

## SD42 PROCEDURE 8901.2

### LEVEL 2 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 Level 2 field trips.

#### 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 2 field trips include one or more of the following characteristics: are for more than one (1) day (overnight), involve high risk activities, involve travel outside of the Lower Mainland, and require zone lead or superintendent pre-approval. Examples include but are not limited to:

- Skating and supervised swimming instruction. (Note: lifeguard supervision is required for a recognized instructional program).
- Trips that take place outside the Lower Mainland, Fraser Valley, and Greater Victoria regions.
- Out-of-province travel and/or international travel.
- Wilderness trips, camping, cycling, canoeing, windsurfing, skiing and snowboarding, outdoor rock climbing, horseback riding, scuba diving, and sailing.

#### GUIDELINES

1. Approval – Authority for the approval of Level 2 field trips is delegated to the zone lead (Assistant or Deputy Superintendent). 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 the zone lead to determine approval authority.

2. Informed Consent – Once pre-approval for the Level 2 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 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 and zone lead. 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. Level 2 field trips require additional approval from the district through the school's zone leader.

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 the zone lead, 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, 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 district-approved information outlining the purpose of the field trip, supervision arrangements, itinerary, and potential risks.
- A parent information meeting is held prior to consent being provided, or sufficient written information is shared to ensure informed consent.
- 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 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 to the age and maturity of the students.
  - The purpose(s) of the trip are clearly established early in the planning process, with appropriate pre-trip preparation and post-trip follow-up learning activities.
- b. Approval and Compliance
- Principal approval and, where applicable, approval from the zone lead is obtained prior to making commitments related to the field trip.
  - 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. Safety, Risk Management, and Readiness
- Required forms and documentation are completed and submitted within established timelines.
  - Where appropriate, students and volunteers receive required training, safety rules and expectations are reviewed, and necessary equipment and supplies are prepared.
- d. 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.
- e. Parent/Guardian Communication
- Parents/guardians are provided with district-approved information outlining the purpose of the field trip, supervision arrangements, itinerary, and potential risks.
  - Meetings are held when required to provide information.

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 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***

- Any student may take part in field trips, subject to the criteria and guidelines of the activity. 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 safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of 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 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***

- Trips outside of the Lower Mainland from November 1 to March 30 must utilize a coach line (bus).
- 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 teachers 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 the trip. They must also be sensitive to the financial cost to students and families and have contingency arrangements. Normally, trips exceeding three (3) days of missed school will not be approved.
- 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 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 (TOC) costs if needed, may be covered through fundraising activities 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.

### ***Supervision of Field Trips***

The selection of supervisors for extended field trips will consider the following factors:

- a. Nature and Duration of the Trip
  - The distance from home and the length of time students will be away.
  - The requirement for continuous supervision, including 24-hour responsibility for student care and well-being.
- b. Environment and Activities
  - The nature of planned activities and any unfamiliar or higher-risk environments.
  - Differences in language, customs, cultural norms, and local social infrastructure.
- c. Knowledge, Skills, and Preparedness
  - Relevant training and experience, including current first aid certification.
  - Knowledge of travel logistics and, where applicable, international travel requirements and protocols.
- d. Student Needs and Representation
  - The needs of participating students, including considerations related to age, gender, and supervision dynamics, to support student safety, comfort, and well-being.

The principal will convene a meeting with all trip supervisors to ensure clarity regarding:

- a. Leadership and Roles
  - Identification of the supervisor in charge, confirmation that the principal has final authority regarding volunteer supervisors, and clear definition of supervisory roles and responsibilities.
- b. Supervision Expectations
  - Expectations for continuous supervision, including during overnight, unscheduled,

and non-instructional time, and the requirement that supervisors act as role models and exercise sound judgement at all times.

c. Standards of Conduct

- Behavioural expectations for students and supervisors, including adherence to the school's Code of Conduct, clear expectations regarding smoking, and the prohibition of alcohol use by students, staff, and volunteers, regardless of local laws or customs. That supervisors must always be capable of unimpaired judgement in case of an unexpected emergency.

d. Safety and Emergency Preparedness

- Identification of potential risks, strategies to mitigate those risks, and review of emergency and critical incident response procedures.

