



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: October 11, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer and Jacquie Poulin, Assistant Superintendent
SUBJECT: Administrative Procedure 333 - Field Trips

Background

This Information Sheet outlines changes to Administrative Procedure 333 - Field Trips (the “AP”).

Discussion

The update to this AP is part of the District’s effort to review and modernize all of our administrative procedures. This AP was prioritized as it is used throughout the system on a regular basis and there were significant unnecessary hurdles created by the AP in its former form.

The first changes that should be noted is the reference to the District’s Inclusion Policy. It is important to highlight to both our internal as well as our external communities the District's commitment to inclusion and how field trips must align with that policy. The District has applied the Inclusion Policy to this AP which makes the District's commitment even clearer.

The second important area to note is that it was determined that the previous AP had significant amounts of redundancies, repetition and in some cases provisions that did not align. These have been addressed.

Review and updates to this AP was led by a secondary principal as well as a former elementary principal with a lens to ensure convenience, alignment to the online field trip request form, as well as a risk management. Schools’ Protection Program was also consulted and provided input into our changes resulting in what is being presented to this committee. Further, our international program was also consulted to ensure that the AP aligned with best risk management practices while also inhibiting opportunities to a minimum.

Finally, it should be noted that there may be further changes in the event that a specific Board policy is created.

Appendix A: Updated Administrative Procedure 333 – Field Trips