



**BOARD OF EDUCATION**

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**POLICY DEVELOPMENT COMMITTEE**

**February 11, 2020**

**4:30 p.m.**

**District Education Office**

**A G E N D A**

- |  |         |            |
|--|---------|------------|
| 1. Call to Order/Acknowledgement .....   |         | Chair      |
| 2. Approval of Agenda .....  |         | Chair      |
| 3. Approval of Minutes – December 3, 2019 .....  | Page 1  | Chair      |
| 4. Draft Revised Policy #7210 – Releasing Students to Custodial Care .....                 | Page 4  | K Bird     |
| 5. Draft Revised Policy #5020 – Curricular/Co-Curricular/Extra-Curricular Activities ..... | Page 6  | K Nelson   |
| Policies from other districts .....  | Page 25 |            |
| 6. Draft Revised Policy #4010 – Emergency Plan .....                                       | Page 56 | J Veenbaas |
| 7. Draft Revised Policy #4060 – The Environment .....                                      | Page 59 | J Veenbaas |
| 8. Questions/Comments  |         |            |

Next Meeting:        April 28, 2020  
                             District Office

**ADJOURNMENT**

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**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING  
December 3, 2019**

**PRESENT:**

**Board Representatives:**

Linda Kerr	Trustee
Marilyn Warren	Trustee

**Committee Representatives:**

Patsy Graham	Principal	FCPVPA
Rosalee Floyd	Principal	FCPVPA
Greg Lawley	Principal	FCPVPA
Kristen Peters	Teacher	FCTA
Amy Smith	President	FCTA
Darlene Smith	Support staff	CMAW
Laurie Hansen	Staff	CMAW
Wendy Clark	DPAC	
Kian Johnson	Student	

**District Staff:**

Karen Nelson	Superintendent
Natalie Lowe	Secretary-Treasurer
Kevin Bird	Assistant Superintendent
Jenny Veenbaas	Assistant Secretary - Treasurer
Laurie Bjorge	Recording Secretary

**Regrets:**

Wendy Colman-Lawley	Trustee
Debra Schneider	AEC
Leanne Boycott	AEC

**1. Call to Order**

The meeting was called to order by the Chair at 4:30 p.m. in the District Board office.

**2. Approval of Agenda – December 3, 2019**

**WARREN/HANSEN**

THAT the agenda of the Policy Development Committee meeting held on December 3, 2019 be approved as presented.

**Carried**

**3. Approval of Previous Minutes – September 24, 2019**

**D SMITH/A SMITH**

THAT the minutes of the Policy Development Committee meeting held on September 24, 2019 be approved as presented.

**Carried**

**4. Draft Revised Policy #4065 – Flags – Canada & British Columbia**

The Superintendent reviewed minor changes to the current policy.

**WARREN/A SMITH**

THAT draft revised *Policy #4065 – Flags – Canada & British Columbia* be presented to the Board of Education for first reading, as amended.

**Carried**

**5. Draft Revised Policy #5000 – School Parent Advisory Councils**

The Superintendent reviewed the changes to the current policy.

**D SMITH/WARREN**

THAT draft revised *Policy #5000 – School Parent Advisory Councils* be presented to the Board of Education for first reading, as amended.

**Carried**

**6. Draft Revised Policy #5002 – District Parent Advisory Council**

The Superintendent reviewed the changes to the current policy.

**WARREN/CLARK**

THAT draft revised *Policy #5002-District Parent Advisory Council* be presented to the Board of Education for first reading, as amended.

**Carried**

**7. Draft Revised Policy #5075 – Media Consent**

The Assistant Superintendent reviewed the changes to the current policy.

**HANSEN/WARREN**

THAT draft revised *Policy #5075 – Media Consent* be presented to the Board of Education for first reading as amended.

**Carried**

**8. Draft Revised Policy #6540 – Absenteeism – Reporting by Staff**

The Assistant Superintendent reviewed the changes to the current policy.

**D SMITH/HANSEN**

THAT draft revised *Policy #6540 – Absenteeism – Reporting by Staff* be presented to the Board of Education for first reading, as amended.

**Carried**

**9. Draft Revised Policy #7210 – Releasing Students to Custodial Care**

The Assistant Superintendent reviewed the changes to the current policy. The committee discussed what should be district policy as opposed to school protocols. The committee agreed to return the policy to administration for review and bring back to the committee next meeting.

**10. Draft Revised Policy #5025 – Use of Private Vehicles**

The Assistant Secretary-Treasurer reviewed minor changes to the current policy.

**D SMITH/PETERS**

THAT draft revised *Policy #5025 – Use of Private Vehicles* be presented to the Board of Education for first reading, as amended.

**Carried**

**11. Draft Revised Policy #7009 – Damage or Destruction of School Property - Students**

The Assistant Secretary-Treasurer reviewed minor changes to the current policy.

**WARREN/A SMITH**

THAT draft revised *Policy #7009 – Damage or Destruction of School Property – Students* be presented to the Board of Education for first reading, as amended.

**Carried**

**12. Draft Revised Policy #7700 – Student Transportation**

The Assistant Secretary-Treasurer reviewed minor changes to the current policy.

**D SMITH/FLOYD**

THAT draft revised *Policy #7700 – Student Transportation* be presented to the Board of Education for first reading, as amended.

**Carried**

**Next Meeting**

February 11, 2020

**Location:** District Education Office

**Adjournment**

The meeting adjourned at 5:40 pm

**/WARREN**

THAT the meeting be adjourned.

