



800.7(7) PROCEDURES

Policy 800.7: Field Trips

800.7(7.1) Approval for Field Trips

- 7.1.1 All school-sponsored field trips shall be approved by the school administrator or his/her designate.
- 7.1.2 When approving field trips the school administrator is expected to take into account the total number of such field trips for students during the school year, and the amount of instructional time lost due to travel to and from the destinations.
- 7.1.3 National and international field trips shall be approved by the Assistant Director of Education (Programs). Such approval must be received prior to any fundraising being conducted or travel arrangements being confirmed (e.g. airline tickets, accommodations).
 - a) An application for approval of out-of-province trips must be completed by the school and submitted to the relevant Senior Education Officer.

800.7(7.2) Trip Planning

Whenever students participate in a school-sponsored field trip they shall be accompanied by a teacher sponsor. Any exceptions to this must be approved by the Assistant Director of Education (Programs). The teacher sponsor is responsible for:

- 7.2.1 Planning, coordinating and overseeing the field trip.
- 7.2.2 Ensuring that appropriate protocols are in place during the trip for students with exceptionalities and/or medical issues.
- 7.2.3 Ensuring that an attendance count is taken at departure and return and at appropriate intervals in between.
- 7.2.4 Advising students, other staff and volunteers regarding expectations and responsibilities for their participation.
- 7.2.5 Ensuring that parent/caregiver permission is obtained as required.

800.7(7.3) Parent/Caregiver Permission

- 7.3.1 Parents/caregivers are to be advised of the relevant details of all field trips such as the date, time, activity and mode of transportation, if any.
- 7.3.2 Parent/caregiver permission for a student to participate in out-of-town field trips shall be required in writing on a district-approved form.
- 7.3.3 For field trips that are intended to be regular excursions (e.g. weekly excursions to recreation activity), parents/caregivers may be requested to complete a form consenting to a child's participation in the repeated trips.

800.7(7.4) Restricted Activities

- 7.4.1 School administrators are expected to carefully consider the links to curriculum and the risks associated with a specific activity, particularly extreme physical activity and sport.
- 7.4.2 Schools are not permitted to organize student tours to other countries with private companies.
 - a) NCS D employees interested in organizing such trips must do so on their own time and without the use of the school name, involvement of the school, or the use of school resources.
 - b) Planning meetings, tour committee meetings, etc. shall not be held on school property.
 - c) Trip funds (including any monies fundraised) shall not be managed by staff as part of their school responsibilities, nor held in school bank accounts.
 - d) No paid leave, unpaid leave or substitute time shall be approved for employees for the purpose of participating in privately organized travel tours, including familiarization tours organized during the school year.
- 7.4.3 Should a school administrator or other employee participate in the planning of an international private tour involving students, s/he shall send a memo home advising parents/caregivers that neither Nova Central School District nor the school has any involvement or responsibility with planning the trip.
- 7.4.4 Students should only participate in trips where they can be planned to coincide with scheduled school breaks (e.g. Easter), in order to minimize the impact on instructional time.

800.7(7.5) **Student Participation**

- 7.5.1 Students are expected to comply with the school's expectations for students during field trips, and the school's code of conduct.
- 7.5.3 Individual student participation in field trips shall be at the discretion of the school administrator. However, all relevant students should be included in full-class activities and before any student is excluded, the school administrator should consult with the appropriate SEO.
- 7.5.4 Students who do not participate in class excursions or other field trips should be accommodated in other classes or activities.

800.7(7.6) **Student Supervision**

- 7.6.1 The supervision of students and the required ratio of teachers to students on field trips shall be carried out in accordance with [800.5\(7.12\) Safe and Caring Schools Policy: Student Supervision](#).
- 7.6.2 When determining appropriate supervision for a field trip, the school administrator and teacher sponsor shall take into account the health, safety and security of students, staff and volunteers during the planned event. S/he will consider the nature of the activity and the ability, experience, number and ages of the participants.
- 7.6.3 The teacher sponsor shall ensure that a record is kept of the students who are going on a field trip and that students are accounted for upon their arrival at the designated site and upon their return.
- 7.6.4 Administration of medications to students on field trips shall normally follow district policy [800.3 Administration of Medications to Students by Staff](#), except where otherwise approved by the parent/guardian and the school administrator.
- 7.6.5 Cell phones, digital cameras, etc. may only be used by students with the express permission of the teacher sponsor and in accordance with relevant district and school policies.
- 7.6.6 Schools should ensure that an emergency protocol is in place in the event of an accident or other emergency during a field trip.
 - a) The teacher sponsor should contact emergency response services (ambulance, fire, police) where necessary, and notify the school administrator.

