

## SD42 PROCEDURE 8901.1

### LEVEL 1 FIELD TRIPS (INCLUDING EXTRA CURRICULAR ACTIVITIES)

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School and District personnel are permitted and encouraged to organize and supervise planned field trips that have clear educational merit and complement the British Columbia curriculum or a program.

This procedure outlines the roles, responsibilities, and processes required for a Level 1 field trip.

#### DEFINITIONS

A field trip is defined as an activity that supports and enhances the B.C. curriculum, and one in which students participate outside of their own school during the course of the day, beyond the normal school day, or over one or more nights.

Level 1 field trips are for one (1) day, stay within the Lower Mainland, do not involve high-risk activities, and require principal pre-approval. Examples include but are not limited to:

- Community visits to the local fire hall, police station, etc.
- Trips to local destinations such as other schools, Vancouver/Fraser Valley points of interest, etc.
- On-going activities such as sporting events

#### GUIDELINES

1. Approval – Authority for the approval of Level 1 field trips is delegated to school principals. Approval must be obtained before a proposed field trip is presented to students and parents/guardians.

In circumstances where the field trip does not clearly fall within Level 1 or 2, the principal will consult with their zone lead to determine approval authority.

2. Informed Consent – Once pre-approval for the Level 1 field trip is obtained, parents/guardians must be provided with comprehensive information regarding the date, location, arrangements, level of supervision, and potential inherent risks to allow parents/guardians to provide informed consent for the field trip.
3. Inherent Risk – Included in the permission form for all field trips must be a comprehensive list of dangers and risks associated with the specific activity or trip. In order to provide parents/guardians with sufficient information to make an informed decision about each field trip, this list must be written with the details of each trip in mind.
4. Safety Plan – Prepared by the teacher sponsor and approved by the principal. The plan outlines adult supervision for the field trip, general code of conduct and rules students will be required to adhere to, emergency procedures and communications protocols. The safety plan is shared with parents/guardians and reviewed with participating students and supervisors.

#### ROLES AND RESPONSIBILITIES

The principal has primary responsibility and authority for the approval, oversight, and conduct of field trips. The planning and supervision of field trips is a shared responsibility among the

principal, teaching staff, approved community coaches and sponsors, parents/guardians, and students.

Principals will ensure:

a. Educational Purpose and Equity

- The field trip is directly connected to the learning outcomes of courses offered at the sponsoring school, enhances the B.C. curriculum and is appropriate for the students' age and maturity.
- Field trips will be planned and implemented to provide equitable access for all students to participate, with appropriate accommodation(s) and support(s) as needed.
- Participation in field trips is not mandatory and will not affect course grades.

b. Approval and Oversight

- All required approvals, including approval by zone lead when applicable, are obtained within established timelines.
- All fundraising activities related to the field trip comply with district guidelines and receive the necessary approvals.

c. Supervision, Safety, and Communication

- Adequate and qualified supervision is provided, taking into consideration the age of the students and the nature of the activity.
- Volunteer supervisors are informed of their roles, responsibilities, and applicable requirements.
- Reliable communication is available for the duration of the field trip, including access to a cellular phone, or alternative communication arrangements where cellular service is unavailable.

d. Parent/Guardian Communication and Consent

- Parents/guardians are provided with approved information outlining the purpose of the trip, supervision arrangements, itinerary, transportation, and potential risks.
- Informed parent/guardian consent is obtained and filed at the school prior to the trip.
- Behavioural expectations, including those aligned with the district and school's Code of Conduct, are communicated to parents/guardians in writing. Informed parent/guardian consent is obtained and filed at the school prior to the field trip.

e. Documentation and Emergency Preparedness

- All required documentation is received and maintained at the school office, including participant and volunteer lists, student medical and emergency contact information, itinerary details, and transportation arrangements.
- Documentation is compiled and readily accessible to support a timely response in the event of an emergency.

Teachers will ensure:

a. Educational Purpose and Preparation

- The field trip is directly connected to learning outcomes of courses offered at the sponsoring school, enhances the B.C. curriculum, and is appropriate for the students' age and maturity.
- The purpose(s) of the trip are clearly defined early in the planning process, with appropriate pre-trip preparation and post-trip follow-up learning activities.

b. Approval and Compliance

- All required approvals, including principal approval, are obtained prior to making commitments.
  - All fundraising activities related to the field trip comply with district policies, procedures, and guidelines and receive the necessary approvals.
  - Required forms and documentation are completed and submitted within established timelines.
  - Appropriate supervision is provided at all times.
- c. Planning, Safety, and Risk Management
- Required forms and documentation are completed and submitted within the established timelines.
  - Where appropriate, students and volunteers receive required training, safety rules and expectations are reviewed, and necessary equipment and supplies are prepared.
- d. Parent/Guardian Communication and Consent
- Parents/guardians are provided with district-approved information outlining the purpose of the trip, supervision arrangements, itinerary, and potential risks.
  - Informed parent/guardian consent is obtained, and meetings are held when required to support understanding.
- e. Supervision and Student Support
- Appropriate supervision is provided at all times during the field trip, and volunteer responsibilities are clearly communicated.
  - An appropriate educational program and supervision are provided for students who do not participate in the field trip, including students in classes taught by participating teachers.

