

Administrative Procedure 260

FIELD TRIPS

Background

School and District personnel shall be permitted and encouraged to undertake planned field trips which have educational merit and which complement approved curriculum goals.

Procedures

1. The Board, within existing financial limitations, will provide funds in the annual budget to assist with field trip costs. Schools are permitted to raise additional funds to support such activities.
2. In developing field trip procedures, attention must be given to the need for:
 - 2.1 Safety and liability coverage;
 - 2.2 Parental permission; and
 - 2.3 The learning needs of students who remain at school.
3. The organization of field trips shall be governed by the following procedures:
 - 3.1 All field trips must have the appropriate approvals in advance.
 - 3.2 Educational field trips shall be preceded by and followed by appropriate instruction related to definite objectives.
 - 3.3 Satisfactory arrangements must be made for the instruction of students not participating, and for the instruction of classes taught by teachers who accompany students on the trip.
 - 3.4 Transportation shall be by public carrier or rental vehicle with school bus permit, or by private vehicle which is adequately insured and operated by a designated individual.
 - 3.5 Adequate teacher supervision shall be provided. Parents or other non-educational employees may assist with supervision.
 - 3.6 Written parental approval is required. In unusual cases, oral approval may be accepted by the Principal. For repetitive or scheduled activities such as interscholastic games, the permission may be obtained from parents for the season or term.
 - 3.7 Careful attention must be given to safety requirements, including:
 - 3.7.1 Adequate supervision of students. At least one (1) participating teacher must be in charge.

- 3.7.2 Potentially risky activities (e.g. swimming, canoeing, skiing) are to be undertaken only with appropriate instruction and under the supervision of well-qualified personnel; some dangerous activities (e.g. mountaineering, bungee-jumping, sky diving) are to be avoided entirely.
- 3.7.3 Use of seatbelts, booster seats (where applicable), competent drivers, and well-maintained vehicles.

4. One (1) Day Field Trips

- 4.1 The Principal is responsible for approving all one (1) day trips and for ensuring that Board policy and District administrative procedures are observed.

5. Multiple Day Trips

- 5.1 Requests for multiple-day trips shall be made to the Superintendent or designate prior to the finalizing of arrangements and previous to any fund-raising schemes.
- 5.2 The request must specify educational purposes, duration of the trip, sponsor(s) involved, and cost to the students.
- 5.3 If and when approval is given, the Superintendent or designate shall notify the Board in advance if the trip is a major, out-of-province, multiple-day trip.

Reference: Sections 17, 20, 22, 65, 75, 85 School Act
Motor Vehicles Act