**Carried**



POLICY 7210  
**RELEASING ~~PUPILS-STUDENTS~~ TO  
CUSTODIAL CARE**

Adopted: 2000-01-25	Reviewed: n/a	Amended: 2011-11-01
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**POLICY**

SUBJECT: **RELEASING ~~PUPILS-STUDENTS~~ TO CUSTODIAL CARE**

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It is the policy of the Board of Education that ~~pupils-students~~ are only released from schools into the custody of their legal guardians, or into the custody of other persons with the written permission of the parents or legal guardians.



POLICY 7210  
**RELEASING ~~PUPILS-STUDENTS~~ TO  
CUSTODIAL CARE**

Adopted: 2000-01-25	Reviewed: n/a	Amended: 2011-11-01
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**REGULATIONS**

SUBJECT: **RELEASING ~~PUPILS-STUDENTS~~ TO CUSTODIAL CARE**

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**General**

1. Schools must record in their registers the name(s) of the parent or legal guardians of ~~pupils~~students.
2. The principal, or teacher in charge, should be certain of the identity of any person requesting release of a ~~pupil~~-student from school. If a ~~pupil~~-student is to be released to any individual other than the legal parent or guardian the school should obtain the following information:
  - a) Parental contact should be made ~~if at all possible~~ to verify the custody of the ~~child~~student.
  - b) Name and verification of the person taking custody.
  - c) The reason for custody.
  - d) Where the ~~child~~-student will be, including address and phone number.
  - e) Ensure that the ~~child~~-student understands where they are to go and that they know and feel safe with the person given custody.



**Field Trips****FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)****HEAD LICE**

<u>Adopted: 1998-02-24</u>	<u>Reviewed:</u>	<u>Amended: 2008-08-26</u> <u>2015-05-12</u>	
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**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**POLICY**

**NO: 5020**

**DATE: 1998-02-24**

**REVISED: 2008-08-26**

**XXXX-XX-XX2015-05-12**

**SUBJECT: FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR**  
**—ACTIVITIES)**

The Board of Education realizes the importance of field trips (curricular/co-curricular and extra-curricular activities) in the total educational programme of the school and ~~will give support and encouragement for such activities,~~ encourages student participation, provided the activities are well planned, relevant to the BC curriculum and/or have demonstrable educational value, proper advance preparation, informed parent consent, adequate supervision and a high standard of care. ~~provided that the activities are not permitted to interrupt to any considerable extent the time scheduled for regular classes, and provided that the necessary funds are available.~~

It is understood that students participating will govern their ~~behaviour~~behavior in accordance with school rules and any special rules determined for the occasion by the ~~pr~~PPrincipal, teacher sponsor and/or chaperone as set out in Policy 7007 (District Student Code of Conduct). Specific reference should be made to District Policy No. 7400, (Student Involvement with Alcohol, Intoxicants or Illegal Drugs).

The Board of Education recognizes that safety for all students and staff is a primary requirement. The YouthSafe Outdoors (YSO) Manual is approved for use as a resource for schools to help ensure safe off-site activities for students.

No student will be prevented from taking part in any field trips (curricular/co-curricular and extra-curricular activities) for financial reasons.

SCHOOL DISTRICT NO. 78 (FRASER CASCADE)**REGULATIONS**

NO: 5020 R

DATE: 1998-02-24

REVISED: 2008-08-26

XXXX-XX-XX 2015-05-12

SUBJECT: FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**1. Definitions****a) Field Trips (Curricular)**

Refers to activities that occur as a direct result of specific educational program goals emphasizing a curriculum instructional focus. Class field trips, physical education class trips, band and drama class trips, and the swim programs, are examples of this type of travel.

**b) Field Trips (Co-Curricular)**

Refers to activities that supplement specific programs and objectives of the school, normally involving school time. Activity days, special events and cultural travel would be examples of this type of involvement.

**c) Field Trips (Extra-Curricular)**

Refers to activities that are in addition to the school instructional program, and are normally held outside of school time. Inter-school sports activities and club travel, would be examples of this type of involvement. Please note that although many of these activities involve travel/participation during school time, the base of the organization for meeting and practice are held outside of the school timetable.

**d) Potential Safety Hazards**

Potential safety hazards are trips involving school sanctioned ~~student-driving~~ student driving, white water rafting, skiing and snowboarding, ~~back-country~~ backcountry hiking, winter survival trips, flight activities, and any other trips determined by the principal, to be of higher risk, as per YSO guidelines.

**e) Informed Consent:**

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.



**f) Inherent Risks**

—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 trip, this list must be written with the details of each trip in mind.

**g) -Safety Plan**

Prepared by the teacher sponsor and approved by the principal and superintendent or designate. The plan outlines adult supervision, general code of conduct and rules students will be required to adhere to, emergency procedures and communication protocols. The safety plan is shared with parents and reviewed with participating students and supervisors.

## 2. Approval

The Board expects that matters such as loss of formal instructional time, relative value of individual activities, and budget priorities will be considered before approval is sought. Approval ~~may~~ shall be obtained as follows:

a) School-sponsored trips of up to two ~~four~~ days' duration or less, involving lower care activities, ~~that do not include activities with any potential safety hazard~~ may shall be approved by the Principal in consultation with the superintendent or designate.

b) Any School-sponsored trips of more than ~~two~~2 days involving potential safety hazards and/or overnight accommodations must shall be approved by the Superintendent and referred to the Board of Education for information.

