

## AP 333 – Field Trips

### Administrative Procedure 333 – Field Trips



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### 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, 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 that are in alignment with NLPS Inclusion Policy 2.10 and District values. 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.

### Definitions

**Curricular** field trips are defined as those that are directly related to the curricular offerings of school. Such trips would usually involve an entire class.

**Extra-curricular** field trips are enrichment activities which may not be directly related to classroom programs and which are optional. Students from more than one class/school may be afforded the opportunity to participate in such field trips.

### Types of Field Trips:

Field trips generally fall under the following categories:

1. Walk/Run
2. Curricular/Extra-Curricular Field Trips - one day/series
3. Curricular/Extra-Curricular In-Province - overnight or multiple nights
4. Out of Province/International Overnight - this could include excursions for students through outside agencies with district staff direction

### Exceptions

Where individual students travel to attend a place of work or study, off-site from their home school, field trip forms are not required as appropriate documentation will be done through these programs. Examples: Community opportunities, WEX, CTC and Dual Credit.

### ***Walk/Run Field Trip Process/Responsibilities:***

Whole school, office sends home walk/run consent at the start of the year to all parents/guardians. Short supervised walking trips within a 4km radius of the school may be taken when the following conditions are met by the teacher in charge:

- all permissions are returned for their class
- parents/guardians/homestay hosts will be informed of walking field trip dates and locations through a planner message or email
- school office will be informed of walking field trip dates, times, and locations; leave a class roster at the office; and follow any school specific guidelines
- one day field trip supervision requirements and ratios apply as outlined on page 4
- supervising teacher must provide an emergency cell phone contact number with the office

### **Guiding Principles**

All other field trips must be planned using the “**Online Field Trip Application Procedure**” that is located on the District’s *staff* portion of the web site at <https://field-trips.sd68.bc.ca/> . Detailed information required for effective planning is provided as the lead teacher/district employee completes the form on-line. After completing the form, a digital summary of the form is automatically shared with the Principal/District Principal of the school/program for approval. If required, a digital summary will also go to the appropriate assistant superintendent for approval. The **online field trip application procedure** must be completed in the designated time frame specified for the type of field trip being planned.

### **General Process/Responsibilities:**

1. All school field trips require the verbal approval of the Principal/District Principal or designated Vice-Principal prior to any planning or information sharing campaign.
2. Upon verbal approval from the Principal/District Principal, the lead teacher/lead staff member will complete the **online field trip application**. This application will include supervision acknowledgement, means of transportation, and risk level.
  - a. High-Risk Field Trip (as identified in the Online Field Trip Approval platform) – the principal’s/district principal’s pre-approval is required and then will go to the Assistant Superintendent for final approval. The application must be submitted **three (3) weeks** prior to the event.
3. **Once the trip is approved through the online application, the responsibility lies with the individual who organized the field trip.**
4. The principal shall ensure that field trips, to the greatest extent possible, are experienced equitably among all classes and students in the school.
5. Informed parental consent, electronically or in writing, must be obtained for all field trips. Informed consent is the signing of the field trip permission document.
6. Signed consent forms for all students must be kept for two (2) years after the completion of a trip.
  - a. The lead teacher or staff member is responsible for collecting all the field trip permission documents and ensuring that only students with fully completed documents are attending.

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- b. The lead teacher or staff member is responsible for submitting all completed field trip documents to the office within one week after the trip or series of trips.
  - c. The office is responsible for storing submitted documents for 2 years. The office is responsible for the appropriate disposal of the documents after 2 years.
7. An appropriate program of instruction at school shall be provided for students who do not participate in the field trip. Parents shall be advised of these arrangements.
8. Neither curricular nor “whole school, whole class or whole team” extra-curricular field trips shall be denied to a Ministry funded student because of cost. Emergency funding shall be provided on the basis of need to the extent that funds are available. If available funds are insufficient to ensure that all students who wish to participate can be included in a field trip that is intended to involve the entire school, class or team of which the student is a part, the field trip must be abandoned, or rescheduled to a time when funds are sufficient.
9. Parents of elementary aged students (Kindergarten through Grade 7) shall not be asked to pay for either curricular or “whole school, whole class or whole team” extra-curricular field trips where the cost to parents/guardians is in excess of \$50.00.
10. Staff are advised not to have their own children accompany them on curricular field trips.
11. It is expected that students participating in any school-sponsored field trip will abide by their school’s code of conduct which follows *District Administrative Procedure 344*
12. Any volunteer wishing to serve as a student supervisor must complete a ‘Criminal Record Check’ as per *AP 310 – Volunteers*.
13. A risk assessment has been conducted in terms of the competency and capabilities of the teacher leaders or staff members to conduct the program activities; the readiness and suitability of students for the program activities is considered appropriate; and the field trip site has been assessed for the purposes of minimizing risk.
14. For high-risk activities, the lead teacher or staff member will be required to attain and provide proof of certifications, risk plan management, and insurances of the service provider.
15. For any activity in or on water, a certified lifeguard is required
  - a. for swimming or wading activities, the lifeguard to student ratio is 1 lifeguard per 50 students for children over 7 years of age.
  - b. for on the water activities such as canoeing/kayaking etc. there must be an approved plan that includes an adult ratio with either lifeguard certification or appropriate open water certification (eg. OCC Paddling Field Leader qualification)
16. Teachers and students shall make provisions for missed course work because of participation in curricular or extra-curricular trips. Additionally, students must take responsibility for completing work/assignments missed as the result of a field trip.
17. Teacher/supervisor has phone number of principal, vice-principal and the assistant superintendent and should call immediately if an accident/incident occurs.

