



Section: **School Operations**

Policy #: **5200 Field Trips**

Policy: **Field Trips**

Date Approved: February 28 2004

Revision Dates:

Purpose

The Catholic Independent Schools of Nelson Diocese affirms the educational value of well-planned and supervised curricular and extra-curricular field trips. The primary purpose of such trips should be to enhance the educational experiences of the participants. These experiences enrich the curriculum and provide opportunities for young people to develop their spiritual, intellectual, social, emotional and physical capabilities. Such trips will supplement the curricular and extra-curricular programmes of the school. If utilizing time from the instructional day, School Council and parents must be assured that such activities undertaken:

- are directly related to the curricular or extra-curricular programmes of the school
- cannot be more appropriately undertaken in out-of-school time
- have appropriate supervisory personnel to ensure safety and security of participants
- include at least one teacher from the school

1. Categories

Field trips may be categorized as:

- a) Local - not requiring students to be away overnight
- b) Extended - involving an overnight stay
- c) International - leaving Canada

2. Requests

- a) Requests for local field trips are to be made to the Principal with reasonable lead time (one week recommended) to allow for the consideration of details involved.
- b) Requests for extended and international trips require a minimum of one month notice to allow for the approval process which will involve the School Council. In special circumstances, the School Council may approve an extended and international field trip which does not have the requisite notice period.

- c) Where the school's planning makes extra curricular schedules available, it is acceptable for the teacher to make submission for approval to the Principal by attaching the schedule to a Request Form at the beginning of each season/semester/term.
- d) The approved Request Form for Field Trips shall be used for all field trips. (see 5201 Request Form for Field Trips)

3. Approvals

- a) All local field trips require the approval of the Principal
- b) Any fundraising associated with a planned field trip must be approved by the Principal.
- c) All extended and international field trips require Principal approval before being forwarded to School Council. In the early stages of the school's planning an extended or international trip, approval in principle may be granted by council. By resolution of council, final approval is granted subject to all requirements being met.

4. Requirements

The following requirements must be strictly followed:

- a) Parental consent and waiver forms are to be used with all field trips. For local trips, a blanket consent form will suffice. Written consent is required for all extended and international trips.
- b) All vehicles involved in the transportation of students must have a minimum in PL/PD coverage of \$2,000,000.00. All schools are required to have Special Access Third Part Legal Liability Policy. (ICBC)
- c) All drivers must have appropriate driving credentials and be approved by the Principal, for transporting students.
- d) A suitable First Aid kit must be taken along on all extended and international trips.
- e) Student medical coverage is mandatory, particularly for extended and international trips. Proof of coverage must be filed with the Principal.
- f) A complete list of all students participating in extended and international trips must be filed with the Principal before commencement of the trip. A copy of the passport must be filed with the Principal.

- g) Female students on overnight trips must be accompanied by an adult female supervisor and likewise, an adult male if male students are involved.
- h) The teacher in charge may cancel or change the route if, in his/her estimation it is unsafe or undesirable to proceed. The Principal will be notified of this decision at the earliest opportunity.
- i) Criminal record checks as per policy (3100 - Volunteers Working with Students) of the Diocesan Policy Manual for schools.

**CATHOLIC INDEPENDENT SCHOOLS OF NELSON DIOCESE
FIELD TRIP REQUEST FORM**

Complete and process as per regulations. Forward to Principal.

School: _____ Request Date: _____

Local: _____ *Extended* _____ *International* _____

A GROUP/ACTIVITY

Group: (class, grade, team, club) _____

of students: _____ Teacher/Supervisor: _____

B. OBJECTIVES OF TRIP/DESCRIPTION OF ACTIVITIES

C. TRIP DETAILS

Destination: _____ # of Days _____

Departure Date/time: _____ Return Date/time: _____

Transportation: _____

Accommodations: _____

Telephone Contact: _____

Additional Supervisors: _____

D. COSTS To Student: _____ To School: _____

Substitute teacher required: NO _____ YES _____ # of days _____

E. APPROVAL

Principal: _____ Date: _____

School Council: _____ Date: _____