



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

POLICY D.4 (Formerly 3500)

FIELD TRIPS

Date Passed: November 1999

Date Amended: September 2008, June 2015

PROCEDURE

A. APPROVALS

1. Principal Approved Field Trips

ON-ISLAND

- (a) The trip does not take students off Haida Gwaii;
- (b) The trip does not involve students in overnight absences;
- (c) No fee is charged to students except as approved under POLICY 2115 STUDENT FEES;
- (d) Parent request forms are mandatory for each student, prior to the proposed trip, except for walking field trips;
- (e) Use of private vehicles must meet requirements of Board policy #4420;
- (f) The Superintendent of Schools is notified of the trips requiring parent consent forms;
- (g) Substitute costs are charged to the school's field trip budget or other appropriate school budget;
- (h) The number of such trips is at the discretion of the school principal and is limited to his/her budget.

OFF-ISLAND OR OVERNIGHT

- (a) These trips may involve students being absent overnight; and/or a student use fee above those approved under the Schedule of Student Charges;
- (b) The trip does not take the students out of District for more than five (5) school days;
- (c) and (f) above
- (d) Parent request forms are mandatory for each student prior to the proposed trip;
- (e) Substitute costs are charged to the school's field trip budget or other appropriate school budget;
- (f) All funding come from fund raising activities, student fees and/or school based budgets;



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(g) The number of such trips is at the discretion of the school principal and is limited by his/her budgets;

2. Superintendent Approved Field Trips

(a) Trips that take students out of Province and/or out of District for more than five (5) days require Board approval;

(b) Parent request forms are mandatory for each student prior to the proposed trip;

(c) High Risk Field Trips that occur with experienced staff and are of an ongoing or repeat nature. These include annual ski trips, regular kayak sessions, or other events that recur with frequency with the same staff.

(d) Final approval may be granted by the Superintendent of Schools upon submission of a detailed itinerary and list of participants.

3. Board of Education Approved Field Trips

(a) All new field trips of higher risk must be approved by the Board of Education. These include ski trips, kayaking trips, out of country, etc. that are undertaken as new activities or with wholly new staff supervising them. Please see Principal for further information.

B. RESPONSIBILITIES

1. Sponsor Teachers/Coaches/Supervisors

(a) Shall provide the principal with objectives; itinerary, participants, budget and a source of funds;

(b) Shall make it clear to participants that it is a privilege to travel on behalf of the school and school district and, for disregard of travel rules, the privilege may be withdrawn;

(c) Shall ensure that all participants have met participant criteria set by the school;

(d) Shall make necessary contacts with others involved in the field trip to ensure the best possible activity;

(e) Shall ensure that travel consent forms have been completed and filed with the principal;

(f) Shall collect user fees and deposit with school secretary directing distribution of receipts to Principal or District Sports Chairperson for District Sports activities;

(g) Shall ensure that procedures are in place to deal with any participant having medical alert status;

(h) Shall provide participants and parents/guardians with a trip itinerary. This should include one or more phone numbers, through which the supervisor might be reached in an emergency;

(i) Shall advise participants, in advance, of the expectations regarding their behaviour and outline the consequences of inappropriate behaviour;



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- (j) Shall ensure that transportation of students is in keeping with Board Policy #4420;
- (k) Shall be considered to be on supervision throughout a field trip and are expected to provide reasonable supervision. Reasonable supervision is that which would be provided by a careful and prudent parent;
- (l) Shall ensure adequate supervision for the duration of the field trip. For overnight field trips ensure male supervision for male students and female supervision for female students. If this is not possible, special arrangements must be approved by the principal and parent/guardian;
- (m) Shall have a procedure for contacting parents/guardians should the need arise.
- (n) Shall try to have students move about in groups of two (2) or more, when on their own;
- (o) Shall, if billeting, try to arrange for pairs to be accommodated;
- (p) Understand it is the responsibility of the teacher(s) in charge of the field trip to organize adequate supervision. These teacher(s) may not relinquish responsibility, but they may schedule specific times when they are free of supervision duties and able to pursue meeting individual or personal needs.
- (q) Shall abstain from the consumption of alcohol for the duration of the field trip. This includes cases in which students are billeted.
- (r) Ensure that participants leave the field trip site in a clean and orderly condition;
- (s) Be courteous in informing those involved of cancellations or changes in itinerary;
- (t) Shall provide a report to the principal.

2. Student Expectations

- A. Obey instructions/directions of the supervisor;
- B. Understand that it is a privilege to travel on behalf of the school and school district and, for disregard of travel rules, the privilege may be withdrawn;
- C. Conduct themselves in a manner that will bring credit to their parents/guardians, their supervisors, their school and the district;
- D. Return completed Parent Request Forms and travel fee in advance of the trip;
- E. Cooperate with their classroom teachers and staff and complete assignments;
- F. Ride on school arranged transportation, unless arrangements have been made with the supervisor and the principal prior to the travel;
- G. Be in the company of one or more “buddies” at all times;
- H. Assist in any clean-up at the activity site or during related activities;
- I. Obtain express permission of the supervisor prior to participation in any unscheduled/unplanned activity;
- J. Comply with criteria specific to the activity as outlined by the school and supervisor in the planning stages. I.e.: Attendance to school & associated meetings, curfews optional activities, access of funds, sportsmanlike conduct in practices and events;
- K. Attend school if it is in session, up until the time of departure and immediately upon return, unless



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excused by the supervisor.

- L. Each participating student shall have in their possession any necessary personal identification (photo id, student card, passport, etc.).

Further, the consumption of alcoholic beverages or the use of illegal substances will result in the immediate withdrawal of participation in the activity, and associated privileges to travel and the return home of the student as soon as convenient at the expense of the parent/guardian.

If in the opinion of the supervisor and principal there are any other serious misconduct the student may be suspended and returned home at the expense of the parent/guardian including behaviours such as physical or mental intimidation.

C. APPLICATION PROCESS

1. Application Process

(a) The sponsoring teacher/coach shall make application to the principal of the school for a field trip, applications must include proposed itinerary, budget, list of participants, supervisors and safety plan;

(b) Upon approval the principal shall make formal application to the Superintendent of Schools where applicable;

(c) Field trip proposals needing Superintendent approval or Board of Education approval shall be filed with sufficient lead time to accommodate this process;

(d) A report on each field trip must be filed with the principal or Superintendent of Schools according to the level of the approval.

D. FUNDING FOR PROVINCIAL EVENTS

1. Teams or individuals attending a provincial, national or international competition will receive funding support for air travel costs through the District Office to a maximum of \$10,000.00 per competition.

2. In order to qualify for funding, teams or individuals must have qualified for the provincial competition. A report of the qualification process for each event must be included in the application to the Board of Education for funding.

3. It is expected that each school will have in its Code of Conduct specific policies and procedures related to student eligibility regarding field trips and provincial events.

Please find the following on SD50's website under **Employee Resources > Commonly Requested Forms** below the Field Trips section:

Form 3500-1 Parent Request Form Student Activity

Form 3500-2 Higher Risk Field Trip Parent Permission Student Activity

Form 3500-3 Field Trip Information Template



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