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## **POLICY SECTION 612: School Field Trips**

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### **POLICY**

The Ahkwesahsne Mohawk Board of Education believes that field trips can be used to expand upon and enrich the learning opportunities provided within the normal school program.

### **GUIDELINES**

#### Planning

All requests for field trips require a detailed plan approved by the Principal. The plan shall include:

- a) the objectives for the trip and their relationship to the regular school instructional program;
- b) the destination of the trip, date, and time of proposed departure and return;
- c) the number of students and grade(s), teachers and supervisors involved;
- d) the methods of financing the trip, if required;
- e) the procedure for obtaining parental approval;
- f) the follow-up activities to be carried out as a result of the field trips.

#### Approval

1. Permission must be obtained from the Principal to plan a proposed field trip.
2. The Director of Education must approve request for field trips. Any requests for field trips that require use of AMBE transportation (buses) must be approved by the Transportation Supervisor.
3. Once the request is approved, permission for any field trip must be received from the parents/guardians before the students can participate.
4. Plans for the field trip along with the parents' permission must be submitted to the Principal a minimum of three (3) weeks in advance of the trip. Under exceptional circumstances the three (3) week notice may be shortened to one (1) week.

Expenses should be totally prepaid. If students' expenses are to be subsidized, it should

1. be done on an equitable basis.
2. be accessible to all students in the class. Sport trips may be an exception to this rule.
3. be at least one (1) supervisor for every twelve (12) students.
4. take place during the regular school term.