

# Field Trip Policy

Flex Academy affirms the educational value of well-planned and well-supervised curricular and extracurricular field trips. The primary purpose of these trips should be to enhance the participants' educational experiences. These experiences enrich the curriculum and provide opportunities for young people to encounter the world around them in ways not provided for in a school setting. Such trips will supplement the curricular and extracurricular programs in the school. Flex Academy field trips are placed into one of four levels, as described below.

## Level One Field Trips

Level One Field Trips are classified as being one day or less in duration and the activities do not have risk factors. Additionally, parents can expect a notice sent home that has date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements and volunteer signup (if any). Risk factors for this level are considered minimal.

Examples: farms, parks, museums, concerts, supervised pools, etc.

## Level Two Field Trips

Level Two Field Trips are categorized as being out of city or overnight in duration. This category of excursion has minimal risk factors. In addition, parents can expect a notice sent home that has a parental signature for consent, date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements, and volunteer signup (if any). The principal must sign off for this level of field trip.

Examples: overnight sports tournaments, overnight retreats, music tours, mission festivals, geography trips, drama trips, etc.

## Level Three Field Trips

Level Three Field Trips take place within the province of BC, may be more than one day in duration, and are classified as having inherent risk factors. Therefore, parents may expect a parent meeting, can expect a notice sent home that has detailed communication. It would include a parental signature for consent, date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements, and volunteer signup (if any). The principal must sign off for this level of field trip.

Examples: downhill skiing and snowboarding, ice skating, road cycling, and mountain biking.

## Level Four Field Trips

Level Four Field Trips this level of field trip generally occurs outside of the province of British Columbia and is reviewed on a case by case basis by the administration and school committee. Parents will be informed of the international excursion in writing detailing information such as accommodations, transportation, contact information, and approximate itinerary. Meetings between administration, chaperones, and students will also take place prior to the trip. Administration and chaperones will then collect information needed for each student involved including medical concerns, allergies, vaccinations, necessary medications as well as any other medical requirements. Additionally, administration and chaperones will ensure that out-of-province/country medical coverage is obtained.

Flex Academy administration and chaperones will rely on the advice of Canada's travel advice and advisories pages located at <https://travel.gc.ca>.

It is important to note that trips will not be approved to countries where an "Avoid Non-Essential Travel" advisory exists. Prior to departure for trips, the current status of a destination must be checked. Approval for a trip will be withdrawn should an "Avoid Non-Essential Travel" advisory exist. Additionally, should extreme weather exist or be predicted, approval can be withdrawn. When such circumstances arise, Flex Academy will only reimburse funds that can be recovered. All such trips must be approved by a designated member of the Flex Academy administrative team, the school committee and at a minimum require a parental permission form which includes a declaration of potential risk.

Examples: Global Citizenship Project (GCP) and Comparative Civilizations 12.

## General Field Trip Guidelines

School administration and personnel will make every effort to ensure that financial requirements do not exclude students from participation on a field trip. Depending on the level of field trip, students may be required to be an active and contributive member during fundraising events.

School standards of behavior and conduct will apply to all field trips. Parents of children who have been identified as safety risks or behavioral concerns will be notified that there must be a parent or family member present for the activity.

When a bus is not available and parent drivers are relied on for transportation, drivers must provide a valid driver's license, current insurance with a minimum liability of \$2,000,000 with supported documentation on file. Parents will need to give permission for this mode of transportation. Please refer to the parent drivers section in the school handbook.

Adult to student ratio is dependent on age and activity.

Please ensure that your emergency and medical contact information are up to date, as the teachers are required to bring medical information on each trip.

## Level 1 - Local, Low-Risk Field Trip

(Includes visits to farms, parks, museums, concerts, supervised pools, etc.)

