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## **FIELD TRIPS**

### **A. RATIONALE**

The Board recognizes the educational value of well planned extra curricular and field trips, generally defined to include any expedition organized by the teacher(s) and participated in by a group of students as a learning experience. These experiences should be used to enhance learning and to supplement classroom and textbook learning.

The Board believes that the decision to take any field trip must be made with full consideration of the following:

1. Field trips shall have as a top priority their educational relevance for the students participating in the trip.
2. Proper planning, student safety and follow-up are essential. Organizers are expected to follow the safety guidelines as outlined in YouthSafe Manitoba School Field Trip resource guide.
3. Parental involvement is an important aspect of a successful field trip. This involvement includes advance information regarding planned activities, purpose, costs, benefits, impact on schoolwork, etc. Parents are also to be given the opportunity to approve the participation of their children in field trips.
4. Participation in field trips is voluntary.
5. Curricular field trips are to be accessible and inclusive.
6. The Board is to review/approve all special and out-of-province field trips. The Board may request a presentation to the Board of Trustees with respect to any field trip.
7. Field trips should be planned to minimize the loss of class time. For example, trips may be planned to utilize school breaks.

## **B. DEFINITIONS**

Field trips will be designated as follows:

### **1. Curricular and Extra Curricular Field Trips**

These generally involve trips organized around a particular course of studies such as English or programs such as sports, drama, or music.

Eg. English class trip to a theatre performance.

Athletic team to a league competition.

The duration of these field trips will not exceed one school day.

These trips are subject to the approval of the teacher(s), principal and parents.

Transportation arrangements are to be completed in accordance with Pine Creek School Division Policy and all required forms are to be submitted on time.

### **2. Extended Field Trips**

These generally involve organized around a particular program or school event.

e.g. Student Council sponsored ski trip

The duration of these field trips will not exceed two school days and may require an overnight stay. It is recognized that many competitive events may require overnight stays of more than one night. However, such trips will be considered an extended field trip.

To participate in an extended field trip, the teacher(s) must complete the form "Request for Approval – Extended Field Trip."

These trips are subject to the approval of the teacher(s), principal, parents and superintendent.

### **3. Special and Out-of Province Field Trips**

These trips include any trip out of province of Manitoba and any trip that exceeds two school days.

Prior to making detailed plans for a Special or Out-of-Province Field Trip, the teacher must complete and submit the form "Special and Out-of Province Filed Trip Request for Approval in Principle." Approval in Principle from the Board must be granted prior to making any formal travel arrangements.

Once approval in principle is granted, the teacher(s) may organize the trip. Final details will be forwarded to the Board for final approval by completion, by the teacher(s) of the form "Special and Out-of Province Field Trip Request for Final Approval." This form is to be accompanied by the supporting documentation.

**C. SPECIFIC EXPECTATIONS REGARDING FIELD TRIPS**

1. All out-of-province field trips shall be restricted to students in Grades 7 to Senior 4. Exceptions may be made in the case of multi-grade classes.
2. Special and Out-of-Province Filed Trips shall not exceed the use of five (5) school days.
3. Filed trips must not unfairly interfere with the general operation of the school and its other programs or activities. For examples, the school's exam schedule is to have priority over planned field trips.
4. The needs of all students, including those not participating in the filed trip, are to be given due considerations and suitable activities developed for them.
5. Mixed student groups on Extended or Special or Out-of-Province trips must have a minimum of one male and one female chaperone. Parent and community chaperones should be encouraged to take part and accompany the students and teacher(s) who are planning the trip.
6. The ratio of chaperones to students shall be sufficient to properly supervise the age group and the activities involved.
7. Students are under the supervision of staff and/or chaperones at all times during the trip. The responsibility of supervising and chaperoning is not to be delegated to anyone not listed on the appropriate division form.
8. Participants in any field are subject to the behavioral expectations as outlined in the division and school codes of conduct. Students are expected to follow trip behavior expectations as outlined by the teacher(s) and/or chaperones.
9. The principal shall inform the Division Office of all field trips prior to departure from the school.
10. A student's attendance, behavior, and academic performance may be considered in determining the student's eligibility to participate in any field trip.

**D. FIELD TRIP FORMS**

Request for Private Vehicle Use (form TR-2)

Bus Trip Requisition (form TR-1)

Request for Approval – Extended Field Trip (form EC-2)

Special and Out-of-Province Field Trip Request for Approval in Principle (form EC-3)

Special and Out-of-Province Field Trip Request for Final Approval(form EC-4)

Out-of-Province Field Trip Permission Form (form EC-1)