



## POLICY #6.60

# FIELD EXPERIENCES

## PREAMBLE

The Burnaby School Board recognizes the educational value of a wide variety of learning experiences, some of which occur or develop through the interrelation of schools and their communities. Both the Ministry of Education and the Board encourage school personnel to initiate and to undertake carefully planned programs where field experiences would enhance student learning in relation to specific instructional objectives,

## POLICY

**THE BOARD WILL SUPPORT THOSE FIELD EXPERIENCES OF EDUCATIONAL VALUE THAT ARE CONDUCTED IN A SAFE AND ENJOYABLE MANNER, PROVIDING THAT THE EXPERIENCE IS EQUALLY AVAILABLE TO ALL STUDENTS IN THE GROUP.**

## OBJECTIVES

1. To broaden the base of educational experiences for students by reaching into the community.
2. To provide direction that assists school personnel in eliminating or reducing any risk associated with field experiences.

## REGULATIONS

1. General
  - a. The field experience for a particular group shall be available to each student in the group, and no student shall be prevented from participating for financial reasons.
  - b. The field experience shall be planned so as to minimize the disruption of other schedules in the school.
  - c. Appropriate arrangements shall be made for the instruction of any students not participating in the field experience.
  - d. Adult supervisor to student ratios must meet expectations as put forward in this policy. At least one teacher shall accompany students on each field experience.



## 5. Supervision

All field experiences must be planned according to the following supervision ratios:

### a. Routine Field Experiences

- i. Kindergarten - Grade 3: one teacher/supervisor for every 10 students. Note: the principal may approve a ratio of one teacher/supervisor per class group for "walking" field trips.
- ii. Grades 4-7: one teacher/supervisor for every 15 students. Note: the principal may approve a ratio of one teacher/supervisor per class group for "walking" field trips.
- iii. Grades 8-12: one teacher/supervisor for every 20 students. Note: the principal may approve a ratio of one teacher/supervisor per class group for field experiences occurring in Greater Vancouver.

### b. Special Field Experiences

- i. Kindergarten - Grade 3: one teacher/supervisor per class group

All field experiences must be planned and carried out in accordance with related Board policies, regulations and procedures, including those governing volunteers in district schools (Policy #2.15) and transportation of students (Policy #3.05).

## **PROCEDURES**

1. A Routine Field Experience may proceed only with the completion of a Routine Field Experience Form and the authorization of the principal at least 30 days in advance of the field experience.
2. A Special Field Experience with no significant potential for injury may proceed only with the completion of a Special Field Experience Form, authorization of the principal at least 60 days in advance of the field experience, and authorization of district administration at least 30 days prior to the event. If the field experience involves a significant potential for injury or costs more than \$100, the form must be forwarded to the District Administration Office for Board approval at least 30 days in advance of the field experience.
3. A Competition/Team Field Experience with no significant potential for injury may proceed only with the completion of a Competition/Team Field Experience Form, authorization of the principal at least 60 days in advance of the field experience, and authorization of district administration at least 30 days prior to the event. If the field experience involves a significant potential for injury or costs more than \$100, the form must be forwarded to the District Administration Office for Board approval at least 30 days in advance of the field experience.
4. An International Field Experience may only proceed with the completion of an International Field Experience Form and authorization of the principal at least six months prior to departure. The form must be forwarded to the District Administration Office far enough in advance to allow for approval in principle five months prior to departure.
5. No binding commitments or confirmations shall be made prior to appropriate approval being granted.
6. School personnel are not permitted to participate in package tours offered by travel companies or commercial organizations during the school year.
7. A teacher participating in student tours during vacation periods must make it clear to students and their parents/guardians that the teacher is participating on a personal basis. Recruitment of students participants for such tours may not be carried out on school premises or by using school resources or facilities.
8. Substitutes may be requested to release teachers for field experiences at the discretion of the principal.
9. As prescribed in the School Regulation 7(g) " The principal of a school is responsible for administering and supervising the school including the general conduct of students, both on school premises and during activities that are off school premises and that are organized or sponsored by the school..."