After making all the arrangements, please check to make sure you cover all the following items:

### Pre-trip

- Inform principal and office
- Book the bus on the google school calendar
- Document and go over safety and/or class management expectations
- Check out the site and document safety concerns, and address them (if necessary)
- Have a ride home planned for students who breach conduct expectations
- Have a cell phone for the trip
- Arrange for enough supervisors/helpers

### Inform parents

- date and destination of trip
- departure and return times
- teacher in charge and contact information
- nature and purpose of activity
- transportation information
- parent volunteer sign-up (if desired)
- financial arrangements (if any)
- volunteer sign-up (if any)

### During trip

- Bring emergency forms and pertinent medical information
- Bring an emergency first aid kit (the bus has one)
- Document and go over safety and/or class management expectations

### Post-trip

- Follow-up accident reports
- Return emergency and first aid materials

## Level 2: Out-of-Town or Overnight Field Trip Checklist

Examples include overnight sports tournaments, overnight retreats, music tours, mission festivals, geography trips, drama trips, etc.

After making all the arrangements, please check to make sure you cover all the following items:

## Pre-trip

- Inform principal and office
- Book the bus on the google school calendar
- Document and go over safety and/or class management expectations
- Check out the site and document safety concerns, and address them (if necessary)
- Have a ride home planned for students who breach conduct expectations
- Have a cell phone for the trip
- Arrange for enough supervisors/helpers

## Inform parents

- date and destination of trip
- departure and return times
- teacher in charge and contact information
- nature and purpose of activity
- transportation information
- detailed itinerary
- parent volunteer sign-up (if desired)
- financial arrangements (if any)
- volunteer sign-up (if any)
- risks (if any)
- date of parent meeting for medium to high-risk trips
- parental signature for acknowledgement

## During trip

- Bring emergency forms and pertinent medical information
- Bring an emergency first aid kit (the bus has one)
- Document and go over safety and/or class management expectations

## Post-trip

- Follow-up accident reports
- Return emergency and first aid materials

## Level 3: Inherent Risk Field Trip Checklist

Examples includes downhill skiing/snowboarding, ice skating, road cycling, mountain biking, etc.

After making all the arrangements, please check to make sure you cover all the following items:

## Pre-trip

- Inform principal and office
- Book the bus on the google school calendar
- Document and go over safety and/or class management expectations
- Check out the site and document safety concerns, and address them (if necessary)
- Have a ride home planned for students who breach conduct expectations
- Have a cell phone for the trip
- Arrange for enough supervisors/helpers

## Inform parents

- date and destination of trip
- departure and return times
- teacher in charge and contact information
- nature and purpose of activity
- transportation information
- detailed itinerary
- parent volunteer sign-up (if desired)
- financial arrangements (if any)
- volunteer sign-up (if any)
- risks (if any)
- date of parent meeting for medium to high risk trips
- parental signature for acknowledgement

## During trip

- Bring emergency forms and pertinent medical information
- Bring emergency first aid kit (bus has one)
- Document and go over safety and/or class management expectations

## Post-trip

- Follow-up accident reports
- Return emergency and first aid materials

# Level 4: Out-of-Province/ Country Field Trip Checklist

Examples include Global Citizenship Project, Comparative Civilizations 12 and Impact Ministries

After making all the arrangements, please check to make sure you cover all the following items:

## Pre-trip

- Complete Pre-Trip Safety Checklist
- Complete Emergency Response Plan
- Document and go over safety and behaviour expectations
- Provide Trip Itinerary, Routes, and Map

- The application form must provide
- Exit Plan for students who breach conduct expectations
- Provide Contact Information (e.g., cell phone)
- Arrange for enough supervisors/helpers
- Inform parents (written and formal meeting)

## Application Package

- student's personal and medical information
- parent and emergency contact information
- Itinerary and planned activities:
  - date and destination of the trip
  - purpose and educational goals
  - departure and return times
  - method of transportation
  - supervisory arrangements
  - financial costs and fees
  - potential known risks
- detailed itinerary
- notarized form of consent and acknowledgment of risk
- student covenant

## During trip

- Bring emergency forms and pertinent medical information
- Bring emergency first-aid kits
- Document and go over safety and behaviour expectations
- Provide cell phone for student excursions

## Post-trip

- Follow-up incident reports
- Return emergency and first aid materials

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