

FIELD TRIP GUIDE

Samples of Moderate Risk Activities

(Require Field Trips Qualifications Checklist)

- archery
- canoeing
- drag/auto racing
- fencing
- kayaking
- mountain biking
- mountain hiking on designated trails
- rock climbing – restricted to top rope only
- rodeo
- scuba diving
- cross country, downhill skiing and snowboarding (see special provisions)
- stage fighting and moving
- swimming including open water
- trail riding
- tethered hot air ballooning
- wall climbing
- watercraft
- white water rafting (low risk activity)
- elementary trampolining at an approved gymnastic facility
- sliding on snow is restricted to the use of flexible, flat mats such as ‘crazy carpets’
- tubing at an approved tube-park facility

Samples of High Risk (Prohibited) Activities

- bicycle motocross (BMX)
- boxing or kickboxing
- bungee jumping
- caving (spelunking)
- demolition derbies
- dunk tanks
- extreme sports
- hang gliding, paragliding, parachuting, sky diving
- horse jumping
- hot air balloon rides (untethered)
- ice climbing
- mechanical bull riding or other mechanical rodeo events
- motorcycling of any kind
- motorized watercraft operation and racing
- snowmobiling
- motorized watercraft operation and racing
- mountain scrambling and technical mountaineering
- paintball, laser tag games or war games
- rifle ranges or activities involving firearms
- tobogganing, bobsledding, sledding and tubing (exception: tubing at an approved tube-park facility)
- trampolining (exception: elementary trampolining at an approved gymnastic facility)

Note: These are samples only, moderate and high risk activities are not limited to those listed.

FIELD TRIP GUIDE

Nature of Trip	Duration	Approved By	Parent Consent	Safety/Special Considerations
Walking Trips from school (visits to local sites, businesses, recreation for PE activities, etc.)	Less than 2 hours	Principal	General - may be done for each year in September	Chaperones - depending on age of student (for primary an adult ratio of 10 to 1)
Single day trips	1 day	Principal	Informed	
<ul style="list-style-type: none"> ▪ Bicycle trips 	1 day	Principal	Informed	- vests and/or red or yellow pinnies, suitable safety helmets (parent approved), guide cars, first aid kit and person
<ul style="list-style-type: none"> ▪ Swimming (including lessons at the local pool) 	1 day	Principal	Informed	- certified life guard - first aid kit and person
<ul style="list-style-type: none"> ▪ Skating (arena, outdoor rink) 	1 day	Principal	Informed	- suitable safety helmets (parent approved) - first aid kit and person
<ul style="list-style-type: none"> ▪ Skateboarding, rollerblading activities 	1 day	Principal	Informed	- suitable safety helmets (parent approved) - first aid kit and person
<ul style="list-style-type: none"> ▪ Ski trips/Winter Activities (regular day trips to local mountains) 	1 day	Principal	Informed	- see specific provisions in policy - mandatory educational training and safety instruction prior to ski trip/winter activity - suitable safety helmets (parent approved) - first Aid Kits - mandatory participation in ski lesson

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Nature of Trip	Duration	Approved By	Parent Consent	Safety/Special Considerations
Single day trips to USA	1 day	Superintendent - submit 30 days in advance	Informed consent	<ul style="list-style-type: none"> - Field Trip Qualifications Checklist completed - itinerary attached to application form
Moderate Risk Field Trips	May be any duration	Principal	Informed consent Parent/Guardian meeting	<ul style="list-style-type: none"> - Field Trip Qualifications Checklist completed - trained/certified instructors in place - detailed emergency response plan in place - instruction by certified instructors, up to the level and under the conditions provided for this certification - lead teacher/instructor must have prior knowledge and understanding of the area being used for instruction - students must have pre-educational training and safety instruction prior to field trip, both at school and at the activity areas
High risk trips	Not permitted – see page 1 sample list			
BC trips	2 - 3 days	Superintendent - submit 30 days in advance	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> - Field Trip Qualifications Checklist completed - itinerary attached to application form
Trips exceeding 3 days	4+ days	Board - submit 3 months in advance for approval	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> - Field Trip Qualifications Checklist completed - itinerary attached to application form
Out of province (not including 1 day trips to USA)	1+ days	Board - 6 months previous for Approval In Principal prior to parent meetings - 3 months for final approval	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> - Field Trip Qualifications Checklist completed - itinerary attached to application form
International	1+ days	Board - 6 months previous for Approval In Principal prior to parent meetings - 3 months for final approval	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> - Field Trip Qualifications Checklist completed - medical coverage (essential for USA) - loss of money - failure to travel due to sickness - check with borders or customs to check for specific documents required - itinerary attached to application form

