

TVCS Board Reviewed Date: February 9, 2023

Preamble

The Board recognizes that learning occurs within and beyond the classroom and that students acquire knowledge, skills, and attitudes through a variety of experiences and in a variety of settings.

The Board has adopted the Ministry's Principles of Learning as the foundation for all programs in the district. Field trips enhance and enrich opportunities for active participation, learning at different rates and in different ways in individual and social contexts.

A field trip is defined as any school-sponsored activity which occurs off school grounds for any period of time.

Policy Statement

The Board encourages and supports student participation on field trips that enhance and expand educational experiences and opportunities. The Board further believes that in planning for any learning experience including field trips, consideration must be given to student safety, curricular relevance and appropriateness of the activity to the student's educational program. In all cases it is necessary for adult supervising staff to have the requisite skills and experience to provide safe and appropriate field trip experience.

School District Policy Reference

Guiding Principals

1. Each field trip plan must clearly outline the specific curricular objectives for the field trip.
2. Students' safety shall be given paramount consideration and plans must be evident and included in the planning documentation.
3. Trips should occur as close to the district as in reasonable without compromising the quality of the learning experience.
4. Each year, the principal will provide a summary report to the Board on all anticipated field trips.
5. All details of fund-raising activities and requirements for the proposed field trip must be communicated clearly to students and parents and agreed upon at the outset of the field trip planning process. Effort to minimize cost to students/parents should be evident in all field trip planning.
6. All details of proposed field trips must be clearly communicated to students and parents.

7. Field trips should not seriously interfere with the education of students who remain at school.
8. School sponsored field trips are considered to be school program activities and as such are subject to both the regulation of the school and to school board policies.
9. The administrator of the school shall ensure that the Guiding Principals for field trips are adhered to prior approving the trip.
10. It is recognized that some trips may span more than a single instructional day or may extend beyond normal working hours. Some trips may also begin and/or end on days other than instructional days. Participants in field trips (adults and students) are governed by school and school district guidelines throughout the trip, including time which is outside the regular workdays.
11. For all overnight/out of province or extended duration trips the plan must:
 - a. Be based on curricular outcomes associated with a specific course, group of courses or program, or be a unique earned extra-curricular/co-curricular opportunity.
 - b. Include provision for fund raising opportunities for student participants; and
 - c. Provide for equity of access for qualified students.
 - d. Include a detailed itinerary for all activities taking place and a detailed description of the educational value of these experiences.
 - e. For all overnight/out of province trips a plan must be submitted at least 2 months prior to proposed trip.

Administrative Procedures

Definition of a Field Trip:

A field trip is defined as any school-sponsored activity which occurs off school grounds for any period of time.

A. Categories

- a. Duration/Destination:
 - i. Day trips
 - ii. Overnight/In Province
 - iii. Overnight/Out of Province
 - iv. Extended duration (four or more nights)
- b. Type of Activity
 - i. Other activities (visiting/observations/performances/etc.)
- c. Level of Safety
 - i. N Normal Safety Issues
 - ii. S Sensitive Safety Issues

B. Approval Process

Field trip application forms once completed and approved by the school administrator, will be filed as follows:

1. All field trips are to be kept and filed at the school level.
2. All applications for field trips must be submitted to the administrator of the school. The administrator's signature on the field trip form verifies that the administrator:
 - a. Clearly understands the nature and category of the field trip.
 - b. Has ensured that the key factors of approval have been considered including curricular relevance, cost, distance traveled, and accessibility for all students in the educational program.
 - c. Has ensured that the Board's Policy, Guidelines, and Administrative Procedures have been fully observed, and formally approves the request.
3. Field Trip Application Forms, when completed and approved by the school administrator, will be filed accordingly:

C. Parent/Guardian Consent Form

A standard statement of informed consent is to be attached to the school's field trip information/description handout which is sent home as part of the needed information from which parents base their decision to authorize their son's/daughter's attendance.

If vehicles are driven by students, parents or other adults being used, the following phrase should be included as part of the school's field trip information/description handout which is sent home as part of the needed information from which parents base their decision to authorize their son's/daughter's attendance:

*For this trip, our transportation will be provided by student-driven vehicles

Parent/other adult driven vehicle_____

D. Safety and Emergencies

1. A chain of notification must be in place in the event of an emergency. This chain should include the administrator, superintendent, and parents, and
2. A means of emergency communication should be available.
3. Refer to TVCS Crisis and Emergency Plan and Phone tree if required.

E. Supervision

1. Appropriate Supervision:

The staff sponsor of a field trip must ensure that appropriate supervision is planned. Appropriate supervision is dependent upon:

- a. The age and maturity of the student.
- b. Any inherent danger of the activity.
- c. The circumstances of the particular activities, and
- d. Appropriate arrangements for non-participants.

F. Fundraising

1. Fundraising planning and activities should not affect the regular learning activities in the classroom.
2. The school/supervising teacher shall make every effort to give parents/students adequate time for fundraising activities within that school year.