

## **Field Trip Policy Highroad Academy**

### **A. Rationale:**

Learning occurs within and beyond the classroom and students acquire knowledge, skills and attitudes through a variety of experiences and in a variety of settings.

Field trips enhance and enrich opportunities for active participation, learning at different rates and in various social contexts.

In planning for any learning experience including field trips, consideration must be given to student safety, curricular relevance and the appropriateness of the activity to the student's educational program. In all cases it is necessary for adult supervising staff to have the requisite skills and experience to provide safe and appropriate field trip experience.

### **B. Definitions:**

Field trip - any school-sponsored activity that occurs off school grounds for any period of time.

### **C. Protocol:**

1. Each field trip must have clearly outlined objectives. Field trips fall into these categories:
  - a) Academic
  - b) Service
  - c) Extracurricular
2. Student safety shall be given paramount consideration and plans must be evident and included in the planning documentation.
3. Trips should occur as close to the school as is reasonable without

compromising the quality of the learning experience.

4. The Principal (or designate) will provide a report to the Board on out-of-province and international trips.

5. Details of fund raising activities and requirements for the proposed field trip must be communicated clearly to students and parents. Efforts to minimize costs to students/parents should be evident in field trip planning.

6. Details of proposed field trips must be made available to students and parents through permission slips, and other regular means of communication with home.

7. Field trips should not negatively impact the education of students who remain at school, or the students who are participating on the field trip. If more than half of a given class is absent due to a field trip, the head teacher will determine the feasibility of running classes during that trip and staff will inform students and parents as necessary.

8. The administrator and head teachers of the school shall ensure that the principles for field trips are adhered to prior to approving the trip. All field trips will be approved by head teachers through the field trip form submitted to the school office.

9. Some trips may span more than a single instructional day or may extend beyond normal working hours. Some trips may also begin and/or end on days other than instructional days. Participants in field trips (adults and students) are governed by Highroad Academy and Highroad Academy School Board guidelines throughout the entire trip.

10. For all overnight/out of province or extended duration trips

a. information should include provision for fund-raising opportunities for

student participants

b. funding for hardship situations will be addressed on a case by case basis with the student, teacher, and department head.

e. a detailed itinerary for all activities taking place and a description of the educational value of these experiences should be included.

11. For all overnight/out of province trips a plan must be submitted at least one month prior to the proposed trip (longer is preferred).

12. Parents and students will be made aware of the level of risk and safety involved in each trip, classified as follows:

N - Normal Safety Issues

S - Sensitive Safety Issues

13. The organizer of the field trip should communicate the date(s) that students shall be absent from regular school attendance and should collaborate with other teachers to avoid conflicts with crucial curricular instruction and/or examinations. Teachers should exercise flexibility in excusing students from class work so students are not academically penalized for taking part in the field trip.

14. Some classes include frequent trips off campus and in the local community. In the case of ongoing trips, teachers will prepare a permission slip to go home at the beginning of the year to cover visits that take place during the school day and within the local community. For local service activities within the school day, permission is collected through the enrollment/re-enrolment process to cover the school year.

### **Approval Process**

1. All applications for field trips must be submitted to the head teacher, and subsequently, principal and the office manager. The administrator's response on the field trip form verifies that the administrator

i. clearly understands the nature and category of the field trip

ii. has ensured that the key factors for approval have been considered

2. International trips will be dependent on the country(ies) of destination being considered safe for travel by the Department of Foreign Affairs and be approved on that basis

If a subsequent Travel Report advises Canadians not to travel to that country, the approval for the trip shall be withdrawn, with any non-refundable deposits being the responsibility of the parent and/or student.

For any international, multi-day, or out of province trip, an Informed Consent form must be prepared and signed by parents. For international trips, this form must also be notarized at least two weeks before date of departure.

3. For every field trip, there must be a field trip request form on file, completed either in hard copy or submitted electronically. This form should be submitted at least two weeks before the proposed date of the trip, and must be submitted at least one month before, if it is an extended trip. For the annual class trips, the information should be submitted and on file by the end of September of the school year in which they occur.

