

# Field trip Policy

## **1. Purpose**

This policy ensures that fieldtrips are planned and conducted to enhance student learning in a safe and well-organized manner. It includes protocols for managing students with legal alerts and clearly defined emergency communication procedures to ensure safety and accountability.

## **2. Scope**

This policy applies to all school-sponsored fieldtrips, including local and out-of-town excursions, organized by Sikh Academy staff.

## **3. Definitions**

### **3.1 Fieldtrip**

Any school-organized activity conducted outside school premises to provide educational or experiential learning opportunities.

### **3.2 Legal Alerts**

Specific legal conditions regarding students, such as custody orders or restraining orders, that require compliance during fieldtrips.

### **3.3 Emergency Communication Protocols**

Defined steps for notifying emergency services, school administration, and parents/guardians in case of an emergency during a fieldtrip.

## **4. Fieldtrip Planning and Approval**

### **4.1 Planning Process**

- Teachers are encouraged to plan at least two fieldtrips per academic year to provide experiential learning opportunities.
- Teachers must complete the Fieldtrip Request Form, which includes the trip's educational relevance, itinerary, and supervision plan.
- Forms must be submitted to the administration at least two weeks before the proposed trip.

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### 4.2 Approval Criteria

The Principal evaluates the request for:

- Educational value and relevance
- Safety and logistical arrangements
- Compliance with the school's guidelines and policies

## 5. Safety and Supervision

### 5.1 Supervision Ratios

- A minimum ratio of 1 adult supervisor per 10 students is required. Adjustments may be made depending on the activity and student age.
- Supervisors include teachers, staff, and approved parent volunteers who have completed background checks.

### 5.2 Transportation Guidelines

- Use licensed and insured transportation providers.
- Collect transportation fees as per school guidelines (e.g., \$2.00 per student within Surrey, \$3.00 for out-of-town trips)

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#### **5.2 Transportation Guidelines**

- Use licensed and insured transportation providers.
- Collect transportation fees as per school guidelines (e.g., \$2.00 per student within Surrey, \$3.00 for out-of-town trips)
  - a. Dial 911 or the appropriate local number for emergencies.

### **3. Notify School Administration**

- a. Inform the Principal or designated contact immediately after contacting emergency services.

### **4. School Communication with Parents/Guardians**

- a. The school administration is responsible for notifying parents/guardians with accurate and timely updates.

### **5. Document the Incident**

- a. Record details of the incident and actions taken for school records.

#### **7.3 Handling Media Inquiries**

- Direct all media inquiries to the Principal or designated spokesperson.
- Supervisors must not provide statements to the media.

### **8. Student Conduct on Fieldtrips**

Students are expected to always adhere to the Sikh Academy Code of Conduct.

Misbehavior may result in disciplinary action or loss of future fieldtrip privileges.

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### 9. Roles and Responsibilities

#### 9.1 Teachers and Supervisors

- Plan and conduct fieldtrips in compliance with this policy.
- Ensure student safety, especially for those with medical or legal alerts.
- Money Collection Policy, to the office.
  - Teachers keep the permission forms for their records.
- Teachers should arrange for at least 1 adult supervisor per 10 students minimum.
  - These ratios may be adjusted based on the requirements of the organization that is operating the Field Trip.
- On the day of the field trip, teachers need to ensure that all students are wearing appropriate uniform, as per the requirements of the Field Trip and the School
  - A trip to Science World would require that students wear full uniform.
  - A trip to a Farm would require that students are able to wear PE strip, with appropriate boots and jackets).
  - Teachers should encourage students to wear plain navy-blue outerwear on all field trips.
- On the day of the field trip, the teacher will receive a sealed envelope from the office, which contains emergency contact information for students.
  - In case of an emergency, teachers are to open the envelope and contact any parents if necessary.
  - If the envelope is not opened, simply return it to the office for use next time.
- On the day of the field trip, teachers should ensure that they are taking any necessary medications or EpiPen's for students with medical alerts.

#### 9.2 Principal

- Review and approve fieldtrip requests.
- Ensure all emergency and legal protocols are communicated to staff

#### 9.3 Parents/Guardians

- Provide accurate and updated emergency contact information.
- Inform the school about any legal alerts concerning their child.

### 10. Review and Updates

This policy will be reviewed annually to ensure compliance with legal standards, safety regulations, and the evolving needs of Sikh Academy.

### 11. Contact Information

## Field trip Policy

For questions or concerns regarding this policy, please contact principal