

<p>JARVIS COMMUNITY CHRISTIAN SCHOOL</p>  <p>SCHOOL ADMINISTRATIVE PROCEDURE BINDER</p>		ADMINISTRATIVE PROCEDURE NUMBER 206	PAGE NUMBER 1 of 4
		TITLE: Field Trips and Excursions	
		DATE OF APPROVAL: August 10, 2010	
PREVIOUS REVISION DATES: None – New Procedure		SIGNATURE OF COO/Principal:	
LAST REVIEWED: 2010, September 2017	REVIEW MONTH: August	Chad Haverkamp	

Background

Jarvis Community Christian School recognizes that field trips that occur off the school site can be an effective means of providing students with learning opportunities beyond those which can be offered within the school. The community can be viewed as being an extension of the school and, therefore, the school endorses educational field trips during school hours when such field studies have educational value and complement the school curriculum.

Definitions

Field Trip means an approved school activity that occurs outside of school property. This definition includes school-sponsored classes, programs, and co-curricular activities that occur outside of school property.

Teacher in Charge means the teacher responsible for the planning, coordination and implementation of an excursion or field trip.

Parent means a person defined as a parent of a participant.

Participant means a student, volunteer, teacher or other school staff member who travels on the off-site activity, but does not include a guide or service provider staff (i.e. bus driver).

Procedures

1. All school policies and administrative procedures are deemed to be in effect during all field trips.

PURPOSE

2. The purpose of an educational field trip is to enable students to participate in quality off-site educational experiences that:

2.1 Are at the heart of the educational process;

TITLE	ADMINISTRATIVE PROCEDURE NUMBER	PAGE 2 of 4
Field Trips and Excursions	206	Effective 08/10/2010

- 2.2 Are connected to the Program of Studies or Curriculum
- 2.3 Are relevant, flexible, responsive, affordable and accessible.
- 3. Field trips must take place within a context of :
 - 3.1 Attention to the safety and security of students;
 - 3.2 Attention to risk assessment of field trip activities; and
 - 3.3 Protection of students, staff, volunteers and the Board.

APPROVAL

- 4. No field trip shall be undertaken without prior written authorization by the principal.
- 5. Principals must ensure that eligibility criteria are established for all field trips (the trip has some form of educational merit for the students relative to their program of study).
- 6. Field trips may be supported in part or in whole by parents or guardians of eligible students, but no eligible students may be denied participation on the basis of inability to pay.
- 7. Field trips are expected to be affordable for students, and assistance is available for students who are unable to pay the costs due to financial need.
- 8. The teacher-in-charge must:
 - 8.1 Consult with and obtain the approval of the principal before planning for the field trip may proceed;
 - 8.2 Submit a completed JCCS Field/Class Trip Request Form for the principal's approval that
 - 8.2.1 Includes a statement of purpose that explicitly defines instructional objectives;
 - 8.2.2 Outlines the lead up and follow up activities, as required;
 - 8.2.3 Provides a safety assessment of the activity;
 - 8.3 Wherever possible or reasonable, have visited the location of the field trip prior to the trip and be familiar with the seasonal conditions at the time of the activity;
 - 8.4 Have the training and knowledge appropriate for leading the trip;
 - 8.5 Select appropriate volunteers for the trip and provide volunteers with direction as to the requirements of the trip and their responsibilities prior to departure;
 - 8.6 Use guides when appropriate or as directed;
 - 8.7 Ensure that appropriate documentation is filed with the principal and accompanies the teacher-in-charge on the trip (Student Health Forms);
 - 8.8 Advise students regarding trip hazards and appropriate safety procedures; and
 - 8.9 Comply with all Board and School policies and procedures while on the trip.
- 9. Before approving a field trip, a principal must:
 - 9.1 Be satisfied that the teacher in charge understands the policies and procedures defining the teacher's responsibilities and duty of care;
 - 9.2 Be satisfied that the current safety guidelines have been met or exceeded;
 - 9.3 Be satisfied that the students, teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip;
 - 9.4 Be satisfied that arrangements are in place for covering all the financial matters, including refund procedures, contingency funds and an accounting for all expenditures;
 - 9.5 Consult with the teachers in charge before recommending final approval;

TITLE	ADMINISTRATIVE PROCEDURE NUMBER	PAGE 3 of 4
Field Trips and Excursions	206	Effective 08/10/2010

9.6 Ensure that the teacher in charge completes a preliminary risk assessment.

SUPERVISION

10. Unless otherwise approved by the Principal, the minimum acceptable standard of supervision for field trips is:

10.1 For students in kindergarten, one adult to 5 students;

10.2 For students in grades 1 to 3, one adult to 8 students;

10.3 For students in grades 4 to 8, one adult to 10 students; and

Exceptions to the above will apply to school team sports and clubs where the ratio shall be one adult to 15 participants.