SCHOOL DISTRICT No. 53 (Okanagan Similkameen)
APPLICATION FOR FIELD TRIPS
Requiring Superintendent or Board Approval

TEACHER _____ SCHOOL _____
DATE OF APPLICATION _____ DATE OF TRIP _____
ACTIVITY/DESTINATION _____
GRADE(S) _____ SUBJECT _____

Please Check One Box: 1. Curricular [] 2. Optional Curricular [] 3. Extra-Curricular []

PLANNING:

GOALS OF TRIP _____

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) _____

Number of Students Involved _____ Number & Names of Chaperones _____

TRIP COSTS:

METHOD OF TRAVEL _____ \$ _____
LODGING ARRANGEMENTS _____ \$ _____
MEALS _____ \$ _____
ADDITIONAL _____ \$ _____
TOTAL COSTS \$ _____

SOURCE OF FUNDS: (If more space is required, use back of form)

_____ \$ _____
_____ \$ _____
_____ \$ _____

I have read School District Policy E4

Approved By _____ Teacher
Principal Superintendent of Schools

PLEASE NOTE:

- 1. Prior to planning a trip, Approval in Principle must be obtained from the appropriate individual or the Board, as per this policy.
2. The Superintendent is to be provided with an updated itinerary and chaperone list if these were changed or unavailable at time of original submission.
3. Applications for final approval must be submitted three months in advance for Board approval, 30 days in advance for Superintendent approval.
4. Attach a completed Field Trip Qualifications Checklist (Appendix C)
5. Attach an itinerary
6. A follow-up report is to be submitted to the principal

Field Trips Qualifications Checklist

The teacher in charge should complete this checklist and return it to the Principal for the initial planning stages of the activity. The Principal will use this checklist in conjunction with discussions with the teacher in charge to determine the risk tolerance of the activity.

Instructions: Rate each of the following sub categories out of a possible 3 marks.

(0 = Unqualified, 1 = Minimally Qualified, 2 = Moderately Qualified, 3 = Qualified)

(0 = High Risk, 1 = Moderate Risk, 2 = Low Risk, 3 = Minimal Risk).

Add up your scores and plot your total score on the Qualification/Preparedness Continuum.

Activity & Date: _____ **Lead Teacher:** _____

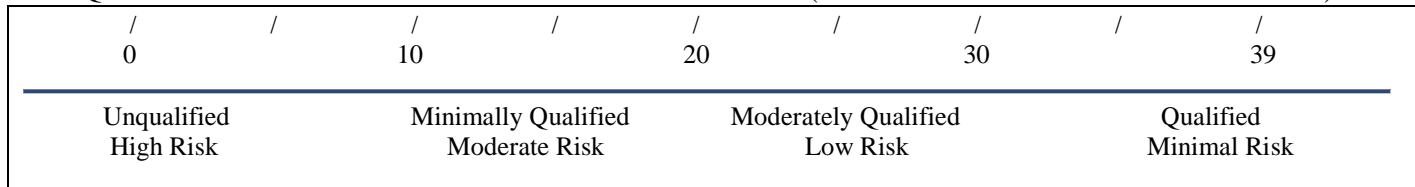
Training & Experience	Unqualified	Minimally Qualified	Moderately Qualified	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

TOTAL = _____ **/39**

Potential Hazards: _____

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: _____)

QUALIFICATIONS/PREPAREDNESS CONTINUUM (Plot total score above on the line below)



Teacher's Signature

Principal's Signature

Approved Yes No _____
Date

SCHOOL DISTRICT NO. 53
PARENT CONSENT FOR FIELD TRIPS
STUDENT ACTIVITY / FIELD TRIP

_____ is planning the following student activity/activities. Your written permission is required by the school if your child is to attend.

