

## Directive: Field trips

### Category: School Programming and Student Services

#### PREAMBLE

Student participation in field trips can complement and enrich academic programs. As a result, field trips should be integrated into the school curriculum.

This directive stems from the implementation of Executive Limitation Policy 3.6, which relates to the treatment of parents and students and which is subject to an annual compliance report.

#### DIRECTIVE STATEMENT

The CSFY recognizes that some activities outside of the classroom represent learning opportunities for students. For this reason, school trips are encouraged.

All school trips must be planned within the framework of the school curriculum and must meet one or more of the following objectives:

- To ensure the overall development of the student on the academic, physical and social level;
- To complement theoretical learning with practical experience;
- To awaken and develop a student's awareness and understanding of different world cultures;
- To encourage students to discover and value their culture and heritage;
- To help students discover an interest in hobbies that will be useful to them in the future;
- To promote health and wellbeing through the student's participation in an activity.

#### TERMS AND CONDITIONS

##### 1. For trips of less than one day within Canada (simple trip):

- 1.1 Trips must be approved by the school principal;
- 1.2 Parents/guardians shall give written permission to authorize trips;

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- 1.3 Trips shall be supervised according to the guidelines stipulated in the appendices to the Department of Education's *Off-site experiential learning policy* and the CSFY Field Trips Guide. Accordingly, teachers shall follow the procedures described in this policy and this guide;
  - 1.4 Teachers shall offer an educational activity to students not participating in the field trip;
  - 1.5 Students shall only be transported in vehicles insured in accordance with Department of Education regulations.
- 2. For trips lasting more than one day in the Yukon and outside the Yukon but within Canada (complex trip):**

In addition to the general guidelines in Section 1, the following guidelines apply:

- 2.1 Trips must be approved by the Executive Director six (6) weeks prior to departure;
- 2.2 For this type of request, the authorization of the Deputy Minister of Education is also required six (6) weeks prior to departure. In exceptional circumstances, the Executive Director can approve a trip outside the Yukon at her/his discretion if it has not been brought forward within the required timeframe;
- 2.3 The initial request shall be made upon the form entitled *Preauthorization or Appendix 26* and shall be forwarded by the school principal to the CSFY Secretary-Treasurer.
- 2.4 The person(s) responsible for the trip shall be school staff and shall possess the following information:
  - the names of the students
  - the names of their parents or guardians
  - their emergency contact telephone numbers
  - the written permission of their parents or guardians
  - health insurance and additional insurance information, if necessary, as well as any relevant information relating to the students (e.g. allergies)

The school principal shall be held entirely responsible for the conduct of the chaperones chosen for the field trip. Before leaving, the school principal shall assign respective duties to each chaperone;

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- 2.5 When there are both male and female students, there shall be male and female chaperones. The supervision ratios will follow the Department of Education's *Off-site experiential learning policy*. Substitutes must be available in the event that a chaperone is unable to participate;
- 2.6 The school principal shall ensure that trips are based on an equitable long-term plan for all groups, which plan shall ensure that the greatest number of students can participate;
- 2.7 Upon returning from a field trip, a report by the person(s) responsible and an evaluation of the activity by all secondary school students shall be presented to the school principal within two (2) weeks of the activity taking place. Based on these reports, recommendations may be made for other similar field trips;
- 2.8 The Executive Director's decision regarding financial support will be guided by the following criteria:
- The long-term impact of the activity's cultural/social enrichment for students;
  - The number of students participating in the activity;
  - The level of student participation in fundraising – a minimum of 10% of the total trip budget must be raised prior to departure.
- 2.9 Students participating in field trips outside the Yukon must hold accident insurance;
- 2.10 Trips must also respect the instructions given in any other Yukon Department of Education or CSFY policy, procedure or directive (e.g. compensation time);
- 2.11 Student participation in a field trip outside the Yukon shall not depend upon the ability of the parents to financially contribute to such activities.
- The CSFY shall cover all fees related to such travel, with the exception of:
- Mandatory fundraising (10% of the cost of the trip);
  - Medical fees and vaccinations, as required;
  - Student meals (maximum \$500).
- 2.12 Depending on the type of activity, students must be prepared and also cognizant of safety measures if the activity or an aspect of the activity includes any element of danger (e.g. canoeing, downhill skiing).

### **3. For international complex trips**

In addition to the general guidelines in Sections 1 and 2, the following guidelines apply:

- 3.1 Field trips at the international level must be approved by the CSFY Executive Director a minimum of three (3) months prior to departure. In exceptional circumstances, the timeline can be modified following approval by the Executive Director;

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- 3.2 In addition to *Appendix 26*, which requires the authorization of the Deputy Minister, the *International field trip authorization request* form must be completed, signed and submitted by the school principal to the CSFY Secretary-Treasurer within the timelines indicated in s. 3.1;
- 3.3 International field trips shall only be approved for Grade 9 to 12 students;
- 3.4 For each international field trip, the school principal must obtain the parents' written consent a minimum of two (2) months prior to departure;
- 3.5 The school principal shall ensure that all safety measures are implemented and followed.

Every school (teachers, administration, volunteers) planning an international field trip shall draft a plan that addresses all potential unforeseen eventualities, particularly with regard to the following:

- a) Any deviation from the original plan (during the course of the trip) shall provide for the same safety and supervision as in the initial plan.
- b) Trips shall be planned in such a way so as to accommodate the special health needs of all participants.
- c) Teachers and chaperones shall be aware of the state of health of each student.

#### **4. Student initiated excursions**

The CSFY assumes no responsibility for excursions initiated by students outside of the activities approved by the school principal. Activities of this nature are not considered school activities. Parents and guardians are hereby notified of the position of the CSFY with regard to these activities.