~~b) School-sponsored trips of two to four days require written notification to the Superintendent of Schools.~~

~~b) All trips including those with potential safety hazards as per section 1(d) must be submitted at least thirty days prior to departure.~~

c) B.C. trips exceeding five days and all School-sponsored trips of more than four days, unusual activities with potential safety hazards and any activities outside the Province of British Columbia require the approval of the Board and should be submitted at least thirty days prior to departure.

~~o Out-of-province/ country trips with potential safety hazards and involving higher care activities may shall be approved by the Board of Education.~~

~~The Board will review and provide final approval within at least 30 days of the departure date.~~

For student trips involving out-of-province/country, approval in principle from the Board of Education must be obtained at least four months in advance and prior to holding meetings with parents. This request must be submitted in writing.

The following must include the following information must be provided included:

- A detailed trip itinerary
- Identification and communication of the potential safety hazards and inherent risks to parents and students.
- Development of action safety plans to minimize risk
- Levels of caution (Canadian Foreign Affairs website); trips will not be approved if a high degree of caution is suggested for the area being considered for the trip
- Documentation of safety precautions provided by the tour company
-

- Documentation of safety and security measures provided for accommodation and work site (if applicable)
- \_\_\_\_\_
- \_\_\_\_\_Where a school-sponsored trip requires travel outside Canada, the pPrincipal must ensure that each participant, including staff members, has additional medical insurance in the minimum amount of ~~two one~~ million dollars (\$~~12~~,000,000.00).
- Levels of caution (Global Affairs Canada website ~~~link~~); trips will not be approved if a high degree of caution is suggested
- The principal or designate will ensure that the Field Trip Approval Form (Curricular, Co-Curricular, Extra-Curricular Activities) and all supporting documentation (inherent risks, parent consent form, itinerary) is provided to the superintendent and executive assistant at least 30 days prior to the departure date (see Appendix A: Approval Form and Parent Consent Form)
- The Board will review and provide final approval within at least 30 days of the departure date.

### 3. Planning (see Checklist: Responsibilities)

- a) Field Trips (Curricular/Co-curricular/~~r~~ and Extra-Curricular ~~A~~activities) must be well planned.
- b) Generally, The pPrincipal must ensure that the parent/guardian gives written consent for the student's involvement.

The information notice to parents/guardians must clearly list the method of travel; any special activities the student will be expected to undertake; request any pertinent student medical problems; and disclose ~~any~~ **all known** element of **inherent** risks. ~~(A sample parent consent form is provided.)~~

- c) Routine activities of less than three hours in the general vicinity of the school and not involving any method of mechanical transportation require less formal parental notification. A form of notice (i.e. classroom newsletter, letter home to parents, email or app notification) ~~notice to parents~~ indicating intended trips is ~~required~~suggested.
- d) —d) An itinerary of each activity, a time schedule and a list of participants must be available in the school office.

- e) The Board must be adequately indemnified against all liability concerned with the trips undertaken for out-of-province/country.
- f) All students travelling to foreign countries, including the USA, on day or overnight trips, must have individual medical coverage.
- g) As regulations can change, it is required that the lead teacher check with the borders or customs to determine what specific travel documents may be required for all students travelling to foreign countries, including the USA (see link for sample consent letter from Global Affairs Canada Foreign Affairs:  
<http://www.voyage.gc.ca/preparation-information/document.cms>  
<https://travel.gc.ca/travelling/children/consent-letter>
- 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.
- h)
- e) No student shall be prevented from taking part in a ~~curriculum~~ ~~curricular/co-curricular/extra-curricular~~ related activity for financial reasons.

**Field Trips****FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)****HEAD LICE**

<u>Adopted: 1998-02-24</u>	<u>Reviewed:</u>	<u>Amended: 2008-08-26</u> <u>2015-05-12</u>	
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Page 4

5020-R

**4. Supervision**

a) Supervision of all field trips (curricular/co-curricular/extra-curricular) will be determined according to YSO guidelines

~~b.) All curricular and co-curricular activities must be supervised by at least one teacher.~~

~~a) All field trips (curricular/co-curricular/extra-curricular activities) must be supervised by at least one teacher or by an approved community volunteer. Principals will screen volunteers for appropriate knowledge, skill and attitudes to ensure student safety.~~

~~b.)~~

c) Activities involving potential safety hazards require a higher ratio 10/1 ratio of supervisors to students to supervisors with relevant training and experience, and appropriate certification where necessary (as per YSO guidelines see attached ratios as per Administrative Procedures).

~~cd) Principals shall ensure the provision for safety, competent instruction, and supervision of students. All volunteer activities fall within the responsibility of the principal and vice principal(s) to ensure consistency and compliance with all Board policies and procedures.~~

~~ede) Where the sponsor(s) requires special qualifications, such must be documented on the travel approval forms (Policy #5025) No. 5020.~~

The number of adult supervisors accompanying each trip shall be determined by the principal based on YSO guidelines. All higher care trips shall have a minimum of two adult supervisors. Suggested guidelines provided for the supervision of youth groups are:

<u>Grade</u>	<u>Ratio of Adults to Students</u>
<u>Kindergarten/primary students</u>	<u>1:6</u>
<u>Intermediate students</u>	<u>1:8</u>
<u>Secondary students</u>	<u>1:12</u>
<u>Outdoor Leadership Activities</u>	<u>1:10</u>

It is recognized however, that circumstances for each trip vary and the principal will determine the appropriate level of adult supervision by considering factors such as:

d-) The following factors will be taken into consideration:

- the age of the pupils
- the number of pupils with disabilities
- the nature of the trip (skiing vs. instruction in formal setting)
- the duration (partial day, overnight, several days)
- for overnight trips, the appropriate level of adult supervision

e-) Principals shall ensure the provision for safety, competent instruction, and supervision of

f-students. All volunteer activities fall within the responsibility of the principal and vice-

principal(s) to ensure consistency and compliance with all Board policies and procedures.