11. For field trips outside of the Province of Ontario, the minimum acceptable standard of supervision is two adult supervisors, one of whom must be the teacher-in-charge.

12. Where field trips include overnight stays and the student group includes male and female students, supervision of the group must include both male and female supervisors.

13. All supervision must be provided by individuals who are 18 years of age or older.

14. In addition to the requirement for adult supervision, in special circumstances, students who are in grades 10, 11 or 12 and who have demonstrated leadership skills or special qualifications, such as National Lifeguard Service qualification may provide specialized supervision.

TRANSPORTATION

16. Transportation of students on field trips must be done by commercial transportation where possible.

16.1 Only properly licensed and insured commercial transportation vehicles and drivers shall be used (our own busses and drivers first).

16.2 Teachers and parents may not transport students on field trips unless the student is one of their own children.

17. Classes conducted at off-site facilities in the community during regular class times are not considered field trips (i.e. a Physical Education—skating/swimming classes).

CONSENT

18. In order to ensure informed consent, parents shall be provided with the following information in writing:

18.1 Purpose or educational goal of the field trip;

18.2 The name of the teacher-in-charge and a contact telephone number;

18.3 The date;

18.4 The destination, and where necessary, a map of the area;

18.5 A detailed itinerary, setting out the general nature and number of activities;

18.6 Departure and return times;

18.7 Mode of transportation;

18.8 Financial arrangements;

18.9 Safety precautions;

18.10 Level of supervision;

18.11 The date of the parent meeting, if required;

TITLE	ADMINISTRATIVE PROCEDURE NUMBER	PAGE 4 of 4
Field Trips and Excursions	206	Effective 08/10/2010

- 18.12 Any unusual factors such as rigorous physical activity, water related activities or water sports;
- 18.13 Any special risks associated with the activity;
- 18.14 A reminder that parents or guardians must inform the teacher-in charge about any relevant medical conditions of the student;
- 18.15 Other relevant information about the trip which may influence the parent's or guardian's decision to withhold permission.
- 19. When a parent meeting has been called for a trip:
 - 19.1 The teacher-in-charge must keep a record of attendance at the parent meeting, and
 - 19.2 The student's parent or guardian must attend the parent meeting to discuss the field trip and the rules of conduct expected of students, or, if the student's parent or guardian does not attend the parent meeting, the teacher-in-charge must personally speak to the parent or guardian about the trip.
- 20. One permission form is acceptable for a series of walking activities in the neighbourhood of the school.
- 21. One permission form is acceptable for a series of off-site activities such as performing arts, swimming lessons, physical education classes, outdoor education classes, or athletics, as long as the permission form includes a schedule of all activities.
- 22. Each student participating in an off-site activity must:
 - 22.1 Comply with the rules of the school and the requirements of the school's code of conduct;
 - 22.2 Comply with the rules of the activity venue;
 - 22.3 Fulfill all preparatory requirements at an appropriate level of performance;
 - 22.4 Dress appropriately according to the type of off-site activity;
 - 22.5 Cooperate fully with everyone authorized by the Board to provide education programs and other services;
 - 22.6 Participate in a responsible and cooperative manner during the trip;
 - 22.7 Account to the teacher in charge for their conduct;
 - 22.8 Respect the rights of others; and
 - 22.9 Carry out all follow-up procedures in an appropriate manner.
- 23. A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school and is part of the class or group taking part in the off-site activity.
- 24. Volunteers must:
 - 24.1 Comply with the requirement of Administrative Procedure Volunteers;
 - 24.2 Have qualifications appropriate to the off-site activity; and
 - 24.3 Complete the appropriate trip forms.
 - 24.4 Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departure.
 - 24.3 Volunteers must support and follow the school code of conduct and:
 - 24.3.1 Report any inappropriate conduct to the teacher-in-charge;
 - 24.3.2 Adhere to the schedule or itinerary;
 - 24.3.3 Dress appropriately according to the type of off-site activity;
 - 24.3.4 Fulfill their duties for the duration of the off-site activity, including evenings and weekends.