



Administrative Procedure 260

STUDENT FIELD TRIPS

Background

The District recognizes that student field trips enhance and add value to the educational program by offering students additional opportunities for learning to occur with extra-curricular, co-curricular, and curricular activities which support students' growth in their emotional, social, physical, and mental, development.

The District encourages the sponsorship and approval of student field trips which provide a legitimate learning experience for students.

The accompanying administrative procedures have been developed to:

- Provide definitions and expectations for various classifications of field trips.
- Provide communication links between parents, teachers, and school administrators.
- Establish procedures for carrying out field trips with students.
- Establish the responsibilities and expectations of the students, parents, teachers, field trip supervisors and school administration for specific types of field trips including the nature of the activities, risks involved and the level of supervision.

The type of employee training required and the guidelines for safety standards for specific activities are outlined in detail in the [Field Trip Handbook](#). This document provides, in considerable detail, guidelines for all types of field trips.

Definitions

Curricular activities are ones that are directed towards students achieving specific learning outcomes for which students are assessed. (Examples of field trips are golfing in Physical Education 12 on the local golf course, Band, Drama or Science related class trips). Fees are not charged for curricular field trips.

Co-curricular activities supplement the instructional program normally occurring during school time. (Examples of this type of involvement include an extension of classroom activities, activity days and special events).

Extra-curricular activities are those activities normally held outside of school time. (Inter-school sport activities, club and cultural travel are examples of this type of student participation).

Procedures

1. General

- 1.1. Student participation in a field trip which involves extra-curricular or co-curricular activities is optional and there may be a charge to cover the costs of transportation, accommodation, meals, entrance fees and equipment rentals. However, a field trip shall not be considered optional if it is required for students to complete specified learning outcomes or assessment requirements for a course.
 - 1.1.1. An alternative delivery for the required learning outcomes could be managed by the parent after discussion with the principal.
 - 1.2. In the case of optional field trips, alternate activities shall be provided to students who choose not to participate in the field trip. Students attending an optional field trip are not to be charged for the cost of providing a teacher on call for the students who choose not to participate in the field trip. Furthermore, the principal shall facilitate the inclusion of students who might otherwise be excluded due to financial hardship.
 - 1.3. Extended or out of province field trips shall normally be scheduled during vacation breaks in the school year. School field trips need to be managed to minimize the disruption to student learning of those on the trip and for the students at the school level.
 - 1.4. The District [Administrative Procedure 355 – Student Discipline](#), the [Student Code of Conduct](#) and the [School Act](#) shall apply to all school organized trips and activities.
 - 1.5. An active cell phone shall be with the group leader(s).
 - 1.6. Volunteer supervisors shall complete a Volunteer’s Safety Check Application, in compliance with [Administrative Procedure 490 – Community Volunteer](#).
 - 1.7. Transportation shall be in accordance with [Board Policy 19 – Conveyance of Students](#) and the [Field Trip Handbook](#).
 - 1.8. All field trips are to be approved by the principal of the school who shall ensure that the guidelines laid out in the [Field Trip Handbook](#) are followed
 - 1.9. District employees who are involved with field trips are covered for liability through the School Protection Program.
 - 1.10. For out of province trips, each accident/medical claim is individually evaluated by [WorkSafe BC](#) on its own merit and thus medical expenses may or may not be covered.
 - 1.11. Guidelines for supervision ratios are provided in the [Field Trip Handbook](#), but unique situations can be discussed with the Assistant Superintendent.
2. Routine Field Trip - Level One: (e.g. parks, farms, museums, concerts, plays, sporting events, water slides, Parliament Buildings, swimming in supervised pools with certified lifeguards, i.e. Walnut Grove Community Centre, Blair Pool, ice skating with helmets, roller blading with protection.) Level One may include elementary students cycling adjacent to the school depending on the availability of cycling paths/sidewalks. Cycling on roads is a minimum of an outdoor activity.