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18. If suicide ideation/attempt or a disclosure of abuse/neglect should occur while on a field trip a local authority should be contacted in addition to those identified in #5 above. Any medical emergency should first be dealt with by calling 911.
  - District procedure for reporting abuse/neglect must be followed. If a criminal offence needs to be reported due to the action of an individual on the field trip, the local police detachment would be contacted as those identified in #5 above.
19. Provisions must be in place for sending a student home due to serious misconduct or health issues. A responsible adult who is approved by the trip supervisor must accompany students returning home. In all cases, the parent/guardian (or delegate) must be notified of the plan and costs prior to the student being sent home.
20. A copy of the '**Bus Passenger List**' form for each bus/vehicle is filed in the school office and carried by the teacher(s)/supervisor(s).
21. All bus requests are to be processed through NLPS Transportation Department.
22. A basic first aid kit is to be taken by the lead teacher on all field trips if the location does not have a first aid kit available.
23. High-risk activities done independently of a service provider who has ensured first aid is available should have at least one person attend the trip with Standard First Aid Training.
24. Anyone other than NLPS staff or external professional drivers must have a completed Volunteer Driver Application and Criminal Record Check.
25. Students are not permitted to drive themselves or other students to a field trip that occurs during the regular hours of their school day (eg. bell-to-bell) unless required as part of their program (eg. academies).
26. The recommended ratios of students-to-adults are as follows:
  - a) Elementary Schools -
    - **Kindergarten - Grade 5** - minimum of 2 adults or a ratio of 1 to 10 students. Student buddies and adult pod supervisors assigned
    - **Grades 6-7** - minimum of 2 adults or ratio of 1 to 15 students.
  - b) Secondary Schools - minimum of 1 adult per class if within SD68. Outside SD68 the ratio is 1 to 15.
  - c) A one-to-one EA support is not to be considered as part of the minimum ratio.
  - d) Secondary Schools Extra-Curricular - A teacher/district employee employed by NLPS will travel with a school group on any trip that requires an overnight stay as the lead teacher/staff member sponsor. The Principal can designate a non-employee as the lead adult supervisor who has completed the Volunteer Application and Criminal Record Check.
26. In cases where both male and female students are participating in overnight field trips, the school will ensure that both male and female supervisors are present. In cases where only male or only female students are participating in overnight field trips, and it is not possible to provide adult supervision of the same gender, the field trip will not take place. Please see *AP347 – Sexual Orientation and Gender Identity* for additional information.
27. As per the field trip application, lead teachers/adult supervisors must ensure they are aware of any student with medical conditions and that medication is available for students with serious allergic

reactions or medical conditions. Lead teachers/adult supervisors need to take a copy of the Care Plan and appropriate medications. They also need to be aware of anaphylaxis exposure risk and ensure supervising adults are aware of student with anaphylaxis and emergency treatment.

28. It is expected that all students will participate on field trips regardless of visible and invisible diversities including but not limited to: race, sexual orientation, gender identity, ability, religion, culture and socio-economic status.
  - A plan must be in place to support students who have special needs and / or behavioural challenges who may require specific safety considerations.
  - After consultation with the parent/guardian, if a school determines that a student will not be participating on the field trip, a program of instruction will be provided for the student at the school.
29. The use of alcohol, cannabis, or illegal substances shall be prohibited for all students, staff, and chaperones involved at all times during a field trip regardless of age requirements in field trip jurisdiction.
30. On a field trip of any kind, the teacher /adult supervisor will act in a manner consistent with what would be expected of a "prudent parent".
31. On a field trip of any kind, it is expected that teacher sponsors/adult supervisors will endeavour to ensure proper and safe student conduct by providing a proactive, participatory and visible presence.
32. In the event of an accident or injury, the appropriate reports need to be completed including Schools Protection Program for any students that are injured on a field trip and must be kept for two (2) years after the completion of a trip or until a student reaches 19 years of age.