All adult supervisors are required to provide a satisfactory Criminal Record Check in accordance with Policy #6507 (Criminal Record Search)

The supervisory person must ensure that the transportation of pupils is in accordance with Board Policy #5025 (Use of Private Vehicles). Passenger and vehicle loading lists must be available in the school and with the supervisory person.

Pupil conduct on the trip is expected to be in compliance with District and School Code of Conduct (Policy #7007).

f-) Field Trips are considered to be an extension or enrichment of the prescribed curriculum and therefore, require teachers to complete the Field Trip (Curricular/Co-Curricular/Extra Curricular Activities Approval Form) included in this policy.

## 5. Transportation

a) Parents/guardians must be informed of the method of transportation involved in any field trip (curricular/co-curricular/extra-curricular activity) (refer to District Policy #5025 – Use of Private Vehicles). For extra-curricular travel. The school principal or designate will pre-approve all drivers and vehicles according to District Policy #5025 (Use of Private Vehicles).

b) Travel safety precautions must include reasonable consideration of:

- i) number of adult drivers
- ii) storage of baggage
- iii) provision of seating
- iv) vehicle condition
- v) weather and road conditions
- vi) other local concerns.

Where a private vehicle is used, in addition to considerations listed in b) above, minimum requirements must also include one-two million dollars (\$12,000,000.00) liability insurance, a valid driver's license, and seat belts for all passengers carried. A list of

~~passengers riding in each vehicle must be available in the school office. A passenger list must be left with the school office.~~

~~c) d) Private vehicles must be equipped with a CSA approved booster seat for each student who is younger than 9 years of age and less than 145 cm (4 feet, 9 inches) in height.~~

Every student who is transported in a private vehicle or school bus equipped with seatbelts, must wear a seat belt or restraining device which shall be properly adjusted and securely fastened, and utilize booster seats, as per the requirements of the Motor Vehicle Act ([link](#)). The provision of a booster seat is the responsibility of the child's parent/guardian.

~~de) No 15-seat passenger vans are to be used to transport students.~~

~~Page 5~~

~~5020 R~~

~~d) f) For extra-curricular travel, the School Principal or designate will pre-approve all drivers and vehicles according to District Policy #5025 (Use of Private Vehicles).~~

e) Approval Forms for Field Trip (Curricular/Co-Curricular /Extra-Curricular Activities) requesting school bus transportation must be submitted to the director of facilities and transportation at least two weeks prior to the event.

## 6. Specialized Equipment

Students, staff and volunteers will be expected to wear and/or utilize standard specialized equipment for activities involving potential safety hazards. This includes mandatory wearing of CSA approved helmets for skating, skiing, snowboarding, curling, rock-wall climbing, and other similar high-risk activities.

In the case of curling, helmets will be worn during instructional time. Helmets are not required during competitive curling events.



**Field Trips****FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)****HEAD LICE**

<u>Adopted: 1998-02-24</u>	<u>Reviewed:</u>	<u>Amended: 2008-08-26</u> <u>2015-05-12</u>	
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**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**PROCEDURES**

NO: \_\_\_\_\_ 5020 P \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_ 1998-02-24 \_\_\_\_\_

\_\_\_\_\_  
REVISED: \_\_\_\_\_ 2008-08-26 \_\_\_\_\_

\_\_\_\_\_  
XXXX-XX-XX2015-05-12

SUBJECT: **FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

Checklist (Responsibilities)

**Administrative Procedures: Instructional Arrangements**

These administrative Procedures specify requirements regarding field trips:

The Principal or Principal Designate will be responsible for:

- Reviewing and approving submitted field trip proposals/forms
- Forwarding approved field trip approval forms to the superintendent or designate for final approval
- Submitting field trip forms to the director of facilities and transportation within at least 2 weeks prior to the event
- Supporting teachers in their communication about field trips with parents
- Ensuring that planned field trips align with Board policy
  - Approving driver authorization as per Policy 5025 (Use of Private Vehicles)
  - Approving supervisors and volunteers as per Policy 6507 (Criminal Record Search)

—The Principal shall ensure that parents/guardians have been notified of details of the field trip and have given approval for their children's participation.—

—Notification to parents/guardians should include the following information:

- \_\_\_\_\_
- class(es) or group(s) involved (including grade level)
- pupose and objectives of the trip, including curricular learning outcomes where relevant
- teacher('s') name(s) and supervision arrangements (e.g. ratio or number of supervisors anticipated)
- key activity(ies) involved
- potential known inherent risks
- existence of a safety plan



- existence of an emergency plan in the event of injury, illness or other problem
- that the school will secure emergency transport to medical services
- in the event that a student is injured, the parents/guardians will be responsible for any costs associated with such transport
- student conduct expectations and consequences
- what to bring (e.g. types of clothing, water, food)
- financial arrangements (i.e. cost to the students, when fee is due)
- an alternative activity will be provided for students unable to attend the trip
- school contact name and number for more information
- transportation/travel arrangements
- destination, including address or nearest locatable center
- date(s) and times of departure and return

Teacher Sponsors of the Field Trip will be responsible for:

