

# FIELD TRIP POLICY

## **Definition of Terms:**

- **Fieldtrip** - means any planned excursion away from the school taken by students under the direction and/or supervision of a certificated teacher, Instructor, staff member or volunteer.
- **Instructional day** – means a day on which instruction is provided by a teacher at the school or within a structured learning environment.
- **Student** – means student or child under the age of 21 who participates in an activity or field trip with the Phoenix Education Foundation (school).

## **References:**

This policy references the Early Childhood Services Regulation section 5 regarding Programs, policies, Private Schools Regulation section 9 (3) and section 17 regarding Insurance.

## **Background:**

**Our mission is to: “To provide unique learning opportunities for families so that each young person may develop into a life-long learner and active, responsible global citizen.”**

Learning experiences which occur outside the school are an integral part of our school program. Students should have the opportunity to participate in a number of field trips or instructional activities throughout the year.

Off-site field trips are considered instructional time and as such constitute an instructional day.

The school will arrange for field trips for students that enrich and extend student learning, that create links between the school and community and that give students practical application of the ideas and theories they are studying.

## **Requirements:**

Field Trips should be:

- Connected to the Alberta Programs of Study
- Relevant, flexible, responsive, affordable and accessible

## **School Responsibilities:**

A field trip idea may come from teachers, staff or parents. A proposal will be submitted to Administration for approval or to the Board for additional review. After approval has been granted, correspondence may be initiated with the parents and/or guardians.

The school will:

**With regards to the Board**

- Administration will submit to the Board for approval on a yearly basis a list of recommended field trips and activities.
- Administration will submit to the Board any field trips or activities that are not listed on the annually approved list or any activity or field trip that may demonstrate an increased risk or liability for review and approval.

**With regards to the Parents**

- The school will provide parents with written information regarding the student field trip including hazards unique to the field trip different from participating in an activity at the school.
- Obtain written consent of the parent before the student participates in a field trip.
- Ensure that each registered participant is within the specified age range and aware of any other guidelines set for the event.
- Require participants and parents to be on time, dressed appropriately and to participate fully in the instructional activity or field trip.
- Not tolerate the possession of drugs, alcohol, tobacco or similar, weapons or any intentionally destructive behavior such as hitting others, spitting, swearing and willful destruction of other's property from students, parents, siblings or staff participating in the event.
- Require parents to be on-site for all field trips. Parents may designate a responsible adult who assumes all responsibility for that child. Parents or designates are responsible for their children's behavior at all times and will be asked to correct a child's behavior if the activity supervisor deems it to be inappropriate. They will be asked to leave if a child continues to be rude or disruptive.
- Expect parents to notify the school if they or their child are for any reason unable to attend a field trip in a timely manner.

**Date Reviewed:** Feb. 19, 2015, April 15, 2021