

Division PROGRAMS	Policy Series 800	Policy # 800.7
Subject Student Field Trips	Replaces	
Responsible Authority <ul style="list-style-type: none"> • DIRECTOR OF EDUCATION • ASSISTANT DIRECTOR OF PROGRAMS 	Date Approved March 7, 2011	
	Effective Date April 6, 2011	
<i>Date Reviewed</i> <i>February 6, 2013</i>	<i>Date Revised</i> <i>February 6, 2013</i>	

800.7 (1) Policy Name

Field Trips

800.7(2) Policy Statement

- 800.7(2.1) Nova Central School District encourages and supports field trips for students that are complementary to classroom instruction and contribute to curriculum, learning and a quality school experience.
- 800.7(2.2) Field trips may incorporate curricular, co-curricular and extra-curricular activities as defined in this policy.
- 800.7(2.3) Safety should be the first consideration for students, staff and volunteers during field trips. All reasonable safety precautions are to be taken and trips must be properly planned and supervised. Any safety guidelines for activities as set out by the Department of Education or NCSO are to be taken into account.
- 800.7(2.4) Every reasonable effort shall be made to facilitate the participation of all students in curricular field trips, regardless of exceptionality or financial resources.

800.7(3) Policy Rationale/Purpose

It is recognized that field trips can contribute to the overall educational, cultural, social and recreational development of students and are considered part of the regular school environment. However, it is also recognized that field trips carry inherent risks and also impact instructional time. This policy and the related procedures outline the criteria for planning and implementing field trips for students from Nova Central School District, in order to promote safety and the effective use of instructional time.

800.7(4) References

- 800.7(4.1) NCSD 800.5 Safe and Caring Schools Policy
- 800.7(4.2) NCSD 400.1 Student Transportation Policy
- 800.7(4.3) NCSD 400.7 Use of Private Vehicles Policy
- 800.7(4.4) NCSD 400.2 Use of Fifteen (15) Passenger Van Policy
- 800.7(4.5) NCSD 800.1 Student Participation in Alpine Skiing/Snowboarding Policy
- 800.7(4.6) NCSD 800.10 Effective Use of Instructional Time Policy

800.7(5) Scope

This policy governs:

- 800.7 (5.1) All students who participate in district or school-sponsored field trips in Nova Central School District
- 800.7 (5.2) All employees of Nova Central School District
- 800.7 (5.3) All transportation contractors and their drivers
- 800.7 (5.4) All special transportation providers
- 800.7 (5.5) All volunteers with Nova Central School District.

800.7(6) Roles and Responsibilities

- 800.7 (6.1) Responsible Division: **Programs**
- 800.7 (6.2) The **Assistant Director of Education (Programs)** shall be responsible for the implementation, monitoring and revision of this policy, and for approving national/international field trips.
- 800.7 (6.3) The relevant **Senior Education Officer (Programs)** shall review all applications for national/international field trips arranged by schools, once school administrators have approved them, and submit them to the **ADE (Programs)**.
- 800.7 (6.4) **School administrators** shall approve all school-sponsored field trips and ensure that field trips are properly planned and implemented.

800.7(7) Procedures

- 800.7(7.1) Approval for Field Trips**
- 800.7(7.2) Trip Planning**
- 800.7 (7.3) Parent/Caregiver Permission**
- 800.7 (7.4) Restricted Activities**
- 800.7 (7.5) Student Participation**
- 800.7(7.6) Student Supervision**
- 800.7(7.7) Funding for Field Trips**
- 800.7(7.8) Overnight Field Trips**
- 800.7(7.9) Transportation**
- 800.7(7.10) Inclement Weather**

800.7(8) Definitions

800.7(8.1) **Other transportation**

'Other' transportation includes the transporting of students for reasons outside those covered by the Department of Education pupil transportation funding.

- a) Other transportation may include lunch time busing and transportation for field trips and sports tournaments.
- b) The cost of such transportation is usually covered through fundraising or user fees.
- c) It may include the chartering of private buses or the reimbursement of travel-related expenses such as gas for volunteer drivers.

800.7(8.2) **Board-Owned Busing**

Board-owned busing is defined as busing provided for Nova Central School District through the use of board-owned buses that are driven by qualified drivers who are employees of NCSD.

800.7(8.3) **Contracted Transportation**

Contracted transportation is defined as transportation that is provided for Nova Central School District through an independent operator, in accordance with a contract for services negotiated between NCSD and the operator. This can include contracted busing as well as contracts for private vehicle use. Such drivers are not employees of NCSD.

800.7(8.4) **Charter/School-Contracted Transportation**

Charter/school-contracted transportation is defined as transportation that is arranged by school administrators with private operators who may not hold transportation contracts with Nova Central School District, for the transportation of students for special activities such as field trips. This is a direct arrangement between the school and operator and such drivers/operators are not employees of NCSD (eg. charter buses/coachlines).

800.7(8.5) **Alternate transportation** As per the Department of Education, alternate transportation will be available to students who for medical/exceptional reasons are unable to use regular school transportation or who reside within 1.6 km from the school and have a medical/exceptional reason preventing them from walking to school, and to Kindergarten to Grade 6 students who reside within 1.6 km of school whose parent/guardian cannot accompany their child to school due to a physical disability. This transportation could be by mode of private vehicle/taxi, wheelchair equipped bus or regular school bus with student assistant support. Alternate transportation should be considered when:

- a) The student's condition is permanent and interventions/supports will not allow the student to avail of regular busing, OR

- b) Further education or skill development is required before the student can avail of regular busing, OR
- c) A student is injurious to self and/or others, OR
- d) A student requires short-term intervention(s) because he/she cannot travel with adaptations/support on regular busing, OR
- e) A student is unable to attend their zoned school due to medical/ extenuating circumstances and has been placed in an approved alternate setting, OR
- f) The parent(s)/guardian(s) has a physical disability which prevents them from accompanying their child (K-6) to school.

800.7(8.6) Curricular Activities

Travel for activities related directly to the students' areas of study and participation is on a class basis.

800.7(8.7) Co-curricular Activities

Travel for activities developed from the school's program or students' areas of study, and usually complementing the regular curriculum.

800.7(8.8) Extra-curricular Activities

Travel relates indirectly to the students' areas of study and school's program, but may support student participation in activities promoting health and fitness, leadership, citizenship, etc.

800.7(8.9) Field trip

- a) Field trips are approved school activities that take place off school property, including activities where students walk to a destination.
- b) Field trips may include various curricular, co-curricular and extra-curricular activities such as:
 - i) Visits to external agencies such as weather stations, post-secondary institutions, parks and museums.
 - ii) Participation in special events at a district, provincial or other level, such as Science fairs, French camps, sports tournaments and drama festivals.
- c) Field trips may take place during the school day, outside of regular school hours, overnight or for extended periods of time.
- d) Local school trips are those that occur within the school community (i.e. school catchment area).
- e) Provincial field trips are those that occur within the Province of Newfoundland and Labrador.
- f) Canadian/national field trips are those that occur within Canada.
- h) International field trips are those that occur in whole or in part outside of Canada.

800.7(9) Review

This policy shall be reviewed every two years.

800.7(10) School Policy

Schools are encouraged to develop their own policies with respect to field trips, in line with the district's policy and procedures.