

FIELD TRIPS

Background

The Board believes there is educational value in well planned and properly supervised field, athletic and cultural trips. In planning and approving such trips, the safety of students and the educational benefits to be derived shall be the primary considerations.

For the purpose of this administrative procedure, a field, athletic or cultural trip is a supervised teacher or school sponsored activity (enhanced and optional or extra-curricular) where students leave the school premises for part of a day, a day or multiple days. Trips should be selected, planned, organized and conducted in the context of:

- a. clear educational benefits, additional opportunities for learning or an extracurricular experience for students;
- b. safety, security and protection of students, staff, volunteers and the School District;
- c. appropriate risk assessment and management of off-site activities; and
- d. that all financial transactions associated with the trip meet school district requirements.

Procedures

1. Planning

- 1.1 It is the Principal's responsibility to ensure the appropriateness of field trips and the safety of students.
- 1.2 The Principal shall designate a School District No. 43 (Coquitlam) "educator in charge" of each trip. An educator designated as being "in charge" must have appropriate experience to supervise the safety and well-being of students.
- 1.3 The overall plan for each trip must be prepared by the educator in charge, must include a supervision plan indicating the ratio of adult supervisors to participants, and must be approved by the Principal of the school.
- 1.4 An itinerary must be available at the school office for all trips, including contact information in case of an emergency.
- 1.5 An emergency phone plan must be in place for all field trips.
- 1.6 A copy of each student's medical form must be available in case of medical emergencies or incidental delays.
- 1.7 The teacher must carry or have access to a first aid kit during the field trip or must have access to an on-site first aid provider.
- 1.8 Arrangements must be made to provide an instructional program for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip.
- 1.9 The Board must not be held responsible for any losses which may arise from cancellation or alteration of a field trip itinerary.
- 1.10 The school office must be notified of any changes to the school trip departure, arrival times, or location of the activities.

- 1.11 A "Parent/Guardian Field Trip or Extra-Curricular Field Trip Information and Consent Form" (F250-1/F250-2) shall be prepared for each trip and sent home with each student who may participate in the field trip.
- 1.12 A "Parent/Guardian Field Trip or Extra-Curricular Field Trip Information and Consent Form" (F250-1/F250-2) shall be provided by each student participating in the activity.
- 1.13 The "Teacher Field Trip Checklist" form (F 250-4) must be completed to document the details of the field trip and transportation arrangements and is to be retained at the school office prior to the trip.
- 1.14 The Principal will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the school field trip. The district and school's Code of Conduct must be reviewed by all participants prior to the field trip.
- 1.15 Schools may charge fees for optional field trips that enhance a student's learning experience but are not essential to the learning outcomes.
- 1.16 Extra-Curricular Field Trips are not considered part of the educational program therefore fees may be charged.

Acknowledgement of Risk forms are the preferred forms to be used with service providers to gather informed consent from parents by indicating the risks associated with the field trip activity. In rare instances where a provider requires a waiver, schools should ensure that parents are informed of the risks in advance of signing off. If a waiver is required, approval from your assistant superintendent should be obtained before approval of the field trip. Acknowledgement of Risk forms, or in some instances a waiver, must accompany the initial application for the field trip.

2. Communication with Parents/Guardians

- 2.1 Advance communication to parents/guardians is required for all field trips. Parents/guardians must be provided notice in writing which addresses the following areas:
 - a. nature of the field trip.
 - b. rationale for field trip.
 - c. all transportation and accommodation arrangements, if applicable.
 - d. level of supervision.
 - e. scope of risks and potential for injury inherent in the activity.
- 2.2 A written consent form for the field trip must be obtained with a parent/guardian signature.
- 2.3 Parents/guardians of students participating in extracurricular sports at the secondary school level must be provided with the comprehensive informed consent package, which includes a parent/guardian permission and consent form developed by the Coquitlam Secondary School Athletics Association (CSSSA). The purpose of the CSSSA Informed Consent Document is to provide students and parents/guardians with information that is related specifically to one seasonal sport. The CSSSA Informed Consent Document must be completed prior to a student being permitted to participate in extracurricular sports activities at the secondary level.
- 2.4 Should the school or school district require a field trip to end and return home, all field trip participants must comply with this directive.

