3.4 Requests. for approval in principle, will be made at least three months in advance for trips that involve travel out of province. Such trips should be arranged during normal vacation periods.

- 3.4.1 A field, athletic or cultural trip requiring board approval must not be promoted with students or the community prior to board approval being requested and received.
- 3.4.2 Under no circumstances should formal planning or fundraising precede approval from the Board.

#### 4. SUPERVISION

##### 4.1 Arrangements

- 4.1.1 The school Principal will approve all arrangements necessary for the proper supervision and safety of students participating in trip activities, commensurate with the nature of the activity.
- 4.1.2 The school district employee or responsible school community member supervising an activity must ensure that adequate and appropriate supervision is provided at all times.
- 4.1.3 The school Principal must ensure that a satisfactory criminal record check is on file for all supervisors on a school trip.
- 4.1.4 The school principal must ensure that appropriate consent forms have been completed and that supervisors have copies of any required student medical information.

##### 4.2 Composition of Supervisory Group

- 4.2.1 A school district employee, or a responsible school community member approved by the Principal, will act in a supervisory capacity.
- 4.2.2 For same day trips, the minimum adult supervision shall be:
  - 4.2.2.1 for elementary school travel: two adults for thirty students, with at least one adult supervisor being an employee of the Board.
  - 4.2.2.2 for secondary schools: at least one adult supervisor (Board employee) for thirty students.
  - 4.2.2.3 for small groups of students, a responsible member of the community could act as the supervisor with the approval of the Principal.
- 4.2.3 For overnight travel outside of School District No. 85
  - 4.2.3.1 for elementary school travel: three adults for thirty students, with at least one adult supervisor being an employee of the Board.

- 4.2.3.2 for secondary schools: at least two adult supervisors for thirty students with at least one adult supervisor being an employee of the Board.
- 4.2.4 Trips that involve both male and female students which extend beyond the school day shall generally have at least one male and one female adult accompanying students. The principal in consultation with the trip organizer is responsible for informing accompanying adults of their responsibilities in writing.
- 4.2.5 Employees performing other functions, such as bus drivers, may not be used for supervisory purposes beyond their normal duties or beyond their normal duty cycle as provided for in the Employment Standards Act.
- 4.2.6 In activities undertaken by volunteers (non-employee) coaches, it is expected that either they are the designated approved responsible school community member approved by the Principal and will travel with the team as the individual in charge, or the Principal will designate an employee or school community member to accompany the team. In such situations, the coach will be responsible for the conduct of the participants in the activity while it is in progress; the individual in charge will assume responsibility at all other times.
- 4.2.7 In all cases, a report on the activity must be made by the supervisory employee or school community member at the conclusion of the activity; such report to be verbal unless inappropriate behaviour has occurred during the activity. Inappropriate behaviour shall be reported in writing and will be addressed by the school principal/vice-principal, as provided for in school district policy and in the school's own code of conduct.
- 4.2.8 Serious infractions by participants in an activity must also be reported to the parents of the students involved as soon as possible.

#### 4.3 Activities for Non-Participants

The school Principal shall ensure that appropriate learning activities are provided to students who are not participating in an approved trip.

### 5. TRANSPORTATION

Transportation for trips shall conform with **policy 2-340 (Student Transportation)** and its regulations.

## 6. FUNDING/EXPENSES

The extent, nature and number of trips in any year is dependent upon available school funds. The receipt and expenditure of school funds for trips shall conform with **policy 3-50 (School Trust Accounts)** and its regulations. Possible expenditures could include non-scheduled transportation costs, students' meals and accommodation, supervisors' meals and accommodation, substitute teacher costs, and support vehicle expenses.

Participating students may be requested to pay a share of the costs of a trip that is not a required part of an educational program. However, students who are unable to pay may be entitled to financial assistance from school funds, at the sole discretion of the school Principal.

## 7. CONDUCT

The supervisory employee or the school community member will review with students acceptable standards of conduct, based on the school's code of behaviour and appropriate community/parental expectations, prior to a trip being undertaken.

Misdemeanors related to suspected student use of alcohol or other drugs must be dealt with as provided for in **policy 5-30 (Alcohol or Other Drugs)**.

Students are responsible for any personal items that may be lost, stolen or damaged while on an approved trip.