

## SD 42 PROCEDURE: 8901.2

### LEVEL 2 FIELD TRIPS (INCLUDING EXTRA CURRICULAR ACTIVITIES)

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#### **Purpose**

To provide guidelines for principals, teachers, parents, and students when applying to the director for level two field trips and extra-curricular activities.

#### **Definition**

1. 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.
2. **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 director pre-approval. Examples include but are not limited to:
  - Out-of-province travel and/or international travel (social justice trips).
  - Wilderness trips, camping, cycling, canoeing, windsurfing, skiing and snowboarding, outdoor rock climbing, horse-back riding, scuba diving, sailing.
3. **Approval** – Authority for the approval of Level 2 field trips is delegated to directors of instruction. Approval must be obtained before a proposed field trip is presented to students and parents.

In circumstances where the field trip does not clearly fall within Level 1 or 2, the principal will consult with the director of instruction to determine approval authority.
4. **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 in order to allow parents/guardians to provide informed consent for the field trip.
5. **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 it must be written with the details of each trip in mind.
6. **Safety Plan** – Prepared by the teacher sponsor and approved by the Principal and Director of Instruction. 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 and reviewed with participating students and supervisors.

## **Guidelines for Level 2 Field Trips**

### **1. Responsibility:**

- a. The principal is assigned primary responsibility and authority to oversee field trips.
- b. Planning and supervision for the field trip is the shared responsibility of the principal, the teaching staff, approved community coaches, community sponsors, parents and students.

### **2. Principals will ensure that:**

- a. 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.
- b. Director approval is obtained within specified time requirements.
- c. All documentation is received at the school office. This documentation must include a list of participants and volunteers, student medical and emergency contact information, itinerary, and transportation arrangements.
- d. The compiled list is on file and ready for timely use in the event of an emergency.
- e. Information is provided to parents through district forms explaining the purpose, supervision, itinerary and potential risks involved in the trip.
- f. A meeting is held with parents before they give consent for their child to attend the field trip or sufficient information is provided in writing to parents to ensure informed consent. All expectations around student behaviour are provided to parents in writing.
- g. Informed parent/guardian consent is filed at the school office before the trip.
- h. Adequate qualified supervision is provided for the trip considering the age of the students and the nature of the activity.
- i. A cellular phone is provided for all Level 2 field trips if a telephone is not immediately accessible at the destination point. If cellular phone service is not available, arrangements are made for alternate forms of communication.
- j. Volunteer supervisors have been informed of their responsibilities and requirements.
- k. All fundraising activities comply with district guidelines and have approval.
- l. Participation in field trips is not mandatory and will not affect course grades.

### **3. Teachers will ensure that:**

- a. 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.
- b. Purpose(s) for the trip are established early in the planning process. Thorough class preparation and follow-up is conducted.
- c. Principal and, where applicable, the designated senior staff person approval has been secured before commitments are made.
- d. All forms have been completed well in advance.
- e. All invoices are paid through the school and not applied to personal credit cards.
- f. Where appropriate, special training is conducted, equipment and supply preparations are completed and all safety rules and rules of conduct are reviewed with students and volunteers.
- g. Information is provided to parents/guardians explaining the purpose, supervision, itinerary and potential risks involved in the trip using the district's form.

- h. Informed consent is received from parents/guardians. Meetings are held when required to provide information.
- i. Appropriate supervision is provided at all times. Responsibilities have been communicated to all volunteers.
- j. An appropriate educational program and supervision is provided for students not attending the field trip or for the students in the class(es) of a participating teacher.
- k. All documentation is filed at the school office, including list of participants and volunteers, medical and emergency contact information, itinerary, transportation arrangements, etc. before departure. Emergency medical information and contact numbers will be taken on the trip by the person in charge.
- l. All fundraising activities comply with district policies, procedures and guidelines and are approved.

**4. Students will ensure that:**

- a. All forms and arrangements have been completed according to timelines provided.
- b. They have demonstrated a pattern of responsible behaviour.
- c. Rules of conduct and safety for the trip are understood and followed and behaviour is consistent with the school's Code of Conduct.
- d. Personal preparations for the trip have been made.
- e. They understand the supervision process for the trip and the consequences for non-compliance.
- f. They understand and can articulate the elements of a safety plan.

**5. Parents/Guardians will ensure that:**

- a. They are fully informed on all aspects of the trip, have attended the parent information meeting (if scheduled), have read and understood the itinerary and any inherent risks involved.
- b. The school is informed of any changes to the medical profile of their child and have contacted the teacher if any medical condition exists that may require intervention.
- c. Personal preparation for the trip is complete.
- d. They understand the rules of conduct and safety specified for the trip, including the School Code of Conduct, and have discussed these with their child.
- e. They have provided health and hospital insurance coverage for the duration of the trip as required by the school principal.
- f. They understand the Safety Plan and have reviewed expectations set out in the Safety Plan with their child.