- b) The teacher sponsor and/or school administrator should notify parents/caregivers in accordance with school protocol.
- c) The teacher sponsor should complete an incident form and submit to the school administrator at the earliest opportunity. In the case of a serious incident, the school administrator shall also immediately notify the Director of Education.

800.7(7.7) Funding for Field Trips

- 7.7.1 Students should not be charged a fee to participate in curricular field trips that take place during instructional time.
- 7.7.2 Schools can consider curricular field trips during the school budgeting process. A school can plan ahead to cover or subsidize costs through school operating grants, for a limited number of trips during the school year, as approved by the ADE (Finance and Administration).
 - a) Schools are encouraged to use any banked kilometres towards planned field trips where feasible.
- 7.7.3 Schools are permitted to charge students reasonable fees for participation in co-curricular and extra-curricular field trips.
 - a) At times field trips involve both curricular and co-curricular activities. In those cases, especially if there is an overnight stay planned, schools can charge a fee.
- 7.7.4 Students should not be excluded from field trips because of a lack of financial resources.
- 7.7.5 When planning field trips, schools should consider all related costs, including out-of-pocket expenses.
- 7.7.6 Schools should seek alternate means where possible to cover the costs of participation in co-curricular and extra-curricular activities for students without financial resources.
- 7.7.7 If a student is returned home from a field trip due to illness, accident or inappropriate behaviour the parent/guardian may be responsible for any additional costs incurred. Schools should communicate this information to students and parents/guardians.
- 7.7.8 In the event that a school trip is cancelled, any funds collected from students shall be returned to them, except for any non-refundable deposits.
- 7.7.9 Funds generated through fundraising for a trip that is cancelled shall become the property of the school and may

be used for other student-related, educational purposes as approved by the school administrator.

800.7(7.8) Overnight Field Trips

- 7.8.1 Field trips requiring an overnight stay shall normally be limited to students in grades six and above and include male and female chaperones when there are male and female students participating. Any exceptions to 7.8.1 must be approved by the relevant Senior Education Officer (Programs).
- 7.8.2 Students should only be billeted for overnight stays when other forms of accommodation are not feasible. It is recommended that a minimum of two students be assigned per billet. The school administrator or his/her designate, the teacher sponsor, shall ensure that:
- a) Parents/guardians consent to the billeting arrangements;
 - b) Students are advised to bring any concerns regarding their billets to the teacher sponsor.

800.7(7.9) Transportation

Students may participate in various forms of transportation on field trips including walking to destinations, cycling, or travelling by vehicle or bus.

- 7.9.1 Students participating in a school-sponsored field trip shall normally be required to travel as planned by the school, to and from the designated site. Any alternate travel arrangements should be approved by the school administrator or his/her designate prior to the trip and communicated appropriately to those involved.
- 7.9.2 When travel by vehicle is required, teacher sponsors shall first consider the use of a regular school bus to transport students. This may include the use of a school bus operated by a private contractor, or a board-owned school bus. [Board-owned school buses will not normally be made available for national or international field trips.]
- 7.9.3 School administrators may wish to consult with the Manager of Student Transportation when using a school bus, regarding *hours of service guidelines* for drivers and other related matters.
- 7.9.4 The transporting of students on field trips in private vehicles shall be arranged in accordance with the NCSD Policy [400.7 Use of Private Vehicles policy](#).
- 7.9.5 Students shall not be permitted to drive other students on field trips.

800.7(7.10) **Inclement Weather**

- 7.10.1 When schools are closed due to inclement weather, school field trips shall automatically be cancelled.
- 7.10.2 When a field trip has commenced and the weather deteriorates, the teacher sponsor is expected to err on the side of caution and to either terminate a trip early or to remain at the location until the weather improves. Such decisions should normally be made in consultation with the school administrator and/or the bus foreman/Manager of Student Transportation.
- 7.10.3 Travel shall not commence when road hazard warnings for the relevant area have been issued by the RCMP or Department of Transportation and Works.