- Planning, leading, organizing and evaluating all aspects of the field trip including: educational benefits, safety and risk management, instruction, transportation, supervision and communication to parents and students
- Submitting the field trip proposal/form to the principal or principal designate for approval within appropriate time lines
- Reviewing the District Student Code of Conduct (Policy 7007), School Code of Conduct and expectations of students prior to departure
- Carrying appropriate documents on the field trip
- Providing the principal or principal designate with the departure plans, contacts and detailed trip information before trip departure

Supervisors are responsible for:

- Leading and supervising students
- Serving as role models to students
- Acting as ambassadors of the School District

Parents/Guardians are responsible for:

- Determining whether their child may participate in the field trip
- Reviewing, completing, signing and returning the Parent Consent Form
- Discussing any concerns with the teacher sponsor or principal
- Reporting to the teacher sponsor or principal any safety, medical or health issue(s) for their child
- Supporting their child in following the behaviors outlined in the District Student Code of Conduct (Policy 7007) and School Code of Conduct.

Students are responsible for:

- Following the behaviors outlined in the District Student Code of Conduct (Policy 7007), School Code of Conduct, as well as expectations of the teacher sponsor and supervisors

- Participating in the field trip to the best of their abilities
- Behaving safely , wearing appropriate clothing, and using appropriate equipment on the field trip
- Reporting any safety, medical or health issues to the teacher sponsor

3. The number of adult supervisors accompanying each trip shall be determined by the principal. All higher care trips shall have a minimum of two adult supervisors. Suggested guidelines provided for the supervision of youth groups are:

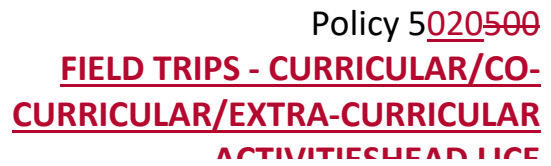
<u>Grade</u>	<u>Ratio of Adults to Students</u>
<u>Kindergarten/primary students</u>	<u>1:6</u>
<u>Intermediate students</u>	<u>1:8</u>
<u>Secondary students</u>	<u>1:12</u>
<u>Outdoor Leadership Activities</u>	<u>1:10</u>

It is recognized however, that circumstances for each trip vary and the principal will determine the appropriate level of adult supervision by considering factors such as:

- the age of the pupils
- the number of pupils with disabilities
- the nature of the trip (skiing vs. instruction in formal setting)
- the duration (partial day, overnight, several days)
- for overnight trips, the appropriate level of adult supervision should include gender representation

4. All adult supervisors are required to provide a satisfactory Criminal Record Check in accordance with School District No. 78 Policy #6507

5. ~~The supervisory person must ensure that the transportation of pupils is in accordance with Board Policy #5025. Passenger and vehicle loading lists must be available in the school and with the supervisory person.~~
6. ~~Pupil conduct on the trip is expected to be in compliance with District and School Code of Conduct (Policy #7007).~~
7. ~~Field Trips are considered to be an extension or enrichment of the prescribed curriculum and therefore, require teachers to complete the appropriate forms (see attached).~~



( Date)

(Parent or Guardian)

(Telephone)

Form: 5020-A



## PARENT CONSENT FORM

As the parent or legal guardian of: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
(Student's Name)

I request that he/she participate in the following school field trip:

**Purpose:**

**Destination:**

**Description of Activity:**

Vehicle/School Bus: \_\_\_\_\_ or: ~~\_\_\_\_\_ must be if vehicle other than school~~  
bus is used, \_\_\_\_\_ and additional form must be  
completed  
\_\_\_\_\_

**Date/Time of Departure:**

~~\_\_\_\_\_~~ **Date/Time (Est.) of Return:**

(If further information is required Attach supporting documentation.)

I wish to bring to your attention the following special/medical needs of my son/daughter:

\_\_\_\_\_

### Consent and Acknowledgement of risk:

1. I accept the mode of transportation for this activity.
2. I acknowledge my right to obtain as much information as required about this program or activity and associated inherent risks and hazards, including information beyond that provided to me by the school or board.
3. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury arising from his/her participation.
4. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors, and supervisors over all phases of the program/activity.
5. In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements and I will be responsible for any costs associated.
6. I acknowledge that it is my duty to advise the Lead Teacher of any medical/health concerns of my child that may affect his/her participation.
7. I acknowledge that the board may choose to cancel the trip if travel conditions are deemed unsafe (e.g. weather, health advisory). I accept that the Board will not be liable for any costs associated with such a cancellation.
8. I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such services.
9. Based on my understanding, acknowledgment, and consents as described herein, I agree that:

I give my permission for \_\_\_\_\_ to participate on the ~~field~~ field trip and I clearly understand the potential risks.

Date: \_\_\_\_\_

Name: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

(Parent/Guardian)

Signature: \_\_\_\_\_

(Student)

**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**PARENTAL PERMISSION AND RELEASE FORM - PRIVATE ~~CARS~~ VEHICLES  
FOR SCHOOL SANCTIONED FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR  
ACTIVITIES)**

\_\_\_\_\_, who is in Grade \_\_\_\_\_ at  
(Name of Student)

\_\_\_\_\_, has my permission to participate  
(Name of School)

in the following school sanctioned Field Trip (Curricular/Co-Curricular/ Eextra-Curricular  
Aactivity):

\_\_\_\_\_  
I further give my permission and consent for \_\_\_\_\_  
(Name of Student)

to ride in the private pre-approved automobile(s) for the purpose of travel to and from  
events related to this specific activity.

