



Policies and Procedures

Section Four – Curriculum and Instruction

405 – FIELD TRIPS

Introduction

Kelowna Christian School affirms the educational value of well-planned and well-supervised curricular and extra-curricular field trips. The primary purpose of these trips should be to enhance the educational experiences of the participants. 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 extra-curricular programs in schools. In utilizing time from the instructional day, the parents must be assured that the activities undertaken:

- are, or can be, directly related to the tasks Kelowna Christian School is expected to perform
- have benefits that outweigh any time loss from school
- have been planned to achieve specific educational goals

Policy 405.1

All field trips must receive administrative approval via Field Trip Request Forms.

Policy 405.2

Parent notification must be made for all field trips. In cases of Category 2 & 3 Activities, parental approval must be obtained.

Policy 405.3

KCS must be sensitive to the financial burden a field trip might place on some families. The ability of a student to pay for a field trip must not be a determining factor for participation. The school must ensure that financial factors do not exclude students from participation on a field trip.

Policy 405.4

A medical response plan must be in place for all field trips. (complete Form 405E)

Policy 405.5

School standards of behavior and conduct will apply to all field trips.

Policy 405.6

The transportation of students for school activities will be governed by a Transportation policy.

Policy 405.7

Decisions pertaining to approving, cancelling or modifying trips will be made after an appropriate risk assessment with appropriate safety, governing, or regulatory agencies or bodies.

General:

- Field trips at K.C.S. are placed into one of three categories. An explanation of the category and related regulations is available below.
- If students are to be billeted, responsible billets must be obtained.

Supervisors:

- All trips require a minimum of one approved adult supervisor. The school principal is responsible for approving the lead supervisor. The lead supervisor is responsible for approving other chaperones or supervisors. The exact ratio of students to supervisors is determined by the principal by balancing relative risk and the age/relevant experience of the students.
- Supervisors and chaperones may be non-teachers.
- For all but local trips, an adult trained in First-aid should be available. For overnight camping trips a person trained in First-aid must be available.

Regulations:

- The organizers of a field trip should take every possible precaution to ensure the safety of all participants. This will include making arrangements for appropriate transportation. Under no circumstances will students be permitted to provide transportation for other students.
- The school shall make a provision for compensating instruction missed in course work due to participation in curricular or extra-curricular trips.
- Curricular field trips shall include ALL trips emanating from the programs offered in a school. e.g. academic subjects, PE, music, and band.
- Extra-curricular trips shall include trips emanating from extra-curricular programs. e.g. sports tournaments, missions trips
- Requests for Out-of-town Trips are to be submitted for approval to a designated administrative officer of the school as soon as practical and usually at least thirty days prior to the planned trip.
- Where team schedules are available, it will be acceptable to submit these in total for approval by submitting the list of games to be played together with a standard field trip application.
- Teachers who must leave school to participate in an approved trip may have, if required, substitutes provided for their classes. The cost of the substitute shall be covered under the regular TOC budget.
- A passenger manifest and contact numbers for trip leaders must be left at the school office.

Category 1 Activities:

These are activities for which the annual Field Trip Parental Permission form is adequate – **but which must still be approved via a standard Field Trip Application Form. Also, it is still expected that parents will receive advance notice of the activity.**

Category 1 activities have the following characteristics:

- are one day or less in duration
- take place within the Central Okanagan region (generally within one hour of Kelowna)
- do not involve activities described as restricted or prohibited

EXAMPLES: Parks, farms, museums, concerts, plays, sporting events, water slides, indoor climbing, City Hall, swimming in supervised pools with certified lifeguards such as Parkinson Recreation Centre pool.

Category 2 Activities:

These are activities for which an individual Field Trip Permission Form (including a specific statement of inherent risk) must be completed in addition to approval via a standard Field Trip Application Form (overnight trips require access to a designated person with a current first aid certificate).

Category 2 activities have the following characteristics:

- may be more than one day in duration
- take place within the Province of BC
- may involve activities described or similar to those described in the restricted list

Category 3 Activities:

These are activities which are reviewed on a case-by-case basis and which typically occur outside of the province of British Columbia. An example would be a Missions trip. All such trips must be approved by a designated administrative officer and at minimum require a parental permission form which includes a declaration of inherent risk.

Note:

A principle determinant in consideration of all field trips is safety. This is particularly the case for outdoor and out-of-country trips. For these trips, a primary method of determining risk will be to rely on the advice of agencies such as the Ministry of the Environment or the Government of Canada Foreign Affairs. Trips will not be approved to countries or regions where a Category 3 “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. Similarly, should extreme weather be existing or predicted, approval can be withdrawn. When cancellation of a trip occurs, the school will only reimburse monies that can be recovered.

Examples of Restricted Activities

aerial gymnastics, archery, canoeing, fencing, kayaking, mountain biking, mountain hiking on designated trails, rock climbing at designated facilities, rodeo, scuba diving, skiing, stage fighting and movement, swimming with certified lifeguards present (except as noted in Category one activities above), trail riding, tethered hot air ballooning, watercraft, white water rafting (low risk category)

Examples of Prohibited Activities

bicycle motocross (BMX), boxing or kickboxing, bungee jumping, caving, demolition derbies, extreme sports, hang gliding, horse jumping, hot air balloon rides, ice climbing, mechanical bull riding, motorcycling, motorized water craft operation, mountain scrambling, paintball, activities involving firearms, tobogganing, trampolining, swimming without certified lifeguards