### **Safety Protocols:**

**The sponsor teacher / staff member in charge will ensure the following:**

1. Road safety is included as part of field trip planning.
2. Student drivers are not permitted to drive other students (except siblings) in their own vehicles for school activities unless specific permission is given by the parents of these students.
3. All aspects of risk management for the field trip have been considered and effective mitigation measures have been incorporated to minimize the risks identified.
4. When a prior site visit is required, visiting the site to ensure full familiarity with the conditions that will prevail when the field trip takes place.
5. Consent forms include full identification of known hazards, risks, and potential level of injury, and a plan to mitigate those risks is in place to maximize the safety of the students, staff and volunteers.
6. All field trip participants are fully informed of the supplies and gear required for the field trip.
7. Use of a medical form to document all known medical conditions of students participating in the field trip, and determination of whether the student will self-medicate and if the staff member in charge will maintain possession of the medication and/or a back-up supply of the medication.
8. Signing out the first aid kit and any other necessary medical supplies (such as EpiPens).
9. Inspection of all material and gear that will be used on the field trip to ensure that it is operational, appropriate, and well maintained.
10. Advising volunteers of their responsibilities and duties during the field trip, and ensuring they have the necessary information and training.
11. Maintaining a record as part of the field trip documentation of any unanticipated incidents on the field trip, including near misses, accidents, illness/injury, and any other relevant incidents and information that the staff member in charge deems to be important.
12. All participating high school students will carry some form of personal identification if required

13. A list of all participants and the field trip emergency medical file is available at all times, with an additional copy filed at the office.
14. Assumption of full responsibility for the students at all times during the field trip, leading the field trip in accordance with what was approved, and making any changes in accordance with the Contingency Plan or with approval from the department head or principal.
15. Pick up the Student Emergency Information package at the school office before the field trip and return it to the office afterward.

#### Outdoor Education:

Teachers planning an outdoor education field trip should refer to the Outdoor Education Guidelines (see below).

#### **D. Related Information:**

##### Emergency Procedures:

- i. Supervisors should be aware of any potential student medical problems. Students with emergency alert situations will be under the direct supervision of the staff supervisor
- ii. A first aid kit appropriate to the needs of the students/nature of the event must be available;
- iii. A chain of notification must be in place in the event of an emergency; This chain should include the head teacher, principal, and parent.
- iv. A means of emergency communication should be available.

#### **Supervision**

- a) A "Consent for Criminal Record Search for Volunteers" form must be

completed for all adults accompanying students on any field trip.

**b) Appropriate Supervision:**

The staff sponsor of a field trip must ensure that appropriate supervision is planned. Appropriate supervision is dependent upon:

- i. the age and maturity of the student;
- ii. any inherent danger of the activity;
- iii. the circumstances of the particular activities, and
- v. appropriate arrangements for non-participants.

**d) Guidelines for Supervision:**

A minimum of two (2) adults must accompany all overnight trips. When a co-educational overnight trip is planned, schools should ensure that both male and female supervisors are part of the contingent.

As a general rule, for a short term field trip, a 1:10 ratio is applied for students in grades 7-12. For students in K-6, a general rule is 1:8 depending on length of trip and maturity of students.

**Consent**

**A) Elementary (K-6):**

Parents shall be notified and shall give written consent prior to occurrence of all Field Trips.

**B) High school (7-12):**

Field Trip activities outside of the school building not involving

transportation require only the approval of the administrator. For field trips requiring vehicle transportation (including bicycles), parents will be notified and give consent prior to the occurrence of the trip. This may be done in written hard copy, or email/electronic communication, or via phone if necessary.

**Parent/Guardian Consent Form:**

If the trip is outside province and/or multiple nights, a standard statement of informed consent (see addendum) is to be attached to the school's field trip information/description handout which is sent home as part of the needed information from which parents base their decision to authorize their son's/daughter's attendance.

For other trips, a field trip permission form is required according to school standards. All field trip forms should indicate the location, cost, transportation, supervision, dress code and other pertinent info.

If vehicles driven by students, parents or other adults are being used, the following phrase should be included as part of the school's field trip information/description handout which is sent home as part of the needed information from which parents base their decision to authorize their son's/daughter's attendance:

\*For this trip, our transportation will be provided by

school vehicles\_\_\_\_\_

student-driven vehicles\_\_\_\_\_

parent/other adult driven vehicles \_\_\_\_\_

We appreciate the willingness of these drivers to use their vehicles to support our field trip. Please be aware that private vehicles and rental

vans “do not meet the same safety standards as school buses.”

For all field trips, the following statement should be included as a means of clearing liability:

I acknowledge that Highroad Academy, City Life Church, and the chaperones for this trip have done and will do all they can to prepare for risks as they can be foreseen, and will instruct my child about all necessary safety procedures, but they cannot be held responsible for risks as they may occur.

### **Costs of Field Trips:**

Sponsor teachers are directed to keep the cost of field trips to a minimum.

For K-6, all field trips are to be covered by the annual field trip fee paid at the start of the year.