3. Supervision

- 3.1 Vigilant supervision of students is mandatory during all school district trips.

- 3.2 Volunteer supervisors must be screened for suitability and advised of the expectations of their role as outlined by AP 495 School Volunteers.
- 3.3 Student conduct is governed by school and district Codes of Conduct.
- 3.4 On a field trip of any kind, the teacher / adult supervisor will act in a manner consistent with what would be expected of a “judicious parent/guardian”. It is expected that the teacher sponsor / adult supervisors will ensure proper and safe student conduct by providing proactive participation and visible presence.
- 3.5 At all times the use of alcohol, tobacco or illegal substances by student participants, volunteers, supervisors, or staff is strictly prohibited during any field trips, regardless of the circumstances, the age of participants or local laws, customs or culture.
- 3.6 Parent/guardian participation in field trips to augment supervision is encouraged and, in many cases, necessary. Circumstances determined by the Principal may warrant a review of the levels of supervision according to the age, maturity, knowledge and skill of the students, the nature of the field trip, and/or the experience of the supervisor(s) as well as the duration of the trip. For day field trips, supervision must be provided at the following minimum levels (greater supervision may be necessary depending on the nature of the activity being undertaken):
 - a. grades K-3 – 1:8 ratio of adults to students.
 - b. grades 4-5 – 1:10 ratio of adults to students.
 - c. grades 6-8 – 1:15 ratio of adults to students.
 - d. grades 9-12 – 1:15 ratio of adults to students.
 - e. planning and consideration must be provided for any special needs student involved in an activity. Educational Assistants normally assigned to an individual special needs student are not to be included in the above ratios.
- 3.7 For minimal risk overnight trips, supervision must be provided at the above minimal levels. Greater supervision may be necessary depending on the nature of the activity being undertaken and the composition of the class.
- 3.8 Any CUPE employee who attends and is outside of their classification is considered to be a volunteer therefore they will not receive pay for the activity.

4. Transportation

- 4.1 The “Student Vehicle Assignment” form (F 250-3) passenger loading list, which includes contact telephone numbers for all passengers in the vehicle, must be left at the school and another copy carried with the Supervisor.
- 4.2 Refer to Administrative Procedure 255 Volunteer Drivers and the Use of Privately Owned Vehicles.

References: F250-1 Parent/Guardian Field Trip Information and Consent Form
F250-2 Parent/Guardian Extra-Curricular Field Trip Information and Consent Form
F250-3 Student Vehicle Assignment
F250-4 Teacher Field Trip Checklist
F252-1 Out of Province Educational Trips Preliminary Application
F252-2 Out of Province Educational Trips Planning Update
F252-3 Out of Province Educational Trips File Final Checklist
F253-1 Student Exchange, Sister School or Humanitarian Programs Preliminary Application
F253-2 Student Exchange, Sister School or Humanitarian Programs Planning Update
F253-3 Student Exchange, Sister School or Humanitarian Programs File Final Checklist

F254-1 International Educational Trips Preliminary Application
F254-2 International Educational Trips Planning Update
F254-3 International Educational Trips File Final Checklist
AP 240 Charges for Course Fees/Activities/Materials
AP 251 Non-Teaching (CUPE) Staff Participating in Off-Site Activities Involving Students
AP 252 Out of Province Educational Trips
AP 253 Student Exchange, Sister School or Humanitarian Programs
AP 254 International Educational Trips
AP 255 Volunteer Drivers and the use of Privately Owned Vehicles
AP 257 Approved Vehicles for Conveying Students
AP 495 School Volunteers

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