



# POLICY STATEMENT

POLICY NUMBER:

**6.60.00**

**BURNABY**  
SCHOOL DISTRICT 41

*developed by the Board of School Trustees of School District 41 – Burnaby  
in accordance with established procedures for policy development.*

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**POLICY TITLE: FIELD EXPERIENCES**

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**Date Adopted:** 1976-11

**CROSS REFERENCE(S)**

**Date(s) Revised:** 2005-04-26

**Statutory :**

**Other:** Policy 2.15.00, 3.05.00

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## PREAMBLE

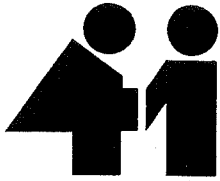
The Burnaby School Board recognizes the educational value of a wide variety of learning experiences, some of which occur or develop through the interrelation of schools and their communities. Both the Ministry of Education and the Board encourage school personnel to initiate and to undertake carefully 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.



# ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

**6.60.01**

**BURNABY** established and revised by the Superintendent of Schools in Burnaby to ensure  
SCHOOL DISTRICT 41 district implementation of Burnaby School Board policies and directives.

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**POLICY**

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**A. ADMINISTRATIVE REGULATIONS**

**1. General**

The Board shall support field experiences for school curricular programs subject to the following conditions:

- 1.1 The funds shall be used equitably for the benefit of all students.
- 1.2 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.
- 1.3 The field experience shall be planned so as to minimize the disruption of other schedules in the school.
- 1.4 Appropriate arrangements shall be made for the instruction of any students not participating in the field experience.
- 1.5 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.
- 1.6 Each student shall fulfill the preparatory requirements at an appropriate level of performance, participate during the trip in a responsible way, and carry out satisfactorily all prescribed follow-up activities.
- 1.7 Those staff members responsible for planning shall satisfy themselves that the time spent in travel will be, from an educational perspective, worthwhile for the students involved.
- 1.8 The field experience shall adhere to Board policies and regulations governing transportation of students (Policy #3.05.00).
- 1.9 The field experience shall adhere to Board policies and regulations governing the use of volunteers in district schools (Policy #2.15.00).

**2. Types of Field Experiences**

The Board recognizes that field experiences are carried out for a variety of curricular and extracurricular activities. As such, field experiences are categorized according to the following descriptions:

- 2.1 Routine Field Experiences - those related to curriculum, occurring on a regular bases in schools, and beginning and ending on the same day.
- 2.2 Special Field Experiences - those related to curricular or extracurricular activities; and that may include some potential risk of injury in the planned activity, cost more than \$100 per student, and extend beyond one calendar day.
- 2.3 Competition Field Experiences - those involving school team events or student competition; and that may include some potential for injury or cost more than \$100 per student.
- 2.4 International Field Experiences - all field experiences that occur outside Canada.

**3. Relevance to Curriculum**

All field experiences, whether subject-oriented or interdisciplinary, shall be related directly to the curricular program as established by the Ministry of Education, or to a locally-developed program approved by the Ministry. They must also meet the following criteria:

- 3.1 The field experience shall provide students with realistic experiences that cannot be presented effectively in the classroom.
- 3.2 Instructional objectives for the field experience shall be explicitly defined in behavioural terms.
- 3.3 Each field experience shall be evaluated in terms of its expected learning performance outcomes.

**4. Personal Safety**

All field experiences must be planned so as to eliminate or minimize risk of injury to participants. This requires prudent planning and diligence in carrying out the experience. Each field experience must have one staff person who is responsible for:

- 4.1 planning the event in accordance with Burnaby School Board policies and procedures, and the Burnaby School District Field Experience Manual;
- 4.2 ensuring all required forms are completed and signed by parents/guardians, and maintained during the field experience; and
- 4.3 ensuring full instruction is provided to students in regard to safety considerations related to the field experience
  - 4.3.1 All ski/snowboard trips must be planned and carried out in accordance with Burnaby School District Guidelines for Ski/Snowboard Field Experiences, and permission from parents/guardians must be received in writing using the Burnaby School District Ski/Snowboarding Parent Permission Form.

**5. Supervision**

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

- 5.1 Routine Field Experiences
  - Kindergarten - Grade 3: one teacher/supervisor for every 10 students.
  - 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.
  - 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.

5.2 Special Field Experiences

- Kindergarten - Grade 3: one teacher/supervisor for every 10 students. Note: both male and female supervisors must accompany groups on overnight trips involving both male and female students.
- Grades 4-7: one teacher/supervisor for every 15 students. Note: a ratio of one teacher/supervisor for every 10 students is required for overnight trips, and both male and female supervisors must accompany groups on overnight trips involving both male and female students.
- Grades 8-12: one teacher/supervisor for every 20 students. Note: a ratio of one teacher/supervisor for every 10 students is required for overnight trips, and both male and female supervisors must accompany groups on overnight trips involving both male and female students.

5.3 Competition Field Experiences

- Kindergarten - Grade 7: one teacher/supervisor for every 15 students. Note: a ratio of one teacher/supervisor for every 10 students is required for overnight trips, and both male and female supervisors must accompany groups on overnight trips involving both male and female students.
- Grades 8- 12: one teacher/supervisor for every 20 students. Note: a ratio of one teacher/supervisor for every 10 students is required for overnight trips, and both male and female supervisors must accompany groups on overnight trips involving both male and female students.

5.4 International Field Experiences

- Grades 4-12: one teacher/supervisor for every 10 students, and both male and female supervisors must accompany groups involving both male and female students.

**6. Student Fees**

6.1 The fees charged to students for field experiences may be used to cover costs related to:

- transportation;
- rental of facilities;
- rental of equipment;
- admission charges; and
- Teacher-on-call expenses for international field experiences and exceptional field experiences within Canada (e.g. a trip to Quebec).

6.2 Direct financial contributions to field experiences by the Board shall be limited to the funds allocated to each school for this purpose.

6.3 Teachers and other adults acting as accompanying supervisors on field experiences may be expected to pay a share of the trip expense.

**7. Volunteers & Student Transportation**

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. 15.00) and transportation of students (Policy #3.05.00).

**B. ADMINISTRATIVE 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 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 Act (Regulation 91 (e)):  
“the principal is responsible for ... the general conduct of pupils, both on school premises and during extracurricular activities off the school premises but organized or sponsored by the school ... .”
10. As prescribed in the School Act (Regulation 83(b)):  
“each teacher shall ... provide such assistance as is necessary for the supervision of pupils on school premises and at school functions, whenever and wherever held ... .”
11. The staff person in charge of a field experience shall take steps necessary to inform teachers and adult supervisors of their duties while on the field experience.
12. Teachers involved in a field experience shall only be considered “on duty” for the school district if the field experience has received the requisite approvals.
13. No student shall participate in any field experience without the written and signed approval of his / her parent/guardian.