



Walking Field Trips

The Park West School Division Board recognizes that valuable learning can take place outside the school building and off the school grounds but within walking distance of the school, and therefore encourages teachers to make use of the total resources of the community to enhance the curriculum or co-curricular activities.

Because such activities are sometimes decided upon and organized at short notice, it is not always possible to provide information to parents. The Board therefore approves the following procedure when such activities are undertaken:

1. The teacher shall review the educational value of any intended walking field trip(s) with the principal and receive the principal's approval.
2. Either at the beginning of the school year or at the commencement of each school term the teacher shall advise the parents in writing of the general nature of intended activities, and if possible to determine, the approximate date for each activity, and seek written approval for the student(s) to be off the school grounds for this purpose.
3. No child shall participate without parental permission.
4. One or more adults in addition to the teacher will accompany each class on walking field trips unless otherwise approved by the principal. Teachers are responsible for informing accompanying adults of their duties and responsibilities.
5. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students. In some instances it may be necessary to provide extra supervision when the special needs of a student(s) warrant. In no case will a child's exceptional needs be the sole reason for exclusion from a school-related activity.
6. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
7. Students' safety will be a primary consideration.
8. The buddy system, or partners, is recommended to insure constant awareness of each student's whereabouts, needs and participation.
9. Should an emergency occur, building or district emergency procedures will be followed, and the principal will be notified as soon as possible.
10. The use of private vehicles by staff members or parents for transporting small groups of students with special needs may be authorized by the principal in certain instances, provided the driver has the required liability insurance and a valid driver's license. Transportation by students will not be permitted.
11. Students will not be permitted to leave the field trip group during the trip unless they are released to parents.
12. If students return to the school from a trip after school hours, the teachers and the principal will make provisions for their safe departure home, taking into account the age of the students and the hour.



13. All permission slips shall be held for a period of one full calendar year from the date of the walking trip.
14. The principal shall be informed of the departure of the students from the school and of their arrival back at the school.

Notwithstanding, whenever time permits parents shall be advised in advance of any planned walking field trip.

Walking Fields Trips/Parental Permission (SAMPLE)

I, _____, parent or guardian of _____, have read this memorandum and do hereby grant permission for my child to participate, without further formal permission on my part, in any walking field trip organized by their teacher and limited to reasonable walking distance from the school, in accordance with the requirements identified. This permission is granted for the current school year only. I understand that if I do not grant this permission my child will not be permitted to participate without personal contact to me by the school and my personal permission.

Signature of Parent/Guardian

Date: _____