- 2.1. These field trips will have the following characteristics:
 - 2.1.1. Of one day or less duration.
 - 2.1.2. Takes place within the general Lower Mainland of B.C. from Squamish to Hope and from Victoria to Nanaimo on Vancouver Island.
 - 2.1.3. Do not involve hiking, snow shoeing, canoeing, kayaking, bicycling, snowboarding, skiing, rock climbing, or residential camping, or other higher risk activities.
- 2.2. Parents are to be informed of the proposed trip and the teacher is to obtain a signed [Field Trip - Parent Permission form](#) (Form 260-1) for each student involved.
- 2.3. The leader shall:
 - 2.3.1. Obtain signed parental consent forms for each student involved ([Low-Risk Field Trip - Parent Permission Form](#)) (Form 260-1).
 - 2.3.2. Take a copy of a [school registration form](#) (Form 300-1) or a [Field Trip Medical form](#) (Form 260-2) along for each student on the trip.
 - 2.3.3. Give consideration to having a male and female supervisor along on coed field trips. (This could include a parent supervisor).
- 2.4. The principal shall ensure that the above is completed before giving final approval.
3. Routine Field Trip - Level Two: (e.g. overnight sports tournaments or games, overnight to Aquarium or Science World, band retreats, music tours within B.C., overnight stays in school gymnasiums or libraries, indoor rock climbing, retreats which do not involve outdoor activities).
 - 3.1. These field trips will have the following characteristics:
 - 3.1.1. May be of more than one day in duration.
 - 3.1.2. Take place within the province of B.C.
 - 3.1.3. Do not involve hiking, snowshoeing, canoeing, kayaking, bicycling, swimming, back country skiing, wilderness rock climbing, residential camping, or other higher risk activities.
 - 3.2. Parents are to be informed of the proposed trip and the principal is to obtain a signed [Parent Permission form](#) (Form 260-1).
 - 3.3. The leader shall:
 - 3.3.1. Obtain signed parental consent forms for each student involved ([Low-Risk Field Trip - Parent Permission Form](#)) (Form 260-1).
 - 3.3.2. Take a copy of a school registration form (Form 300-1) or a [Field Trip Medical form](#) (Form 260-2) along for each student on the trip.
 - 3.3.3. Ensure there are both female and male supervisors on all coed trips. (This could include a parent supervisor).
 - 3.3.4. Ensure that students and parents are appropriately informed for specific activities.
 - 3.4. The principal shall ensure that the above is completed before giving final approval.

4. Routine Field Trip - Level Three: (eg. Downhill and Nordic track skiing; snowboarding/ snow blading programs within controlled ski areas with ski patrols, biking).
 - 4.1. These field trips will have the following characteristics:
 - 4.1.1. may be more than one day in duration
 - 4.1.2. take place within the province of BC
 - 4.2. Parents are to be informed of the proposed trip and the school is to obtain a signed Parental Consent (Form 260-1) and [Permission Form](#) and [Waiver for Child Participating in Snowboarding/Ski Trip](#) (Form 260-3) that includes the nature of the activities, risks involved and the level of supervision.
 - 4.2.1. Ensure that all relevant information has been communicated to the parents as outlined in the [Ski/Snowboard Trip Permission Form Guidelines](#) and [Teacher Instruction Checklist](#). If the ski area has a waiver printed on the tickets, ensure that a copy of the waiver has been provided to the parents as part of their information package.
 - 4.3. The leader shall:
 - 4.3.1. Obtain signed parental consent and waiver forms for each student involved. ([Parental Consent](#) (Form 260-1) and [Permission Form and Waiver for Child Participating in Snowboarding/Ski Trip](#)) (Form 260-3). The information is to clearly state to the parents the specific activities including knowledge of risks involved.
 - 4.3.2. Take a copy of the [Field Trip Medical form](#) (Form 260-2) along for each student on the trip.
 - 4.3.3. Ensure there are both female and male supervisors on all coed trips. (This could include a parent supervisor).
 - 4.3.4. Ensure compliance with the [Ski/Snow Board Trip Permission Form Guidelines and Teacher Instruction Checklist](#). Provide the information on the items completed from the Guideline to the principal prior to the final approval of the trip.
 - 4.3.5. All students and adult supervisors shall wear helmets when skiing and snowboarding. In addition, anyone snowboarding is required to wear wrist protectors. Anyone observed not wearing the required protective equipment will have their lift ticket revoked and will not ski/snowboard for the remainder of the trip.
 - 4.3.6. Where feasible, a private vehicle shall also be available to accommodate student incidents.
 - 4.4. The principal shall ensure that the above is completed before giving final approval.
5. Outdoor Field Trips: (e.g. hiking, canoeing, sea kayaking, retreats which involve outdoor activities, swimming in natural settings, wilderness orienteering, residential camping, cycling).
 - 5.1. These field trips will have the following characteristics:
 - 5.1.1. May be of more than one day in duration.
 - 5.1.2. Take place within the province of B.C.