Students are expected to:

- a. Readiness and Participation
- Meet participation requirements for the field trip, including returning required forms and completing personal preparations within established timelines.
  - Demonstrate a pattern of responsible behaviour appropriate to participation in the field trip.
- b. Conduct and Safety
- Understand and follow all rules of conduct and safety expectations for the field trip, with behaviour consistent with the district and school's Code of Conduct.
  - Understand the supervision arrangements for the field trip and the consequences for non-compliance.
- c. Safety Awareness
- Understand the key elements of the safety plan and be able to follow safety instructions provided by supervising adults.

Parents/Guardians are expected to:

- a. Information and Informed Consent
- Become informed about all aspects of the field trip, including the purpose, itinerary, supervision arrangements, and potential risks, and attend parent/guardian information meetings when scheduled.
  - Review and understand information provided by the school and provide informed consent for their child's participation.

b. Health, Safety, and Communication

- Inform the school of any changes to their child's medical profile and communicate with the teacher regarding any medical condition that may require intervention.
- Ensure that required health and hospital insurance coverage is in place for the duration of the trip, as specified by the principal.

c. Preparation and Conduct

- Support their child in completing personal preparations for the field trip.
- Understand the rules of conduct and safety expectations for the trip, including the district and school's Code of Conduct, and review these expectations with their child.
- Review the Safety Plan with their child and reinforce expectations outlined in the plan.

### ***PARTICIPATION***

- The principal shall have the final determination on the eligibility of a student's participation in a field trip.
- When, in the opinion of the supervisors, the behaviour of a student on a field trip compromises the safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of the parents/guardians. Parents/guardians will be notified of this measure before the student is sent home.
- Non-participation in a field trip will not affect a student's standing or letter grade for the course.

### ***VOLUNTEERS***

- The principal will approve the participation of each volunteer with the understanding that teachers may delegate supervisory responsibilities to these volunteers.
- Principals must select and screen volunteers in accordance with the Volunteers policy and procedures.
- Volunteers may be required to submit a criminal record check.
- Supervisors must have the appropriate skills and knowledge to participate in the field trip.

### **FIELD TRIP PLANNING, PREPARATION, AND COORDINATION**

#### ***Transportation***

- Drivers for all modes of transportation, commercial or volunteer, must ensure they have liability insurance. This must be documented as part of the planning process for all drivers.
- Volunteer drivers must provide an official Driver's Abstract to the principal along with a completed Volunteer Driver Application for consideration/approval.
- Volunteer drivers must have a completed Criminal Record Check, if they are transporting children other than their own child(ren).
- Separate passenger lists for each vehicle used for the trip must be prepared and a copy left at the school.
- Transportation arrangements involving flights, ferries and trains should include details such as schedules, flight numbers, etc.

### ***Timing and Financing***

- When coordinating field trips, the principal and teacher(s) will consider factors such as the timing, frequency of trips per student/staff member, the amount of time missed from classes, and the age of students related to the length of trip. They must also be sensitive to the financial cost to students and families and have contingency arrangements.
- A summary of financial arrangements shall be completed by the sponsor teacher and submitted to the principal within two weeks of the completion of the field trip. The responsibility for the expenses of field trips is with the school.
- All fundraising activities to support field trips will be done in accordance with relevant Board policies, district procedures and guidelines, and applicable legislation.
- All costs, including Teacher-On-Call (TTOC) costs if needed, may be covered through fundraising activities, fees, or charged to a school budget.
- All invoices and trip-related expenses must be paid by the school with a school credit card or cheque.

### ***Trip Files***

- School Office - The following documents will be kept in an accessible and designated location known by all staff:
  - Trip itinerary including anticipated return time.
  - Sample of informed consent form.
  - Completed informed consent forms.
  - Passenger list of students and adults on the trip.
  - Transportation arrangements (e.g. bus company or passenger lists for volunteer drivers).
  - Safety Plan.
- On the trip the sponsor teacher will carry:
  - Health information sheets for students.
  - Emergency contact information for students.
  - School contact information for emergencies.
  - Passenger list of students and adults on the trip.
  - Trip itinerary and contact lists.
  - Safety Plan.

### ***Emergencies***

In the event of an emergency, the sponsor teacher or designate will notify the school principal as soon as is practical. The principal or designate will then contact parents/guardians to provide them with information regarding the status of the situation. The principal will notify the zone lead.

### ***Financial Risk***

#### **a. Notice and Financial Risk**

- Prior to accepting any financial contributions from parents/guardians or students, the school will provide written notice that, should the field trip be cancelled for any reason, the district is not responsible for costs incurred.

#### **b. Transparency and Accountability**

- Financial arrangements related to staff and volunteer participation will be transparent, including the allocation of complimentary tickets, discounts, or travel benefits earned through group travel.
- Teacher-On-Call costs associated with the field trip will be clearly identified and

documented in all related financial records.

c. Use of Funds

- Funds raised through field trip-related activities will be applied first to benefit participating students and, where applicable, to support the participation of staff and volunteers.

d. Equity and Hardship

- The school district's hardship policy applies to all required curricular travel.
- The principal is responsible for reviewing and approving hardship fee waivers in accordance with district policy.

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