

Routine Field Experience Form

Educational Purpose and Objectives of this Field Experience: _____

Routine Field Experiences must begin and end on the same day. This form must be completed and submitted to your school's principal (or designate) for approval at least 30 days in advance.

Logistical Information

School: _____

Date of field trip: _____ Depart/ Return times: _____ / _____

Destination (within 100 km. of Burnaby): _____

Supervision: Sponsor Teacher: _____

Other Teachers: _____

Other Adult Supervisors/Support Personnel:

Total Number of Adults: _____

Number of Students: _____ Grade(s): _____

Supervision Ratio: K-3 (minimum ratio of 1:10) _____

Gr 4-12 (minimum ratio of 1:15) _____

Transportation: How are students traveling? Together With Supervisors Individually

District-sanctioned bus/van

If so, company name*: _____

**Before booking transportation, check with Administration to ensure the carrier has been sanctioned by the School District for safety certification and liability coverage.*

Privately-owned vehicles*

Driven by Staff member Coach Student Parent

**If private transportation is being used, appropriate liability forms must be completed and submitted by all drivers in advance of the field experience.*

Public transportation

Estimated Cost Per Pupil (must be less than \$100.00): \$ _____

Amount to be Charged to Each Student: \$ _____

Remaining Amount to be Covered by: \$ _____

Education Planning Details

Alternative activities for non-participants: _____

Have you previewed or previously taken students on this trip? Yes No

Are the field trip activities and exercise prepared? Yes No Not yet

Are the follow-up activities prepared? Yes No Not yet

Is a copy of relevant information attached (if applicable)? Yes No

Is a TTOC required? Yes No

If yes, how will the cost be covered? _____

If yes, for which dates? _____

Is there potential for injury? Yes No

If yes, what are the risks? _____

What steps have been taken to minimize the risks? _____

Information letter

Please attach a draft copy of the information letter for parents describing the field experience. This letter must include detailed information regarding the purpose of the experience, cost of the trip, mode of transportation, special clothing requirements, meal arrangements, scope of supervision for the trip, and student behavioural expectations.

Teacher's signature: _____ Date: _____

Department Head's signature (if Secondary): _____ Date: _____

Principal's signature: _____ Date: _____

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Supplementary Information

The Board of School Trustees recognizes the educational value of a wide variety of learning experiences, some of which occur or develop through the interrelation of the school and its community. Where field experiences would enhance student learning in relation to specific instructional objectives, both the Ministry and the Board encourage school personnel to initiate and to undertake carefully planned programs. (Board Policy Statement # 6.60.00)

Upon approval of this field experience, the principal will provide a list of forms and documentation that must be completed, signed and submitted to the office before the trip may proceed. These may include the following:

- Routine Field Experience form to be completed and then signed by principal (or designate)
- Parent/Teacher consent forms to be completed, signed and submitted to the school office
- Driver information/liability forms to be completed and signed (if applicable)
- Copy of letter sent to parents
- List of special equipment or clothing required
- List of times when students will not be directly supervised while on field experience (e.g. students on their own for (e.g. students on their own for lunch at area restaurants)

Routine Field Experience Criteria

Form Required:	Routine Field Experience Form
Approval by:	Principal (or designate)
Approval Deadline:	At least 30 days in advance
Destination:	Within 100 kilometres of Burnaby
Length of Field Experience:	Entire Trip occurs within one calendar day
Cost per student:	Less than \$100.00 per student
Risk Factors:	Involves no appreciable potential for injury
Supervision:	There must be at least one teacher/supervisor for every 10 students at the K-3 level; There must be at least one teacher/supervisor for every 15 students at the Gr. 4-12 level.