- 5.1.3. Involves one of the activities identified above.
- 5.1.4. Activities not listed above will be considered on an individual basis by the principal.
- 5.2. The leader shall:
 - 5.2.1. Ensure there are both female and male supervisors on all coed trips. (This could include a parent supervisor).
 - 5.2.2. Ensure that at least one supervisor has a current First Aid certification as detailed in the [Field Trip Handbook](#).
 - 5.2.3. Ensure that students and parents are appropriately informed for specific activities and that they are aware of all expectations including knowledge of risks involved.
 - 5.2.4. Obtain signed parental consent forms for each student involved ([Higher-Risk Field Trip - Parent Permission Form](#)) (Form 260-4). The information shall clearly state to the parents the specific activities including knowledge of risks involved.
 - 5.2.5. Require that parents fill out a [Field Trip Medical Form](#) (Form 260-2). (These may be kept on file and updated throughout the year)
 - 5.2.6. Ensure that supervisors meet the requirements for training as detailed in the [Field Trip Handbook](#) for any swimming that takes place outside of an area patrolled by lifeguards.
 - 5.2.7. Submit a "[Field Trip Application Form](#)" (Form 260-5) to the principal at least two weeks before the excursion. (Timeline could be longer or shorter at discretion of the principal)
- 5.3. All field trips are to be approved by the principal of the school who shall ensure that the guidelines laid out in the [Field Trip Handbook](#) are followed.
6. Out Of Province Field Trips: (e.g. any field trip for any length of time which takes place outside the province of British Columbia including International travel)

The following procedures shall be followed:

- 6.1. The leader shall:
 - 6.1.1. Ensure there are both female and male supervisors on all coed trips. (This could include a parent supervisor)
 - 6.1.2. Ensure that students and parents are appropriately informed for specific activities and that they are aware of all expectations including knowledge of risks involved.
 - 6.1.3. Inform parents of the specific nature of the activity and its place in the school curriculum.
 - 6.1.4. Obtain signed parental consent forms for each student involved (use [Higher-Risk Field Trip - Parent Permission Form](#) (Form 260-4) for trips in Canada and [Waiver of Liability for International Travel](#)) (Form 260-6) The information shall clearly state to the parents the specific activities including knowledge of risks involved.

- 6.1.5. Require that parents fill out a [Field Trip Medical Form](#) (Form 260-2). (These shall be kept on file and updated throughout the year)
- 6.1.6. Confirm that adequate out-of-country medical coverage is obtained for all staff, students and supervisors.
- 6.1.7. For travel within Canada, submit a "[Field Trip Application Form](#)" (Form 260-5) to the principal for approval, at least two weeks before the excursion. (Timeline could be longer or shorter at discretion of the principal)
- 6.1.8. Submit a "[Field Trip Application Form](#)" (Form 260-7) for International Travel to the principal, at least five months before the trip.
- 6.2. For travel inside of Canada, all field trips are to be approved by the principal of the school who will ensure that the guidelines laid out in the [Field Trip Handbook](#) are followed.
 - 6.2.1. International travel, including trips to the United States, is to be approved by the appropriate Assistant Superintendent. The principal shall send a copy of the [Field Trip Approval form](#) (Form 260-7) to the appropriate Assistant Superintendent at least five months prior to the commencement of the trip. Copies of related lists and consent forms need to be forwarded to the Assistant Superintendent eight (8) weeks prior to the start of the trip.

7. Supervision Responsibilities - All Trips

- 7.1. Supervisors shall ensure there are both male and female supervisors on all coed field trips. (This could include a parent supervisor) An exception to this may be considered on certain Level One field trips.
- 7.2. Where funds are required for non-curricular field trips to provide adequate supervision, participants shall be informed of the costs of the trip including supervision.
- 7.3. Supervisors are considered to be on supervision throughout a field trip and are expected to provide reasonable supervision. Reasonable supervision is that which would be provided by a careful and prudent parent.
- 7.4. Supervisors shall ensure that students understand that school rules for conduct and behaviour are to be maintained throughout the field trip.
- 7.5. Supervisors shall make students aware of procedures by which supervisors can be contacted if necessary.
- 7.6. The responsibility for organizing adequate supervision belongs to the teacher(s) in charge of the field trip. These teacher(s) may not relinquish responsibility, but they may schedule specific times when they are free of supervision duties and able to pursue meeting individual or personal needs.
- 7.7. The consumption of alcohol by supervisors for the duration of the field trip is strictly prohibited. This includes cases in which students are billeted.

8. Specific procedures are outlined in the book entitled "[Field Trip Handbook](#)".

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act

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