### ***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 Matters***

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.

### ***Approval Process***

Level 2 Field Trips (high risk) require approval by the principal and zone lead, or senior staff designate.

Certain types of field trips may be prohibited by district administration or principals based on risk assessment, cost, excessive travel, or a limited relationship to curriculum or program outcomes.

Approval in principle must be obtained as follows:

- One (1) month prior to departure for local trips.
- Three (3) months prior to departure for trips outside of the province but inside Canada or in the U.S.A.
- One (1) year prior to departure for trips involving international travel other than the U.S.A.

The Field Trip Approval Request Form must be completed by the sponsor teacher and submitted to the principal for review and approval prior to submission to the zone lead or senior staff designate for approval. Safety procedures and contingency plans must be prepared and submitted as part of the approval request. For International Field trips, the sponsoring teacher must also complete the Out of Country Field Trip Checklist, which must be submitted to the principal for approval prior to submission to the zone lead, or senior staff designate.

The safety procedures and a detailed safety plan provided at the time of application must include:

- Purpose and Activities  
The purpose of the trip, including the educational rationale for major activities and key trip components.
- Itinerary and Logistics  
A detailed itinerary, including accommodation arrangements, transportation plans, and identification of any travel experts or providers with experience in the region to be visited.
- Supervision and Communication  
A clear description of supervision arrangements, including supervision levels and, where required, a scheduled communication or check-in plan.
- Emergency Preparedness  
Emergency contact information for the group, first aid contingency plans, and emergency response procedures.
- Risk and Contingency Planning  
A contingency plan addressing student safety in the event of regional instability or other emergent risks.

The superintendent or senior staff designate will seek out, where necessary, expert legal and risk management advice concerning safety concerns and will consider this advice before approving Level 2 fieldtrips.

**International field trips involve additional risks and, accordingly, additional caution must be exercised.** The following criteria will be applied when considering an approval request for an international field trip:

- a. All international travel must be based on substantive and specific curricular outcomes related to a particular course or program.
- b. All travel must be of reasonable duration, lasting normally not more than three (3) days of missed school.
- c. Travel insurance must include a full cancellation refund so that if the school district determines the trip must be cancelled due to global conditions or other safety concerns, families will be reimbursed by the insurance company.
- d. Canada's travel advisory must be consulted: <http://travel.gc.ca/travelling/advisories>. Normally only trips to countries with an advisory of "exercise normal precautions" will be approved. International travel to destinations with a heightened Government of Canada rating will be considered by the superintendent or senior staff designate in consultation with senior team. From the early planning stages and through to execution of the trip, the superintendent or senior staff designate will also consult with specialized student travel experts who are familiar with the region. When directed by the principal, all trip participants must be registered with DFAIT ([www.voyage.gc.ca](http://www.voyage.gc.ca)) prior to departure, and the local Canadian consulate must be contacted upon arrival to activate registration.
- e. Students will be provided with appropriate travel and activity agendas.
- f. Criteria have been established for appropriate field trip access and eligibility.
- g. Appropriate arrangements including travel contracts, insurance coverage, and cancellation insurance are provided.
- h. An appropriate student supervision plan is established.
- i. Appropriate communication to parents/guardians of responsibilities and expectations of student and adult participants is provided.
- j. All contracts must be approved by the secretary treasurer or designate.

### ***Trip Cancellation Process***

International field trips involve additional risks and, accordingly, additional caution must be exercised. The political climate of the region will be monitored, and the school district may cancel trips depending on an identified level of risk.

Prior to departure, the teacher sponsor and the principal must consult Canada's travel advisory at <http://travel.gc.ca/travelling/advisories>. If the travel advisory for the destination country/countries has changed the principal must inform the superintendent or senior staff designate of the change. The superintendent or senior staff designate will consult with senior team and other relevant specialized resources/advisors before making a decision regarding the field trip. If a decision is made to cancel the field trip, this decision will be communicated to the principal who is responsible for communicating this decision to teacher sponsors, parents and students.

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