



Section Five: Instructional Programs

525 – FIELD TRIPS

Introduction

The Board of Education believes that field trips can have educational value if they:

- are well planned, well supervised, and
- are relevant to the prescribed BC curriculum; or directly address the goals of the BC educational system (intellectual, social and emotional, or career development).

The Board may cancel or modify a field trip approved in accordance with this policy and regulations when unforeseen events occur.

Policy

1. The Board believes field trips should supplement the curricular or extra-curricular programs and as they may utilize time from the instructional day, the public must be assured that the field trips:
 - are directly related to the tasks the school is expected to perform (given the limited instructional time in the school year);
 - have educational benefits that outweigh any time loss from school;
 - have been planned to achieve specific educational goals.
2. Most field trips can be accomplished without extended travel and overnight stays. The objectives of the curriculum should be addressed, where appropriate, without extended travel/overnight stays.
3. Education is a partnership involving the school and the home. In order to ensure that there is strong parental support for field trips being planned, the Board directs that:
 - 3.1 Informed consent forms for each student must be completed for every field trip to ensure that parents are aware of the activity (including thorough descriptions of the trip, any inherent risks, any unusual or potential hazards and the possible consequences) and are supportive of the student’s participation.
 - 3.2 There shall be five levels of field trips, depending upon the activities to be undertaken. For definitions of levels and requirements for each level, refer to Regulations 525: Field Trips. For a listing of field trip activities



Section Five: Instructional Programs

“Together We Learn”

subject to restrictions and those which are prohibited, refer to Appendix 525A: Field Trip Activities.

- 3.3 For field trip levels four and five, parents must be consulted well in advance of any trip planning taking place with the students. Trips must be planned well in advance to ensure educational purposes, parental support and safety issues are addressed.

Schools must be extremely sensitive to the financial burden and the potential conflict between parents and students by possible expensive field trips; the ability of students to pay their share of the costs must not be a factor in determining participation. School personnel must ensure that financial requirements do not exclude students from participation on a field trip. For further information, see “Student Fees” Policy 425R (Regulations), Section 8 - Financial Hardship.

- 3.4 For all trips, an appropriate medical response plan must be in place.
4. The Board recognizes that these educational experiences require many additional hours of staff time, and affirms staff for organizing these trips while ensuring they are relevant to the curriculum and enhance learning opportunities for students.
5. If free travel tickets are provided as a result of bulk ticket purchases, the benefits must be shared by all those involved in the trip and not taken solely by a supervisor or chaperone.
6. The Board neither approves nor sanctions any trips which are organized as vacations. The Board recognizes that there are some businesses which promote student travel and offer incentives of free airline tickets to adult supervisors who accompany students. If such trips occur, they are outside any recognized activity of the school district and the Board accepts no responsibility.
7. The school district will endeavour to provide an annual budget for extra-curricular activities.
8. The school district and school codes of conduct will apply to all field trips.