



Policy 108

Field Trip Policy

Approved Date: Sept. 16, 2025

Revised Date:

The following Field Trip policy provides guidance and procedures beyond those stated in the CISPG #338 [field trip policy](#) :

1. Supervision When on a Field Trip

The teacher or teachers must accompany the students and provide adequate supervision throughout the trip. Students are responsible to the Head Teacher and/or Supervisors for their behaviour.

Teachers will plan for supervisor ratios as per CISPG policy. The CIS Board of Directors requires the following minimum teacher/adult chaperone supervision ratios:

- Kindergarten 1:6
- Grades 1 – 3 1:8
- Grades 4 – 6 1:10
- Grades 7 – 8 1:10

a) Head Teacher and Teachers

- i) When more than one class is on an excursion, one teacher will be designated the “Head Teacher”.
- ii) The Head Teacher must carry a mobile phone, demographic/emergency contact information on each student, and a first aid kit.
- iii) The Head Teacher must be aware of students with medical and/or legal alerts. The teacher is to ensure that students with medical conditions bring their required medicines and are supported in the same way as if they were at school. The teacher is to ensure students with legal alerts are kept safe in the same way as if they were at the school.
- iv) The teachers are responsible for ensuring that all students on the excursion are assigned to a specific vehicle if not travelling on a school bus.
- v) Roll call to identify each student by name and sight shall be taken as often as deemed necessary by the teachers. A head count shall not be considered sufficient to identify students. The name and number of all students shall be logged.
- vi) The Head Teacher or designate is to inform the Principal if any changes en route are required (i.e. delayed ferry, road closure, etc.).
- vii) Upon completion of the trip, the teachers shall remain at the school until all students have been picked up by their parents.

- b) Supervisors
 - i) Teachers may use parents or responsible adult volunteers to assist in supervising field trips, and whenever possible,
 - ii) A supervisor may be a parent or a responsible adult volunteer approved by the Principal.
 - iii) An adult supervisor must be over 21 years of age.
 - iv) A supervisor is subject to all policies, guidelines, and procedures of the Board of Directors and the school.
 - v) A supervisor must act "in loco parentis" (in place of parent), making wise and judicious decisions that are in the best interest of the students.
 - vi) A supervisor is to be dressed/equipped appropriately to the activities to be undertaken.
 - vii) Educational Assistants (EAs) or other school employees who are not teachers or EAs are considered supervisors.
- c) For Transportation regarding School Field Trips
 - i) When travelling by bus:
 - a. The Principal and/or Head Teacher will provide an orientation on transportation procedures and safety for all students using a bus, including a bus evacuation drill.
 - b. Students are expected to behave responsibly while waiting for the bus, during loading or unloading, and while the bus is en route. Students are responsible to the Head Teacher and/or Supervisors for their behaviour. Students are to obey the bus driver's directions promptly.
 - c. Teachers and supervisors are in charge of the students at all times that they are on the bus and are responsible for the safety and welfare of these students.
 - d. A teacher is to address any concerns of improper conduct on the part of the student.
 - ii) When travelling by car:
 - a. The principal and/or Head Teacher will provide an orientation on transportation procedures and safety for all students.
 - b. Students are expected to behave responsibly while waiting for the vehicle, during loading or unloading, and while the car is en route. Students are responsible to the Head Teacher and/or Supervisors for their behaviour. Students are to obey the driver's directions promptly.
 - c. Teachers and supervisors are in charge of the students at all times that they are in their care and are responsible for the safety and welfare of these students.
 - d. A teacher is to address any concerns of improper conduct on the part of the student.
- d) Communication protocol when emergencies develop on school trips
 - i) The Head Teacher is expected to deal with emergencies on a school trip the same way they would if they were at the school.

- ii) The teacher is to contact emergency services as required.
- iii) The teacher must contact the school and inform the principal of the emergency.
- iv) The principal will determine the following steps to be taken (i.e. who will call the parent(s), notifying the superintendent, sending alternate transportation if needed, etc.)