



### **FIELD TRIPS**

The Board of Trustees supports student activities that require travel outside the School Division subject to the following guidelines:

#### **Organization**

1. All school field trips should be included in the school's calendar of events.
2. Field trips must not unfairly interfere with the general operation of the school and its other programs and activities.
3. 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.
4. 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.
5. Field trips must have relevance to the programs of the participating students.

#### **Supervision and Chaperones**

1. Adults may be used to assist with the supervision of field trips. Adult supervisors shall be under the direction of the supervising Teacher(s). Any volunteer chaperoning that is not a divisional employee must have a criminal record check.
2. Extended activities require a minimum of two supervisors. Mixed student groups should have a minimum of one male and one female supervisor.
3. Field trips that involve students in special or extended activities such as out-of-province, overnight stays, swimming, boating, etc. require that a detailed description of the activity must be given to the parents and written permission received before the student(s) can participate.
4. Activities associated with swimming and boating require special safety precautions. The supervision of such activities must provide adequate protection for all concerned. At least one supervisor must be a certified lifeguard



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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.
6. Students are to be under the supervision of staff and/or local chaperones at all times during the event. The responsibility of supervising or chaperoning is not to be delegated to anyone not listed on the appropriate Division or school form.
7. One staff member is to be pre-determined as the supervisor of the group and is to be the one designated to be responsible for communicating with the Bus Driver and managing problems should they arise.
8. The Teacher/supervisor is to be responsible for taking a class list of students on the trip, complete with relevant medical and emergency information for each student.

### **Meals and Lodging**

1. Students will generally not be billeted for meals or lodging. Acceptable alternatives include:
  - commercial outlet -adequate chaperones required;
  - utilizing a school - i.e. gym;
  - other arrangements acceptable to and approved by each parent.
2. The Division will also generally not be supportive of accepting billets as a means of providing visiting students with meals or lodging.

### **Distance Guidelines**

1. Maximum distance guidelines are:
  - Primary: 200 km one way
  - Middle Years: 600 km one way
  - High School: 1000 km one way
2. In the event the objectives of an activity require travel beyond the distances stated, consideration will be given by the Board based upon the individual circumstances. Application for such trips is to be submitted for Board approval as outlined for Extended Field Trips.
3. School teams earning their way to Provincial competitions are exempt from the distance guidelines.



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### **Travel Arrangements**

1. All school activities that require public or private transportation must be authorized by the Principal and Superintendent's Department prior to the plans for the activity being finalized.
2. Out-of-province use of school buses for extra-curricular activities requires the prior approval of the Board of Trustees. Such request must be submitted to the Superintendent's Department at least one month prior to the proposed trip.
3. Requests for the use of school buses for extended travel are discouraged.

*Revised: November 2017*