### Curricular/Extra Curricular One Day/Series Field Trip Process

- a. All **General Processes/Responsibilities** outlined previously must be followed
- b. For a One Day/Series Field Trip: the application must be submitted **one (1) week** when inside the district; **two (2) weeks** when outside the district.
- c. Some exceptions on these timelines may be considered (playoff/championship/competition finals)

### Curricular/Extra Curricular In-Province Overnight Field Trip Process

- a. All **General Processes/Responsibilities** outlined previously must be followed
- b. A trip of up to three days requires submission of application one **(1) month** prior to the trip
- c. A trip of more than three days, requires submission of application **three (3) months** prior to the trip
- d. Approval of the field trip application must be obtained prior to any parent meetings
- e. Trip itinerary is provided to parents and filed in school office.
- f. Additional medical requirements may be needed (ie. updated tetanus)
- g. Some exceptions on these timelines may be considered (playoff/championship/competition finals/ISE trips)

### Out of Province/International Overnight Field Trip Process

- a. All **General Processes/Responsibilities** outlined previously must be followed
- b. This trip requires submission of application **three (3) months** prior to the trip
- c. Approval of the field trip application must be obtained **prior** to any parent meetings

- d. Parents, teachers and sponsors/organizers must be informed up-front that out of province/international field trips are subject to cancellation at the discretion of the Superintendent/CEO or designate, based upon factors that may affect the health, safety and/or wellbeing of students/participants. i.e. a travel advisory or security alert. Please pay careful attention to travel advisories by visiting the [Travel Advice and Advisories Website](#).

### **Additional Staff Roles and Responsibilities for Out of Province/International Field Trips**

- Must ensure that a proposed itinerary of student activities and schedules is provided for each day of the trip. If required, the Superintendent or designate will request the final itinerary three weeks prior to the trip.
- Will establish a phone tree with parents of all participants as part of the field trip application before it is given final approval.
- Will ensure a communication plan between the teachers/supervisors, the school/school district, and families is in place before the trip.
- Will establish emergency administrative contact in planning for all out of province or international field trips.
  - In the event of an emergency, it is recommended that students and supervisors not use social media platforms. Instead, use the communication plan put in place prior to the trip to ensure everyone is sharing accurate and factual information.
- Will establish with their administrative officer at least one telephone debriefing (the time of which will be established beforehand).
- Will register the trip with the Canadian Embassy.
- Must ensure that all methods of transportation are provided in accordance with the Transportation Section of this procedure.
- Must have the ability to be contacted by, and to communicate with students at any time (i.e. by cell phone).
- Must organize/coordinate and attend at least two team/group meals per day.
- Will determine muster points in the travel plans that all students and accompanying supervisors are made aware of, particularly where students will be housed in different locations, in case of emergency situations in the community.
- Shall meet daily with all fellow teachers and supervisors to review/debrief the day's activities (student reps may be included) and confirm the supervision schedule for the following day.
- Shall have the right to send students home at any time for reasons of student misconduct after discussion with the principal.
- Will indicate to students the specific times at which face-to-face contact is expected.
- Will provide at least two room checks to take place within one hour after the curfew as established in the itinerary.
- Will be provided with a list of all students, contact #'s, brief medical history or alert and space to add in Room #'s or Billet #'s for overnight stays. (Provide a compact, one-page list for teachers and supervisors when on trips for easy reference.)
- Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in loss of funds. Travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety threat. When travel agents are used for any travel, they must be covered by a travel assurance fund recognized by a provincial or federal government agency.
  - For out of province/international field trips, all funds and records must be processed through the school.
- All students travelling outside of British Columbia, on day or overnight trips, must have individual medical coverage and appropriate travel insurance (cancellation & trip interruption)

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- All students travelling to foreign countries, including the United States, must have a valid passport and a signed letter from the parent(s)/guardian(s) giving their son/daughter permission to travel and receive emergency medical treatment if required while travelling with the school group.
- It is required that the lead teacher check with the borders or customs to determine what specific travel documents may be required.
- All students travelling to foreign countries may also be required to have an individual visa, and/or other specific documents as required by each country. Group visas are not acceptable.
  - Student travel to countries that are or subsequently become identified through travel safety warnings by the Government of Canada shall not occur during the period of such warning unless the Board of Education specifically approves such travel during this period.

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