Students/parents may opt out of trips as optional field trips that are curricular but not assessed.

No student shall be denied the opportunity to participate in a trip due to financial hardship.

Schools may utilize coverage (TOC/TA) to either supervise on a field trip or to permit a teacher to be included on a field trip. Preference is that the teacher supervise their students on the field trip as they have more familiarity with the students and parents.

TOC costs may be paid by the school, the participants, or included in the amount for fundraising by the school.

For missions trips, school-based fundraisers are permitted each year, in

addition to the proceeds of one 'pay to wear casual' day.

### **Transportation:**

#### A) Buses and school vehicles:

Once a field trip is approved, the sponsor teacher will request transportation from the office administrator who will book the vehicle(s) and driver(s) as required. The office administrator will give the teacher the estimated costs of transportation in order that this may be included in the field trip fees.

Students are expected to travel on the school vehicle when the school vehicle is provided. If parents are accompanying as chaperones and request that their children travel with them, they may only transport their own children. All other children are expected to travel on the bus or school vehicle.

#### B) Private Vehicles:

Supervising adults(s) of the event must ensure that:

- i. there is a separate seat belt available for each passenger;
- ii. elementary students or other students of small stature do not ride in a front passenger seat;
- iii. a master list must be left at the office prior to the trip that includes all students and the driver's name.

District buses and public transportation are the preferred modes of transportation. However, when private vehicles are used to transport students participating in a school activity, the supervising adult must ensure that the driver of each vehicle has a valid driver's license and has completed and filed forms at the school office and carries a minimum of \$3 million in vehicle liability insurance.

- iv. he/she will act in accordance with the B.C. Motor Vehicle Act with regard to the use of seat belts
  
- v. the vehicle is in good mechanical shape and road worthiness.

**Outdoor Education: Addendum**

**Permission Slip:**

Dear Parent/Guardian:

THIS FORM MUST BE SIGNED BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

During the course of the year, students will participate in supervised activities in the local community, parks, and trails. The Department Head/Principal will approve these activities and teacher supervision will be provided at all times. These activities will be pre-planned by the teacher.

Parents/guardians will be notified in advance of the specific day and time of the excursion through the course outline or correspondence (email, letter sent home, etc). However, due to variability in weather and other unforeseeable circumstances, the timing of any outdoor activity may change. The school office will always be informed when the class leaves and returns to school property.

Any out of school experience may involve extra hazards and certain elements of risk beyond those of normal school routines. Please reinforce the counseling given at the school about the need for extra care and cooperation. The risk of sustaining injuries results from the nature of the activity and can occur without any fault of the student, the school board,

or its employees/agents. By choosing to take part in these activities you are accepting the risk that your child may be injured.

I agree not to hold Highroad Academy, City Life Church and its vehicles or staff responsible for any negative consequences of the activities students engage in while traveling to or from, or during Outdoor Education.

I have read the above and give permission for my child to participate in these events. I agree that if any medical information about my child changes, I will promptly update the Medical Information form on file in the school office.

\_\_\_\_\_ Student Name

\_\_\_\_\_ Date

\_\_\_\_\_ Parent / Guardian Name

\_\_\_\_\_ Parent / Guardian Signature

Medical Form:

**CONFIDENTIAL HEALTH INFORMATION**

This medical information is to be used for the planning of activities and trips, and in an event of illness or injury and give Highroad Academy staff and instructors permission to initiate medical attention. If you have any concerns regarding your child's participation in Grade 9 Outdoor Education elective course, please discuss this with your child's doctor.

□

Initial:

*PLEASE PRINT NEATLY*

Participant's Name \_\_\_\_\_

Age \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ MSP # \_\_\_\_\_  
\_\_\_\_\_Private Medical Insurance \_\_\_\_\_ Policy # \_\_\_\_\_  
\_\_\_\_\_Alternate Emergency Contact / relationship: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_***Medical History - Please describe condition/treatment where possible.***Do you have a chronic condition requiring regular medication? (diabetes,  
epilepsy, asthma etc.) No  Yes *describe* the condition and name of the medication: \_\_\_\_\_  
\_\_\_\_\_

List any side effects of the medication. \_\_\_\_\_

Do you have any physical or emotional concerns that would affect  
participation? No  Yes *describe:* \_\_\_\_\_

Do you have any fears or phobias that may limit your participation?

No  Yes

*describe:* \_\_\_\_\_

Do you have any Allergies that may limit your participation or food choice?

No  Yes

*list:* \_\_\_\_\_

Are you required to carry an Epi-Pen? No

Yes

Have you had any recent injuries or illness, including broken bones, dislocations, sprains, or soft tissue injury?