Description of the activity: _____

Special Requirements/Equipment: _____

Location of Activity: _____

Town: _____

Dates(s): _____

Mode of Transportation: _____

Accommodations: _____

Field Trip Leader (must be staff member): _____

Chaperones: _____

Departure Time/Date: _____

Anticipated Return Time/Date: _____

If you have any questions at all regarding this activity, please contact the undersigned at _____.

Accidents can be the results of the nature of the activity and can occur with or without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree all these activities, as described above, are suitable for your child.

Field Trip Leader

Administrator

.....
If you do not wish your child to accompany his or her class on this trip, please contact me and I will arrange alternate supervision.

I give _____ (name of student) permission to participate in the filed trip to _____ on _____. I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

Consent/Waiver – Booster Seats:

- My child is over 9 years of age OR over 4’9” – no booster seat required
- My child is over 18kg/40 lbs AND under 4’9” – booster seat required
 - My child will bring a portable booster seat that does not require installation into the driver’s vehicle
 - My child does not have a car seat or booster seat that is appropriate for his/her age and weight. I request that the school provide an appropriate child car booster seat for my child.

Signature of Parent / Guardian

Date

Printed name of Parent / Guardian

Medical Number

Address of Parent / Guardian

Home/Work/Emergency Phone #'s

SAMPLE CHAPERONE LETTER

Date: _____

Dear _____:

Thank you for offering to accompany and chaperone our students while on the field trip to _____ on _____. Please note that chaperones must be adults approved by the Principal who are willing to submit to a criminal record check upon request by an administrator.

If approved as a chaperone, we ask you to consider the following:

1. We expect exemplary behaviour from our students. They must behave in such a manner as to observe the same rules and regulations as if they were attending school. Teachers will remind students of any specific guidelines prior to the trip. These will be shared with you.
2. Chaperones should feel free to remind students of the expected code of conduct and general department expectations, however, any serious concerns should be referred to teachers for appropriate discipline intervention and follow up.
3. All individuals who are involved in the operation of our school have a responsibility to maintain confidentiality. This is to protect the students and staff. No doubt you will observe different approaches to the teaching and management of students. You might also observe students who are “learning different” or who stand out due to noticeable emotional or maturity differences. As a chaperone, you must agree to maintain confidentiality in such instances.
4. Volunteers who transport students must fill in a District No. 53 Conveyance Form and have the prior approval of an Administrator. Students who ride with parent drivers must have permission from their parents in writing!
5. Please do not bring other siblings with you. In special circumstances this might be appropriate but we ask that you discuss this with the sponsor teacher or school administration beforehand.
6. Our school district and school has a “No Smoking Policy” which encompasses all aspects of all field trips. Therefore, no smoking is allowed during fieldtrips when students are present.
7. If in doubt, please ask a staff member! If you feel at all uncomfortable at any time about your experiences, please discuss them with one of the teachers. We want you to feel comfortable and confident as you interact with students.

Thank you for your cooperation and understanding. Your time, energy and assistance will help enhance this educational opportunity for our students, and we want your experience to be enjoyable and productive. If you have any questions about your responsibilities, please discuss them with one of the teachers or an administrator. We want you to volunteer again!

Yours very truly,

School District No. 53 (Okanagan Similkameen) Generic FIELD TRIP CHECKLIST

Directions: This form is to be completed by the teacher and submitted to the Principal with supporting documentation.

Type of Field Trip:

- 1. Approved by Principal Walking Trip Single Day Trip
- 2. Approved by Superintendent: BC Trip (2 – 3 days) Single Day Trip to USA
(Application must be submitted 30 days prior to trip.)
- 3. Approved by Board BC Trip (4+ days) Out of Province International
(Applications must be submitted 3 months prior to trip. In addition, international field trips must be submitted 6 months prior to trip and prior to parent meetings for ‘Approval in Principle’, then again 3 months prior for final approval.)