I have read and understand the Motor Vehicle Act Child Seating and Restraint Systems legislation  
~~on the reverse of this form~~ link and where required have provided a booster seat to be used in  
the transportation of my child in accordance with the *Motor Vehicle Act*.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)



## **~~Excerpt from the Motor Vehicle Act, Division 36 — Child Seating and Restraint Systems~~**

### **Definition:**

~~—“child” means a person under age 9~~

### **~~Booster seats and seat belt assemblies~~**

~~**36.06** (1) A child must be fastened on a booster seat, specified by the manufacturer to be appropriate for the child’s height and weight, using the vehicle’s seat belt assembly until the child reaches a height of 145 cm (4 feet, 9 inches) or more.~~

### **~~Restraint systems for children with special needs and children with mobility impairments~~**

~~**36.08(2)** Despite sections 36.05 to 36.07, a child who weighs 9 kg or more and who has mobility impairments may be fastened in a vehicle using a restraint system for disabled persons that is specified by the manufacturer to be appropriate for the child’s height and weight.~~

### **Reference:**

~~—Order in Council 485/2007, June 21, 2007, Division 36 *Motor Vehicle Act Regulation* amendments~~



## **Section Five: Instructional Programs**

### **525 – FIELD TRIPS**

#### **Introduction**

The Board of Education believes that field trips can have educational value if they:

- are well planned, well supervised, and
- are relevant to the prescribed BC curriculum; or directly address the goals of the BC educational system (intellectual, social and emotional, or career development).

The Board may cancel or modify a field trip approved in accordance with this policy and regulations when unforeseen events occur.

#### **Policy**

1. The Board believes field trips should supplement the curricular or extra-curricular programs and as they may utilize time from the instructional day, the public must be assured that the field trips:
  - are directly related to the tasks the school is expected to perform (given the limited instructional time in the school year);
  - have educational benefits that outweigh any time loss from school;
  - have been planned to achieve specific educational goals.
2. Most field trips can be accomplished without extended travel and overnight stays. The objectives of the curriculum should be addressed, where appropriate, without extended travel/overnight stays.
3. Education is a partnership involving the school and the home. In order to ensure that there is strong parental support for field trips being planned, the Board directs that:
  - 3.1 Informed consent forms for each student must be completed for every field trip to ensure that parents are aware of the activity (including thorough descriptions of the trip, any inherent risks, any unusual or potential hazards and the possible consequences) and are supportive of the student's participation.
  - 3.2 There shall be five levels of field trips, depending upon the activities to be undertaken. For definitions of levels and requirements for each level, refer to Regulations 525: Field Trips. For a listing of field trip activities



## **Section Five: Instructional Programs**

subject to restrictions and those which are prohibited, refer to Appendix 525A: Field Trip Activities.

- 3.3 For field trip levels four and five, parents must be consulted well in advance of any trip planning taking place with the students. Trips must be planned well in advance to ensure educational purposes, parental support and safety issues are addressed.

Schools must be extremely sensitive to the financial burden and the potential conflict between parents and students by possible expensive field trips; the ability of students to pay their share of the costs must not be a factor in determining participation. School personnel must ensure that financial requirements do not exclude students from participation on a field trip. For further information, see “Student Fees” Policy 425R (Regulations), Section 8 - Financial Hardship.

- 3.4 For all trips, an appropriate medical response plan must be in place.
4. The Board recognizes that these educational experiences require many additional hours of staff time, and affirms staff for organizing these trips while ensuring they are relevant to the curriculum and enhance learning opportunities for students.
5. If free travel tickets are provided as a result of bulk ticket purchases, the benefits must be shared by all those involved in the trip and not taken solely by a supervisor or chaperone.
6. The Board neither approves nor sanctions any trips which are organized as vacations. The Board recognizes that there are some businesses which promote student travel and offer incentives of free airline tickets to adult supervisors who accompany students. If such trips occur, they are outside any recognized activity of the school district and the Board accepts no responsibility.
7. The school district will endeavour to provide an annual budget for extra-curricular activities.
8. The school district and school codes of conduct will apply to all field trips.

**SD 42 POLICY NO: 8901**

**FIELD TRIPS (INCLUDING EXTRA CURRICULAR ACTIVITIES)**

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**Policy Statement**

The Board recognizes the value of educational experiences that may be offered at locations other than the school. School and District personnel shall be permitted and encouraged to undertake planned field trips which have educational merit and which complement approved curriculum goals. Students will not be excluded from curricular field trips due to financial hardship.

**Authority**

The Board authorizes the Superintendent to establish procedures that will guide the implementation of this policy, approval levels for field trips, district practices and standards for the conduct of students during field trips; and assign responsibility and authority to oversee student field trips.

**Guiding Principles**

1. The following guiding principles apply to Curricular Field trips:
  - are aligned to and enhance the BC Curriculum;
  - occur at a location other than the school;
  - the learning needs of students who remain at the school are considered;
  - students with special needs must be provided with appropriate safety equipment and transportation;
  - adequate supervision is ensured;
  - are approved by an individual authorized by the Superintendent;
  - require the consent of parents.
2. The following guiding principles apply to Extra-Curricular activities:
  - are related to clubs, teams or groups that represent the school;
  - occur at a location other than the school;
  - adequate supervision is ensured;
  - are approved by an individual authorized by the Superintendent;
  - require the consent of parents.

