



FIELD TRIPS

Rationale

It is generally accepted that relevant, first-hand experiences are an essential component of a basic education. Where it is practical and possible to do so, these experiences should be used to enhance learning and to supplement the use of text books, library books, and audio-visual materials. Often, such experiences require students to participate in activities away from the classroom and school. The involvement of students in such activities will be classified as "Field Trips".

Field trips shall have as a top priority their educational relevance for the students concerned. Proper planning, student safety, and follow-up are essential.

Parental involvement is an important aspect of a successful field trip. This involvement includes advance information regarding planned activities; purpose, costs, benefits, etc. Parents/guardians are also to be given the opportunity to approve the involvement of their children in field trips.

Definition

Field trips will be designated as follows:

1. Regular Curricular and Extra-Curricular Trips:

These trips are subject to the approval of the Teacher, Principal and parent/guardian. The duration of regular trips will not exceed two school days.

2. Extended Trips:

These trips are subject to the approval of the Teacher, Principal, parent/guardian and Superintendent. The duration of extended trips will not exceed three school days.

3. Special and International Trips:

Trips outside of Manitoba that exceed the maximum guideline, trips that exceed the maximum guidelines and/or trips that extend beyond three school days require prior authorization by the School Board. All International trips must be approved by the School Board; this includes trips to the United States.

Application for a group to participate in an extended field trip must be made on the prescribed form a minimum of ten weeks in advance of the planned event. The initial application is to be made to the Board, for approval in principle, prior to any formal contact being made with parents/guardians or students. The completed application will be presented to the school board for final reading and approval. This approval must be a minimum of



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eight weeks prior to the leave date of the trip. The applicant will be notified by the Board whether the application was approved in principle.

Once the application has been reviewed, notification of the Board decision will be given through the Superintendent's Department.

Specific Expectations

1. Field trips must not unfairly interfere with the general operation of the school and its other programs and activities.
2. The needs of all students, including those not participating in the field trip, are to be given due consideration and suitable activities developed for them.
3. Due consideration must be given to the dates of the trip as they pertain to tests, examinations, and other activities and programs of the school and the students. Special and international trips must not take place within two weeks prior to examinations.
4. Field trips must have relevance to the programs of the participating students.
5. The names of the appointed chaperones must be submitted to the Principal at least four weeks in advance of the planned event. Overnight mixed events require a minimum of one male and one female chaperone. The ratio of chaperones to students shall be sufficient to properly supervise the age group and the activity involved. Any volunteer chaperoning that is not a divisional employee must have a criminal record check.
6. The Document "A Guide for Planning School Field Trips" is to be followed.