

POLICY 303

Field Trips

There is educational value in well-planned and properly supervised field trips, athletic trips and cultural trips. In planning and approving such trips, the safety of students and the educational benefits shall be the primary considerations.

For the purpose of this policy, a field trip, athletic trip, or cultural trip is any supervised teacher or school sponsored activity where students leave the school premises for part of a day, a day, or multiple days. Trips are to be selected, planned, organized and conducted in the context of clear educational benefits.

Guidelines

1. Planning

It is the Head of School's responsibility to ensure the appropriateness of field trips and the safety of students.

- a. The Head of School shall designate a 'Lead Educator' of each field trip. A staff member designated as being the Lead Educator must have appropriate experience to supervise the safety and well-being of students.
- b. The educator in charge must outline the itinerary, the trip supervisors, transportation details, safety precautions and purpose of the trip by completing the Field Trip Approval Form (Form 303 - A) for approval by the Head of School.
- c. A cell phone number must be provided for emergency contact for all field trips.
- d. A copy of each student's medical form must be available in case of medical emergencies or incidental delays.
- e. 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.
- f. 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. The school must not be held responsible for any losses which may arise from cancellation or alteration of a field trip itinerary.

- g. The Head of School must be notified of any changes to the departure or arrival times, to the location(s) of the activities, etc.
 - h. A Field Trip Parent Consent Form shall be prepared, via Transparent Classroom, for each trip for each student who may participate in the field trip. Local nature walks and 'Going Outs' do not need parental consent, as per the Skyridge Montessori registration form.
 - i. The Head of School will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the school field trip. The School may charge fees for optional field trips that enhance a student's learning experience but are not essential to the learning outcomes.
 - j. Extra-Curricular Field Trips are not considered part of the educational program, therefore fees may be charged.
 - k. No student will be prevented from taking part due to financial hardship.
- 2. Communication with Parents/Guardians

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. Purpose of the field trip;
 - c. All transportation and accommodation arrangements, if applicable;
 - d. Level of supervision; and,
 - e. Scope of risks and potential for injury inherent in the activity.
- 3. Supervision
 - a. Vigilant supervision of students is mandatory during all school trips.
 - b. Volunteer supervisors must be screened for suitability and advised of the expectations of their role.
 - c. Student conduct is governed by the Board's [Student Code of Conduct](#) policy.
 - d. On a field trip of any kind, the teacher sponsor(s)/adult supervisor(s) will act in a manner consistent with what would be expected of a 'judicious parent/guardian'. It is expected that the teacher sponsor(s)/adult supervisor(s) will ensure proper and safe student conduct by providing proactive participation and visible presence.
 - e. 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 the participants, or local laws, customs, or culture.
 - f. Parent/guardian participation in field trips to augment supervision is encouraged and, in many cases, necessary. Circumstances determined

by the Head of School 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):

Preschool (ages 3-5) - 1:8 ratio of adults to students;

Grades K-6 – 1:12 ratio of adults to students;

Grades 7-9 – 1:15 ratio of adults to students.

- g. Planning and consideration must be provided for any special needs student involved in an activity. Special Education Assistants normally assigned to an individual, special needs student are not to be included in the above ratios.
- h. 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.
- i. Trips that involve both male and female students, which extend overnight, shall have at least one male and one female adult accompanying students.

4. Special Circumstances

- a. Short, supervised walking trips within the vicinity of the school are exempt from this policy. These trips may be taken with the Director of Education or Head of School's permission.
- b. Students may plan a 'Going Out' with the teacher, Director of Education or Head of School's approval.

[Field Trip Form 303 A](#)