**APPROVED: June 15, 2016**

## 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.

**RECEIVED FOR INFORMATION: February 22, 2017**



## **Policy 6900 Extra-Curricular and Curricular Field Trips**

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### **Policy:**

The Board of Education affirms the educational value of well-planned and supervised curricular and extra-curricular field trips. The primary purpose of these trips should be to enhance the educational experiences of the participants. These experiences enrich the curriculum and provide opportunities for young people to develop their intellectual, social and physical capabilities. Such trips will supplement the curricular and extra-curricular programs in schools.

In utilizing time from the instructional day, the public must be assured that the activities undertaken:

- (a) are, or can be, directly related to the tasks the public school is expected to perform in a relatively short school year;
- (b) cannot be more appropriately undertaken in out-of-school time;
- (c) have been planned to achieve specific educational aims.

For field trips to be of educational benefit to all students, it is necessary to ensure that all students demonstrate the ability to participate safely and abide by the expectations set out in the School and District Codes of Student Conduct. As such, following careful consideration and communication with parents, some students may not be permitted to participate in a field trip.

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Reference: Motor Vehicle Act Regulation 191/2008, July 1, 2008

Adopted: 99.02.09 – Amended: 03.06.10/05.02.08/05.12.13/08.10.14/ 11.05.10/13.06.11/13.11.12/Dec. 12, 2017

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## Policy 6900 Extra-Curricular and Curricular Field Trips

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### Regulations:

#### 1. Categories of Curricular and Extra-Curricular Field Trips:

##### Routine Trips:

- the destination for these trips shall not be beyond the Okanagan region of British Columbia or beyond the southwest region of Alberta;
- the trip shall not be more than two (2) school days in duration or require overnight accommodation for primary students;
- the trip shall not involve any special safety considerations (e.g. open water or back country activities); and
- downhill skiing/snowboarding trips, while considered “routine” are subject to specific safety guidelines as detailed under #5 in this policy.

##### Extended Trips:

- the destination for these trips shall not be beyond British Columbia, Alberta, Washington, Idaho or Montana;
- the trip shall not be more than five (5) school days in duration; and
- the trip shall not involve any special safety considerations (e.g. open water or back country activities).

##### Extraordinary Trips:

- the destination for these trips is beyond British Columbia, Alberta, Washington, Idaho, or Montana;
- the trip is in excess of five (5) school days in duration; or
- the trip involves special safety considerations (e.g. open water, back country activities or international travel, etc.)

#### 2. Approvals:

- (a) Granting final approval for routine trips shall be the responsibility of the Principal.
  - The Principal of each school shall formulate procedures for approval and supervision of regular field trips.
  - In all cases, such approval must be obtained prior to the commencement of detailed planning or fundraising.
  - Part A of the “Field Trip Approval Form” should be completed for all routine field trips. At the Principal’s discretion, Part B could be considered.
- (b) Granting final approval for extended trips shall be the responsibility of the Superintendent.
  - Extended field trips requiring an overnight stay require advance planning and permission from the Superintendent which should occur at least 30 days prior to the trip.
  - Under certain circumstances where it is impossible to foresee extended trips such as championships, special consideration will be given without the usual thirty-day notice.
  - The “Field Trip Approval Form” should be completed.

- (c) Granting final approval for extraordinary trips shall be the responsibility of the Zone Trustee Committee.
- Information regarding these requests should be forwarded to the Superintendent at least two (2) months prior to the date of the anticipated trip.
  - Whenever possible such trips should be planned around holidays in order to minimize the number of instructional days lost.
  - The “Field Trip Approval Form” should be completed.
  - Zone Trustees may grant up to a total of five (5) Teacher-on-Call days for an extraordinary trip. Trips requiring more than five (5) Teacher-on-Call days need to be forwarded to the Board by the Zone Trustees.

3. General:

- (a) When planning a field trip, the teacher will carefully consider the implications for student safety and the requirements for student conduct. Should a teacher determine that, in considering the responsibility for safety for all students, a student’s conduct may jeopardize personal safety or the safety of others, the teacher will, as soon as possible:
- Communicate with the principal, the student’s parents, and, as appropriate, may consult with the School-Based Team or other staff involved in the student’s program.
  - Work with the parents, principal, colleagues, and, where appropriate, the student, to develop an appropriate plan which could include, but not be limited to:
    - development of a behavior plan to assist the student to change behavior to permit the student to participate in the field trip;
    - adjusted/supported participation in the field trip, or
    - the development of an appropriate educational alternative to the field trip.
- (b) Ability of an individual student to pay his/her share of the cost must not be a factor in determining participation in curricular field trips.
- (c) School rules will be adhered to on all extra-curricular and curricular field trips.
- (d) A Principal should designate a supervisory person, who must be a Board employee, to exercise Board authority to carry overall responsibility for the arrangements and supervision of the travel; to ensure that the transportation of pupils is in accordance with Board policy and directives; and to ensure that any special requirements connected with the trip are met.
- (e) The following supervision ratios are recommended:
- |                           |  |
|---------------------------|--|
| Primary Field Trips:      | 1 teacher for every 25 pupils plus 1 other adult |
| Intermediate Field Trips: | 1 teacher for every 30 pupils                    |
| Secondary Field Trips:    | 1 adult for every 30 pupils                      |
- Schools will endeavor to provide supervisors of the same sex as the students being supervised on overnight trips. Appropriate sleeping arrangements should be made when students of different sexes participate in a field trip.
  - Schools will communicate to parents information regarding supervision arrangements, including the names of the supervisors. Any changes should be communicated to parents in as timely a fashion as possible.
- (f) For trips outside Canada, parents are required to ensure medical coverage and a passport for their child, and will be required to sign a consent and waiver form which is recommended by the Schools Protection Program.