**6. Participation:**

- a. Any student may take part in field trips sanctioned by the principal, subject to the criteria and guidelines of the activity. The principal shall have the final word on the eligibility of a student's participation.
- b. 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.
- c. Non-participation in a field trip will not affect a student's standing or letter grade for the course.

**7. Volunteers:**

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

**8. Transportation:**

- a. 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.
- b. Volunteer drivers must provide an official Driver's Abstract to the principal along with a completed Volunteer Driver Application for consideration/approval.
- c. Separate passenger lists for each vehicle used for the trip must be prepared and a copy left at the school.
- d. Transportation arrangements involving flights, ferries and trains should include details such as schedules, flight number, etc.

**9. Timing and Financing:**

- a. 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 trip. They must also be sensitive to the financial cost to students and families, and have contingency arrangements. Normally trips exceeding more than three (3) days of missed school will not be approved.
- b. 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.
- c. All fundraising activities to support field trips will be done in accordance with relevant Board policies, procedures and guidelines, and applicable legislation.
- d. All costs, including TTOC costs if needed, may be covered through fundraising activities or charged to a school budget.
- e. All invoices and trip related expenses must be paid by the school with a school credit card or cheque.

**10. Supervision of Field Trips:**

- a. The selection of supervisors for extended field trips will consider the following:
  - distance from home for a long period of time
  - supervision of students is a 24-hour responsibility "in loco parentis"
  - unusual activities and surroundings
  - language, custom and cultural differences
  - living in areas with a different social infrastructure
  - first aid
  - knowledge of international travel
  - gender

- b. The principal must convene a meeting with all trip supervisors to:
- Indicate who is in charge, clarify that the principal will make the final determination on volunteer supervisors, and define the roles of volunteers.
  - Communicate that supervisors are role models and inform volunteers about supervision and leadership techniques.
  - Indicate that supervision is required 24 hours a day including sleep time and unscheduled time.
  - State that the use of alcohol by students, staff, and volunteers is prohibited regardless of circumstance or local laws or customs. Supervisors must always be capable of unimpaired judgment in case of an unexpected emergency.
  - Discuss the issue of smoking and provide clear expectations.
  - Review code of conduct for both students and supervisors, as well as possible consequences for inappropriate behaviour.
  - Discuss any potential risks and plans to minimize those risks, and define a critical incident plan to address emergencies.

### **11. Trip Files:**

- a. School Office - The following documents will be kept in a visible and designated location known by all staff:
- Trip itinerary including anticipated return time.
  - Sample of informed consent form.
  - Passenger list of students and adults on the trip.
  - Transportation arrangements (e.g. bus company or passenger lists for volunteer drivers).
  - Safety Plan.
- b. 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.

### **12. Emergencies:**

- a. 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.
- b. The magnitude of the event may also necessitate that the principal contact the superintendent or other members of senior team who will notify trustees and others as appropriate.

### **13. Financial Matters**

- a. Before any parent or student financial contributions are accepted, parents must be notified in writing that should the travel have to be cancelled for any reason, the district is not responsible for any costs incurred.

- b. Financial arrangements for staff and volunteer costs must be transparent, including the use of any free tickets and the accruing of travel benefits earned from the group's travel.
- c. Funds raised by all participants will first be used to benefit the students and secondly for the benefit of the other participants.
- d. Teacher-On-Call expenses must be clearly described in all financial records for the field trip.
- e. The school district hardship policy applies to all required curricular travel and the principal is responsible for granting hardship fee waivers.

#### **14. Approval Process**

Level 2 Field Trips (high risk) require approval by the principal and the director of instruction.

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

Approval in principle must be obtained as follows:

- a. One (1) month prior to departure for local trips.
- b. Three (3) months prior to departure for trips outside of the province but inside Canada or in the U.S.A.
- c. 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 approval prior to submission to the director of instruction for approval. Safety procedures and contingency plans must be prepared and included with the request form. For International Field trips, the sponsoring teacher must also complete the Out of Country Field Trip Checklist and submit it to the principal for approval prior to submission to the director of instruction for approval.

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

- purpose(s) for the trip including rationale for major activities and trip components;
- itinerary including accommodation plans, transportation arrangements, and a list of travel experts who are experienced and familiar with the region to be visited;
- clear statement of the level of supervision that will be provided;
- a phone check-in schedule to be followed if determined necessary;
- emergency contact numbers for the group while on the trip;
- first aid contingency plans;
- a detailed safety plan that considers student safety should the region become destabilized.

A parent/guardian information meeting may be held if the principal or director determine one is necessary.

The director of instruction will seek out, where necessary, expert legal and risk management advice concerning safety concerns and will consider this advice before approving Level 2 field trips.

**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 a director in consultation with senior team. From the early planning stages and through to execution of the trip, director and senior team 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. An appropriate communication to parents/guardians of responsibilities and expectations of student and adult participants is provided.

#### **14. 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 director of instruction of the change. The director of instruction 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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