Special Considerations:

Moderate Risk

- Lead teacher has familiarized self with District Field Trip Policy (E – 4) and School Procedures
- Field trip application form completed (attached)
- Itinerary completed. Location/maps of outdoor activity areas provided. (attach)
- Parent information and consent form prepared (attach)
- Parent meeting planned (Out of Province, overnight and moderate risk trips). Date: _____
- Field Trips Qualification Checklist completed (attached) (overnight, outdoor education, moderate risk, superintendent and Board approval field trips) Agreed to and signed by principal
- Transportation and accommodation arrangements
- Source of Funds, fund raising
- Special Arrangements for regular day ski trips, swimming, biking, etc.
- Appropriate chaperones in place (teacher to students = 1:30, adults to students = 1:10) (names attached)
- Arrangements for educational training and safety instruction. Date: _____
- Leave forms (if required) completed, approved by principal
- Preparation of student lists with telephone numbers/medical numbers of all students and adults on trip. Copies for office and sponsor teachers. Medical needs listed / reviewed.
- Arrangements for first aid person and kit
- Copy of district field trip policy and regulations, school policy, district emergency procedures (green and yellow booklet)

Submitted by: _____
(Teacher’s Signature)

Date: _____

Approved: _____
(Principal’s Signature)

Date: _____

REQUIREMENTS FOR SPECIFIC TYPES OF TRIPS (Planning guide)

1. Bicycle trips:
 - vests and/or pinnies
 - suitable safety helmets / parent approved
 - guide cars (if on highway)
 - first aid kit
2. Swimming:
 - certified life guard
 - first aid kit
3. Skating:
 - suitable safety helmet / parent approved
 - first aid kit
4. Skate boarding, rollerblading activities:
 - suitable safety helmets / parent approved
 - first aid kit
5. Ski trips/winter activities (including snow boarding):
 - teacher is aware of specific provisions in policy
 - educational training and safety instruction prior to ski trip/winter activity
 - suitable safety helmets / parent approved
 - first aid kit
 - ski/boarding lessons arranged with mountain (all students)
6. Moderate Risk Field Trip:
 - Field Trip Qualifications Checklist Completed
 - trained certified instructors in place
 - detailed emergency response plan in place
 - instruction by certified instructors, up to the level and under the conditions provided for the certification
 - lead teacher/instructor has prior knowledge and understanding of the area being used for instruction (has map of where instruction will take place)
 - pre-educational training and safety instruction for students to take place prior to activity, both at school and at the activity areas
7. International Trip:
 - Field Trip Qualifications Checklist Completed
 - medical coverage for students and adults / immunization shots
 - loss of money
 - failure to travel due to sickness
 - checked with borders or customs for specific documents required

Checklist: Regular day Ski/Snowboard Trips to Local Mountains

- _____ Principal review (Board policy under School Provisions – Field Trips General). “The principal of a school shall review the merits of each field trip prior to approving it. Additionally, he/she shall ensure that teachers in charge are aware of district and school policies and monitor their adherence. The principal and/or lead teacher shall provide assurance that the criteria established by the Board within these regulations have been met by completing the ‘Application for Field Trips’ and/or providing the school office with the required documentation”
- _____ Transportation arrangements approved in advance by administrator or designate.
- _____ Supervision: one teacher for every thirty (30) students. Additionally, chaperones as required to reach a ratio of ten to one (10:1)
- _____ Supervision: Follow Regulation under ‘Ski Trip/Winter Activity Provisions’
- _____ Field Trip Qualifications Checklist must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip.
- _____ Lead teacher – needs to be designated. This person will also act as liaison with office and administration. The Board has the right to request a report from the lead teacher following a field trip.
- _____ Parent Consent for Field Trip signed prior to the trip by each parent and received by the teacher in charge. (Copy for the office)
- _____ Pre-educational training and safety instruction prior to trip at the school – attendance will be used to verify this.
- _____ LOA submitted one week prior to trip (regardless if TOC required)
- _____ Preparation of checklist/records including telephone numbers/medical numbers of all students and adults traveling on field trips with copies for the school and the sponsoring teacher for each field trip (as per Board policy)
- _____ Preparation of the district and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip (as per Board policy)
- _____ TOC in place – teachers should check with the office to ensure that their TOC has arrived. If not, teachers will work with the office to ensure their classes are covered.
- _____ First aid safety kit must accompany all school field trips (except if in the immediate vicinity of the school).
- _____ Alternate arrangements – teachers must provide for students not attending the trip. Submit a list of students and plan for supervision of those students to the office.
- _____ Missed work: students must take responsibility for completing work/assignments missed as a result of field trip
- _____ Helmets – parent approved, suitable safety helmets required for all school skiing activities
- _____ Student violation of school code – refer to regulations regarding administrative consultation
- _____ Volunteers – need to have a current criminal record check completed and on file in the office.