



Adopted: 1998-09-01

Revised: 1999-07-06, 2002-06-04; Form revised: October 2015

POLICY IJOA

FIELD TRIPS

The Education Act defines a Field Trip as “...educational activities which entail changes in the students’ regular time of departure or arrival or which require the students to leave the school premises” (art.87).

Field trips are seen to be an important dimension of the education and socialization of our students and should be an authentic connection between classroom and the outside environment. The New Frontiers School Board endorses the programming of such educational activities provided that they complement and reinforce the students’ learning and/or social and personal growth.

All field trips fall under the jurisdiction of the Governing Board of each school or center and must have prior approval. Approval of Day Field Trips may be delegated to the school administration. School administration will inform the Governing Board of any day field trips that have been approved by the Principal.

As provided in Article 218.2 of the Education Act; the New Frontiers School Board reserves its right to rescind the approval of a field trip if it does not reflect the principles or criteria contained in this or any other policy of the school board.

The following expectations are prescribed as the criteria by which the Governing Boards grant approval for field trip proposals they receive:

General Expectations

- Students must be prepared for field trips by being provided with a clear understanding of the expectations of the trip such as learning outcomes, safety measures, behavior, cooperation, etc.
- The safety and security of students must be assured throughout the planning, management, and supervision of the field trip.
- Parents’/Guardians’ written consent and waiver of responsibility must be obtained for every minor participating in a field trip.

Supervision

Following are the minimum adult-to-student ratios that are recommended for field trips:

Elementary:	1:5	Pre-K, Kindergarten and Cycle I (Grades 1 & 2)
	1:8	Cycles II and III (Grades 3 through 6)
Secondary & Adult Centres:	1:15	Extended Field Trip (overnight)
	1:20	Day Field Trip

When accompanying students with special needs, these ratios should be reduced accordingly. At least one male and one female supervisor should always accompany mixed groups on overnight trips. At least one school board employee must be present on all field trips.

Liability / Insurance

As the School Board is ultimately responsible for the security of students on field trips, it is imperative that appropriate measures be taken to guarantee the safety and security of participants. To this extent the School Board’s official field trip approval form must be completed for Governing Board approval. This form must indicate the measures taken including whatever insurance and medical arrangements are necessary. A copy of this completed form must be forwarded to the Director of Educational Services, or Adult Education, with Governing Board approval, six weeks prior to the date of the Extended or Limited field trip.

The Board's general insurance coverage for field trips does not automatically cover all types of field trips. Any field trip that will require the use of safety equipment (helmets, life preservers, etc.) or precautions will require pre-authorization from the Director of Finance to provide adequate insurance for the participants. Where applicable, additional insurance premiums will be added to the costs of the field trip.

Types of Field Trips

There are three categories of field trips that may be proposed to the school's Governing Board for approval:

Day Field Trip:

- This type of educational activity involves one or more groups of students and occurs during the calendar of school days.
- Return to school or home occurs on the same day.
- Costs should be minimal and normally include teacher substitution, transportation, admission, and meals.
- Costs may be subsidized by the school's budget and/or fundraising activities.

Extended Field Trip:

- This type of educational activity involves one or more classes and occurs during the calendar of school days.
- Departure is usually from the school or a local departure point to a venue outside of the local region.
- Return to school or home occurs one or more days after the day of departure.
- Costs should be reasonable and normally include teacher substitution, transportation, lodging, admission, and meals.
- Costs may be subsidized by the school's budget and/or fundraising activities.

Limited Field Trip:

- This type of educational activity occurs outside the calendar of school days and is attended on an optional basis by interested students.
- Exceptions may be made where travel limitations or events that are scheduled externally may require some school days to be taken at either end of the trip.
- Costs are typically high for this type of field trip and therefore may preclude whole class participation.
- Costs for limited field trips may only be subsidized by fundraising activities conducted by the participants and/or their families and may not be subsidized by the school, and normally include teacher substitution, transportation, lodging, admission and meals.
- Advanced planning of limited field trips is encouraged with yearly or semi-annual publication of upcoming trips so that students and parents can have time to finance their contribution and select the number of field trips they prefer to attend and are capable of supporting financially.



FIELD TRIP PROPOSAL FORM

**This form must be submitted to the Director of Educational Services
 by the 2nd Tuesday of the month & 2 months prior to the date of the field trip**

General Information	
School	
Name of Organizer	
Dates(s) of Field Trip	
Is this an overnight trip?	
Date submitted to Director of Educational Services	

Location Information	
Venue/Event to be visited	
Address	
City, Province/State	
Contact number during trip	

Insurance Information	YES	NO
Is this venue residential or privately owned?		
If yes, does the individual have appropriate liability insurance?		
Proof of current coverage must be attached		

Student Information			
What grade are the students in?		How many students are participating?	

Adult Supervision		
How many adults are participating?	Employees: ____	Volunteers: ____
How are parents being informed?		

General description of activities planned:	Details attached?	

Connection to the curriculum:	Details attached?	

Revenues	Details attached?	

ANNEX II – Policy IJOA

FIELD TRIP CONSENT FORM

(to be used for a specific field trip)

Name of School: _____

Address: _____

Attention: _____

(Name of Teacher)

I have read the accompanying letter pertaining to your field trip to _____
(Location)

and do hereby give my permission for _____
(name of pupil)

to attend from _____ to _____.
(date) (date)

I give permission to _____ to seek medical attention for
(name of teacher/person responsible)

my child in case of emergency. _____
(medicare number)

Residence telephone number: _____

Business telephone number: _____

In the space below, please include any pertinent information concerning your son's/ daughter's health, medication, allergies, etc.

(date) Signature: _____
(Parent/Guardian)
