

Vancouver Talmud Torah

Board Policy

FIELD TRIPS

May 18, 2004 (updated December 2023)

The Board recognizes that field trips are an extension of the classroom, which provides teachers with alternate means to enrich and expand learning.

Field trips provide an opportunity for all students to acquire a broad base of experience outside the classroom, which can motivate them, enhance their understanding, and reinforce classroom lessons and learning. Active involvement in a wide variety of field trips can also enhance student growth in emotional and social development, human relationships and leadership skills.

Therefore, the Board considers field trips part of the curriculum and encourages school personnel to provide a variety of field trips for students throughout their school years. Such field trips must fulfill specific learning outcomes within the curriculum.

It is the policy of the Board that no student be denied attendance on an educational field trip for financial reasons.

DEFINITIONS

Day - Curricular Trips

These trips may last up to a full day. Destinations and activities are determined by learning objectives. Examples of such field trips are: art galleries, theaters, bakeries, swimming pools, ice rinks, law courts, museums, nature park and cultural events, or walks near the school.

Day - Extra-Curricular School Events

These take place within a day, where students travel to local schools, nearby school districts, or other destinations in order to participate in extracurricular events such as athletic, club, or recreational activities. Examples of these activities include inter-school games, club competitions, and ski club day trips.

Overnight or Extended Curricular or Extracurricular Field Trips

These are teacher or school-initiated, and may last for two or more days. They generally fall into three sub-categories:

1. Outdoor School Programs

Curricular activities which occur in an outdoor setting.

2. Extra-Curricular: Athletics, Fine Arts Clubs, or Other Recreational Activities

Recreational activities such as athletic tournaments, workshops, Strathcona, etc. which require students to be away from home for two or more days.

3. Other Field Trips Requiring Special Approval

Any field trips not defined above will be discussed with the Administration for further and/or special consideration. Examples include individual student assignments and work experience programs.

REGULATIONS

1. Administration

(a) School-sponsored field trips which take place and are completed within one calendar day and remain within the Province of British Columbia, require the permission of the Administration.

(b) Extended or out-of-province field trips must be screened and authorized by the Administration and board. These requests must comply with all appropriate regulations and guidelines and must be submitted at least four weeks prior to the date for which the program is planned. An outline of these extended field trip experiences will be forwarded to the Administration and Board through the Education Committee.

(c) Some student field trips have an increased danger potential. Teachers who choose to include such field trip experiences in the program are expected to ensure that the extra qualifications and requirements are met before approval is granted by the Board and Administration.

(d) Administration is required to keep a record of all field trips undertaken.

2. Planning

(a) Field trips, as part of the established school program, must be well planned and clearly relate to the established curriculum. Safety is paramount in planning field trips and must be a key component of such planning.

(b) It is the responsibility of the Administration to ensure that students are both financially and physically prepared to attend and that parents and guardians of a student involved in a school-sponsored field trip must be provided adequate notice and have completed, approved consent forms prior to the excursion. Teachers are required to send home a letter for each field trip outlining the excursion and asking for parent consent and signature, which is to be kept on file. A copy of this letter must be submitted to the office.

(c) Student field trips occasionally involve heightened risks of accidents to participants. For this reason the parent/guardian must acknowledge in writing that the student has their permission to be involved in the field trip. The information notice to parents must clearly list any special activities the student will be expected to undertake, and disclose any extraordinary element of risk on the approved consent form. A school cellular phone should be made available for all day field trips especially outdoor athletic competitions such as grass hockey, soccer, football and rugby, where in the event of a student injury, access to a school or community facility may not be possible.

(d) To ensure that participation in the field trip experience will be possible for every student in the group concerned, no student will be prevented from taking part for financial reasons.

(e) Suitable arrangements must be made for the instruction of students remaining at the school and not participating in the field trip who are normally taught by the teacher(s) involved.

(f) A completed medical form, which is available in the school office, must accompany each student participating in overnight or extended field trips.

(g) Where prescribed medication must be administered to students, school personnel must be advised in writing of this need, but students are responsible under teacher direction if necessary to administer their own medication.

(h) An itinerary of each field trip must be available in the school office in order that the principal may contact the field trip organizer if an emergency arises. In turn, the teacher in charge of the field trip must be able to contact a designated member of the school staff in an emergency.

i) Staff will ensure that any students identified as anaphylactic will have their individual care plan accompany them on day or overnight trips and

accompanying staff will be trained to administer anaphylactic protocols as necessary.

3. Supervision

(a) Administration shall ensure that all provisions for safety, competent instruction, and supervision of students are established. A student/teacher [adult] ratio of 10/1 is mandatory for all field trips.

(b) All field trips are to be under the supervision of at least one teacher or appropriately qualified, trained, and experienced personnel.

This individual shall be designated supervisor on field trips or as the coach/supervisor of an inter-school athletic competition.

(c) Administration shall ensure that suitably qualified persons selected for supervisory responsibilities are chosen with the needs and safety of the students in mind. All other adult helpers (eg. parents, community members) are selected with the same essential criteria.

4. Transportation

(a) Parents or guardians must be informed of the method or type of transportation that will be used to transport students and give their permission for such transportation on a field trip.

(b) All vehicles used must be in good working order, in the opinion of the driver volunteering to drive the vehicle and have liability insurance in good standing with ICBC.

(c) Volunteer drivers and private cars driven by teachers, parents, or qualified students may be an arranged means of transportation provided that the volunteer driver has completed, and returned to the Administration the Volunteer Driver Authorization Form prior to the commencement of the first activity.

(d) Bus drivers must be provided with a copy of the staff member's passenger lists and destinations for each trip. Bus drivers must be given emergency numbers (eg. cell phone or pager numbers of administrative staff) in case of unforeseen emergency or incidental delays. Staff members in charge should have the bus drivers cell phone number in case of emergency. At least one staff member should accompany students on each bus used on a field trip and they are the primary supervisor on each bus. Adult/student ratios should enable appropriate supervision on buses. Drivers of private vehicles will be provided with passenger lists and destinations for each trip.

(e) British Columbia seat belt legislation requires that "Drivers and passengers must properly use the seat belts provided". It is also the responsibility of the drivers of private vehicles to see that all passengers use the seat belts provided. Students twelve years (12) or younger are not permitted to ride in the front seat of a car if it is equipped with airbags.

Board owned or contracted vehicles must have a valid School Bus Permit from the Motor Vehicle Department.

(f) It is the responsibility of the bus driver to alert staff regarding basic safety on the bus (telephone, emergency exit etc)

(g) Teachers must alert students to the emergency exits on the bus and also in the establishment where they are visiting. All students should clearly be aware of exits in case of emergency.

Upon request, passenger lists should be available from the Talmud Torah office.

5. Communication Management

If there is an emergency that occurs during a field trip, a clearly outlined flow chart of communication is below.

- a) Teacher will contact the school
- b) Teacher will remain with the students
- c) Students should be directed not to use their cell phones
- e) The school will take over communication with the parents

*This policy will be placed in the Administrative Guidelines and Parent Handbook for the school year.