



## Field Trip Policy

### Preamble

The STMC Board recognizes that off-site experiences outside the school/parish community are effective learning experiences that enrich the spiritual, intellectual, social, emotional and physical development of students. All such experiences should be selected, planned, organized and conducted to enhance the spiritual, intellectual, social, emotional or physical development of students and to ensure the safety and security of all participants.

### Policy

#### Trip Planning

Sufficient direction and guidance must be provided for all trips to ensure each trip is well planned with safety in mind. Teachers planning an off-site trip are required to provide parents/guardians sufficient information about the trip to make an informed decision about its appropriateness and safety for their child. This notice should clearly indicate the educational purpose of the trip, destination, cost, method of transportation, special clothing or equipment needed, the leaving and returning times, an itinerary of the activities and a statement regarding the inherent risks of the activity. Students and parents must complete the field trip permission form and return it to the Field Trip Lead Teacher or the front office as indicated on the form.

#### Supervision

Field trips should, whenever possible, have a minimum of one adult supervisor for each 12 students. An adult supervisor may be a teacher, parent, or responsible adult volunteer approved by the principal (or his/her designate) that is 19 years of age or older. A supervisor is subject to all policies, guidelines, and procedures of the Board of Directors and the school, and the statutes of B.C. and Canada during the time the supervisor is responsible for students. This includes the time from departure to return of extended field trips; A supervisor must act "in loco parentis" (in place of parent), making wise and judicious decisions that are in the best interest of the students.

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| <u>References</u> | <i>Approved</i><br><br>Dianne Doyle President Nov 2019 |
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