





## 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/supial Field Experiences

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..."