No

Yes

List injury, date of occurrence and current condition and state if it will cause any problems during any trips: \_\_\_\_\_

\_\_\_\_\_

Has your doctor told you to limit your activity in any way? No

Yes

*describe:* \_\_\_\_\_

\_\_\_\_\_

Do you have a current tetanus shot? No  Yes

**Swimming Ability** - Some trips require students to be able to swim. Please describe your child's swimming ability.

- They cannot swim
- They are a weak swimmer (They can swim 25 m or 1 length of a swimming pool without stopping)
- They are a strong swimmer (They can swim multiple lengths of a swimming pool without stopping)
- They are a very strong swimmer (They have experience swimming in lakes or oceans in colder temperatures, equivalent to multiple lengths of a swimming pool)

What other factors should Highroad Academy's staff or instructors know about before starting this program?

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### **Parent/Guardian Consent**

The undersigned, as the parent or guardian of the student, having answered the questions on this form, hereby:

- a) Certify that the information listed on this form is complete and accurate
- b) Authorize Highroad Academy's staff, instructors and designates to use this information for the planning of activities and trips

- c) Authorize the trip leaders to consent to medical treatment for the student by any qualified medical practitioner as may be necessary in the event of an emergency

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Informed Consent: (to be completed for overnight trips)**

**HIGHROAD ACADEMY**  
**SAFETY PROFILE AND INFORMED CONSENT**

<b>1. Date Completed:</b> ⇒
<b>2. Location:</b> ⇒
<b>3. Team Leader(s):</b> ⇒
<b>4. Purpose:</b> ⇒
<b>5. Activities:</b>
<b>6. Field Contact(s) / Information Source(s):</b>

⇒
<b>7. Travel Dates:</b> ⇒
<b>8. Transportation:</b> ⇒
<b>9. Accommodation:</b> ⇒
<b>10. Potential Criminal Activity:</b> ⇒
<b>11. Health/Environmental Hazards:</b> ⇒
<b>12. Safety Procedures and Communications:</b> ⇒
<b>13. Speedboats, wave runners or other power based accessories:</b> ⇒
<b>14. Nearest medical facilities:</b> ⇒
<b>15. Contact Information:</b> ⇒
<b>16. Cost / Insurance information:</b> ⇒

<b>17. Potential risks:</b>		
<p>With any trip or activity, there can be unforeseen risks which may include, but are not limited to the following:</p>		
⇒ Allergic reactions and burns	⇒ House boat, speed boat, or other related injuries	⇒ Animal encounters
⇒ Participant getting lost	⇒ Heat/sun injuries	⇒ Food/water contamination

⇒ Traffic accidents	⇒ Disease, illness or death	⇒ Weather related risks
⇒ Swimming accidents	⇒ Athletic / activity related injuries	⇒ Natural disasters
⇒		

## Informed Consent: Highroad Academy

**Please complete and return the Informed Consent Approval provided to the school office no later than\_\_\_\_\_.**

I give my informed consent for my child

\_\_\_\_\_ (*first and last name*) to participate \_\_\_\_\_ with Highroad Academy, a subsidiary of City Life Church, chaperoned by \_\_\_\_\_

I have read and understood the contents of the information packet and acknowledge it includes the following:

- ⇒ Activity Information
- ⇒ Travel Information
- ⇒ Insurance Information
- ⇒ Medical Information
- ⇒ Contact Information
- ⇒ Potential Risks

I acknowledge that Highroad Academy, City Life Church, and the chaperones for this trip have done and will do all they can to prepare for risks as they can be foreseen, and will instruct my child about all necessary safety procedures, but they cannot be held responsible for risks as they may occur.

I acknowledge that my child is in good health and has the physical capacity reasonably necessary to attend and participate in all activities while on this trip.

In case of emergency, accident, or illness, I give my permission for my child to be treated by persons qualified through first aid or other appropriate medical training, transported by any means available, and admitted to a hospital, if necessary.

**I accept the terms of this consent as a condition to my child's participation as part of this trip and agree to meet all financial obligations as required.**

**I give permission for my child to travel to and from to participate in all related activities on this grad trip.**

Parent/Guardian Names

(printed)\_\_\_\_\_

Parent/Guardian

Signatures:\_\_\_\_\_

Date:\_\_\_\_\_

\_\_\_\_\_

Cost:\_\_\_\_\_

Paid by

\_\_\_\_\_

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Policy Developer: Stuart Morris

Policy History	
Developed:	November 2014
Revised and updated:	October 2018
Revised and updated:	