



STUDENT FIELD TRIP POLICY

Summit Academy recognizes that field trips enrich and expand the curriculum, strengthen observation skills by immersing children into sensory activities, increase children's knowledge in a particular subject area and expand children's awareness of their own community. Summit Academy believes it is of paramount importance that field trips are selected, planned, organized, and conducted in the context of:

- Clear benefit to students
- Safety and security of all participants
- Risk assessment and management of off-site activities
- Protection of students, staff, and volunteers.

Administrative Procedures

The principal or designated administrator must ensure that all school field trips are appropriately planned, authorized, organized, and supervised.

All field trip documents related to the approval, planning, communication, and written informed consent shall be stored at Summit Academy in the administrator's office and retained on file. These documents will include:

- Detailed written description of the field trip
- Written informed consent signed by parent/guardian
- Student roster with home and emergency contact information
- Transportation information
- Detailed and full accounting of costs, expenditures, etc.

One-Day Field Trips

The principal is responsible for ensuring that the approval documents for a one-day field trip are completed prior to approving one-day field trips.

Multiple-Day

The principal or designated administrator is responsible for ensuring the field trip proposal documents are prepared for all multiple-day field trips and the proposal is evaluated, recommended, and submitted to the Zone Assistant Superintendent for preliminary review and approval, prior to proceeding with planning, travel and scheduling arrangements, or initiating fund-raising.

The principal or designated administrator is responsible for the final approval of a field trip. Final authorization for the field trip is obtained with the principal's signature on the completed field trip approval documents confirming all requirements of the field trip policy have been met.



General Guidelines for Organizing Field Trips

Planning

The following guidelines should be observed when planning field trips:

- The safety, security, supervision, and well-being of students must be the prime consideration when planning a trip
- Principals must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities
- Arrangements must be made 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 teacher and school office must have a student roster list including home and emergency contact information for all participants
- At least one supervising adult will have a cellular phone or another radio communication device available for emergency use
- The teacher must carry or have access to a first aid kit during the field trip
- A copy of each student's medical form must be available to staff on multiple-day field trips in case of medical emergencies
- Summit Academy is not responsible for any losses which may arise from cancellation or alteration of a supplementary or optional field trip itinerary
- Fund-raising activities for a supplementary or optional field trip must be approved by the principal
- The field trip budget must be approved by the principal and if reimbursed by the parent(s), must be presented and approved by the parent(s) in advance of the field trip

Informed Consent

The written informed consent of parents/guardians is required for participation of students in all field trips. A full description of the field trip must be provided to parents/guardians in writing and must address:

- How the field trip supplements the educational program
- Notice that the field trip is optional, and that arrangements will be made for students who are not participating
- Notification of student/parent Pre-Trip meeting. A Pre-Trip meeting is required for all Multiple-Day field trips
- Description of supervisors: teachers, employees of Summit Academy, and other adult volunteers, along with contact information
- Transportation and accommodation arrangements
- Itinerary consisting of date(s), departure and return times and schedule of planned activities
- Description of planned activities and levels of direct and indirect supervision
- Description of inherent risks and potential consequences
- Assessment of student skills and abilities as pertaining to the field trip activity (if applicable)
- Behavioral expectations of students plus rules and regulations
- Emergency Planning/Cancellation of Trip information, including cancellation provisions, collection/disclosure of student medical and personal information, first-aid arrangements, and the Emergency Communication and Return Plan



- Description of budget consisting of revenue (cost to student) and expenditures (cost of trip) (optional trips only)
- Parent/guardian responsibility to arrange student accident or liability insurance
- Parent/guardian responsibility to determine whether the student may participate in the field trip
- Student Awareness of Risk and Responsibility Form completed by student (if applicable).

A written informed consent form for the field trip must be obtained with a parent/guardian signature.

A written informed consent form must state that the parent/guardian has been alerted to the increased risk and consequences of injury inherent in the activity and accepts responsibility for the consequences of that risk should they freely choose to have the student participate.

A Pre-Trip parent/student scheduled information meeting is mandatory for all high-risk day activities or multiple day field trips. An administrator must be present at the meeting to discuss expected behavior.

A Student Awareness of Risk and Responsibility Form must be signed by the student indicating that the student freely chooses to participate and acknowledges being alerted to the expectations, risks, safety precautions, and responsibilities associated with the proposed field trip.

The principal may design a permission form to obtain written informed consent of the parent/guardian for the season or school term for repetitive or scheduled activities such as walking field trips or activities associated with a specific course.

In exceptional circumstances, the principal may accept informed parental/guardian consent given orally for participation in a field trip involving low-risk activities.

Supervision

Conscientious supervision of students is mandatory during all field trips.

Volunteer parents/guardians must be screened by the principal or teacher for suitability and be advised of the expectations of their role on the field trip. Volunteers must be competent to deal with emergencies that might arise.

Student conduct is governed Student Conduct/Standards/Discipline Policy.

Parent/guardian participation in field trips to augment supervision is generally encouraged and in some cases necessary. Circumstances determined by the principal may warrant increased levels of supervision according to the age, maturity, knowledge and skill of the students, and the nature and inherent risk of the field trip. The suggested adult to student supervision ratio should range from 1:6. This ratio is a general guideline and may vary, at the discretion of the principal, depending on circumstances.

1. **Day Trip** (activity has minimal inherent risk, e.g., guided tours, museum, art gallery, public performance) -- one (1) teacher supervisor per class and one (1) approved supervisor.
2. **Day Trip** (activity has an increased level of inherent risk, e.g., skiing, kayaking, swimming, canoeing, and wilderness experiences) -- one (1) teacher supervisor and one (1) other employee of the Board and one (1) approved supervisor.



3. **Overnight Indoor** (activity has a higher level of inherent risk due to extended absence from school and home, e.g., secondary extracurricular activities, athletic, band, or club tours) -- one (1) teacher supervisor and one (1) other approved supervisor.
4. **Overnight Outdoor** (activity perceived as having a much higher level of inherent risk due to nature of activity, e.g., wilderness hike, camping) -- one (1) teacher supervisor and one (1) other employee of Summit Academy and one (1) other approved supervisor.

All overnight excursions must have at least one (1) teacher and one (1) adult supervisor.

All overnight co-educational excursions require the supervision of both male and female adult supervisors.

Specialized instructional competence is mandatory for supervision of higher risk activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association). In areas where certificates are not issued, competency may be recognized by the leader's peers by virtue of experience and demonstrated expertise in the activity.

The principal must be satisfied that the teacher(s) and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors. Either the principal, teacher, or a designated administrator will be accessible to and/or available at the school, if necessary, to attend to emergencies that arise during field trips.

Transportation

Transportation of students by private vehicles shall require the parent/guardian volunteer to provide a Driving Record (Driver's Abstract) as provided by ICBC. A driver's abstract is a public record of basic driving history in the last five years.

<https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>

Annual Review of Policy

Summit Academy Administrator or designate will review this policy as needed.