

Westwood HS Governing Board
Field Trips Policy

Process for the Submission of Field Trips

- 1) All field trips being submitted for approval must conform to the LBPSB Extra-Curricular Activities and Field Trip Policy. All relevant documentation must be first submitted to the Principal for initial approbation as far in advance of the proposed trip dates as possible. Incomplete documents or documents not submitted in a timely manner run the risk of not being accepted (tabled until the following meeting).
- 2) The proposal is then to be submitted to the Chair of Staff Council for presentation at the next meeting of Staff Council. The trip organizer may be required to attend the meeting.
- 3) Following the approval of Staff Council, the proposal is then brought to the next meeting of Governing Board by the Principal for final approval.

Definitions

For the purposes of this policy, the following definitions will apply:

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| a. Day Trips | Field trips departing from and returning to Westwood on the same day. |
| b. Overnight Trips | Field trips in Canada or the United States requiring one or more nights away from home. |
| c. International Trips | Field trips outside of Canada or the United States. |

Section 1 - Timing of trips

- i. May To avoid conflict with in class exams, field trips scheduled during the month of May will not be approved. The only exceptions that will be considered are for events over which the school and organizers have no control, such as music competitions/festivals or athletic competitions. Under certain circumstances, depending on the calendar in a given year, trips may be approved for the first week of May.

- ii. June Field trips scheduled during the month of June will not be approved until all exams for the grade level(s) involved in the trip are finished.

- iii. Exam Period
 Field trips scheduled during the mid-year exam period will not be approved.

- iv. Restricted days
 Field trips scheduled during the final cycle of a term or prior to an exam period will not be approved. The only exceptions that will be considered are for events over which the school and organizers have no control, such as music competitions/festivals or athletic competitions.

Section 2 - Adult : Student Ratios

- i. Day Trips Based upon the destination, and the age and autonomy of the students, the target ratio should be 1:15-1:20.

- ii. Overnight trips Based upon the destination, and the age and autonomy of the students, the target ratio should be 1:10-1:12.

- iii. International Trips Based upon the destination, and the age and autonomy of the students, the ratio can be no higher than 1:10.

Section 3 - Class time missed

- i. In the scheduling of field trips, all efforts should be made to avoid or minimize missed class time.
- ii. A maximum of 5 school days missed will be approved for international field trips. An additional two days for travel to remote destinations may be approved.
- iii. No consideration will be given for increased travel costs caused by any part of this policy.
- iv. All international trips requiring missed class time that affect the same grade level must go at the same time.

Section 4 - Trip duplication

- i. Trip planners must be aware of previous years' trips and avoid planning a field trip to the same destination as trips in previous years for the same group of students.
- ii. When a trip is being duplicated, efforts should be made to provide a unique itinerary or educational focus.

Section 5 - Behavioural contract

- i. For all overnight and international trips, a standard behavioural contract must be used.

Section 6 - Cost

- i. To maximize the accessibility of all field trips, trip organizers must try to keep costs as low as reasonably possible.
- ii. Trip organizers are entirely responsible for covering all substitution costs and this must be documented in the budget breakdown.
- iii. All costs for trips must be completely absorbed by the participant. Any fundraising activity must be presented to the Principal for approval at least 1 month prior to the activity.

Section 7 - Decisions

- i. The Administration reserves that absolute right to remove a student from any trip (day, overnight, international) if, in his or her opinion, the student represents a potential risk to him/herself, the group or the school with regards to safety, reputation, citizenship, or integrity.
- ii. Students must be in good academic standing and have a good attendance record to remain eligible for all trips (day, overnight, international). Specific criteria may be set by trip organizers in consultation with the Administration.
- iii. Refunds will not be guaranteed.