4. Transportation:

All transportation practices shall adhere to the regulations and requirements of the Motor Vehicle Act.

- (a) When a group of more than fourteen (14) students is being transported, a school bus or commercial vehicle and a professional driver should be considered.
- (b) Every private vehicle used for transporting pupils must carry at least \$1,000,000 third party liability insurance.
- (c) If a private passenger vehicle is used for transportation on extra-curricular or curricular trips, the Principal must satisfy himself that the owner of the vehicle carries adequate insurance coverage.
- (d) A private passenger vehicle used for transporting pupils must be driven by an adult holding the required driver's license in accordance with the Motor Vehicle Act.
- (e) Every pupil who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device which shall be properly adjusted and securely fastened, and utilize booster seats, as per the requirements of the Motor Vehicle Act.
- (f) Request for use of buses is to be made in writing at least one week prior to the departure date of the trip.
- (g) The Board of Education will not be responsible for physical damage or repairs to the individual's vehicle or for the loss of use or safe driver discount resulting from the use of the vehicle on school business.

5. Guidelines specific to field trips involving downhill skiing:

- (a) Parents/Guardians shall be informed in writing of the specific nature of the activity and its inherent risks. Also included will be information related to accommodation, transportation, contact information, and an itinerary. The field trip consent and waiver form for ski/snowboard trips template is attached to this policy and is to be utilized by the school to provide this information to parents as well as secure their permission for their child's participation.
- (b) A safety lesson must take place in which ski hill area representatives review issues relating to safety, ability levels, clothing, lessons, and other factors pertaining to the mountain visit. It is expected that students will be grouped according to ability level.
- (c) A contingency plan must be established for dealing with either student injury or misbehavior.
- (d) Students are to travel, arrive, and leave the mountain as a group unless other arrangements have been made with parents/guardians. Such arrangements must be documented in writing and signed by parents/guardians.
- (e) The wearing of approved helmets is mandatory.
- (f) Notwithstanding #3 (e) of this Policy, in the case of ski/snowboard trips, the ratio of students to school supervisors shall be 15:1 or better.

- (g) Supervision of participants is a shared responsibility between ski hill operators, District Staff and parent/guardian volunteers; students are to be organized into groups which are small enough so that students can be appropriately supervised. Supervisors and students are responsible to stay in contact with their assigned group.



## **School District No. 6 (Rocky Mountain)**

### **FIELD TRIP APPROVAL FORM**

This form must be completed prior to the trip and be filed in the school. Sections A and B must be completed for all trips. Section C will be completed by the Superintendent if the trip is classified as “extended” or after Board consideration if the trip is classified as “extra-ordinary”, as defined in Board regulations. Parental permission forms, a trip itinerary and other relevant information should also be filed in the school prior to the commencement of the trip.

### **SECTION A**

#### **Trip Information (Teacher/School Administrator)**

School: \_\_\_\_\_ Group: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Location(s): \_\_\_\_\_

Departure: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Return: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Teacher Supervisors: \_\_\_\_\_

Other Supervisors: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Age Range: \_\_\_\_\_

Type of Transportation (if private vehicles, include names of drivers): \_\_\_\_\_

\_\_\_\_\_

Special Safety Precautions: \_\_\_\_\_

Emergency Contact Procedures: \_\_\_\_\_

Funding Assistance from School: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

## SECTION B

### Principal's Checklist

All sections of this checklist must be completed prior to the commencement of any trip. If the Superintendent's or Board's approval is being requested, as many sections as possible should be completed prior to seeking approval. To obtain consideration by the Superintendent or the Board, the Principal must submit this entire form to the Superintendent early enough to ensure adequate processing time.

	Yes	No	N/A
<b>Rationale:</b>			
1. Is the field trip consistent with district and school goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the field trip plan have appropriate objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the instruction planned prior, during and after the trip appropriate and adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the school time loss a reasonable and justifiable amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Classification:

1. Is the trip as defined in Board Policy:			
(a) Routine – Principal approves or rejects (not beyond Okanagan or SW Alberta, not more than 2 school days, no overnight for primary, no special safety concerns.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Extended – Superintendent approves or rejects (not beyond British Columbia, Alberta, Washington, Idaho or Montana, not more than 5 school days, no special safety concerns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Extra-ordinary – Board approves or rejects (beyond British Columbia, Alberta, Washington, Idaho, or Montana, over 5 school days, involves special safety concerns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If extended or extra-ordinary, has permission been			
(a) requested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the trip as defined in Board Regulations:			
(a) curricular? (pertains to class in which students are enrolled and occurs within normal school day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) extra-curricular?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Substitutes:**

	Yes	No	N/A
1. If a substitute is required is a suitable person available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have adequate plans been provided for the substitute?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Funding:**

1. Have all students been permitted to participate despite financial difficulties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are any charges to students in accordance with school law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Transportation:**

1. Are loading, unloading and parking areas safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has adequate adult supervision been provided in accordance with Board Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If a Board-owned vehicle is being used:			
(a) Have adequate arrangements been made with the Operations Supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is the driver a Board employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) If a Multi-Functional Activity Bus is being used, has the driver met School District MFAB driver eligibility requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If private vehicles are being used:			
(a) Is there an adult driver for each vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is there a driver's abstract on file for each driver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does each vehicle have adequate liability coverage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Has the driver of each vehicle been informed of the Board regulations on seat belts and the Motor Vehicle Regulation on booster seats and restraining devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Are the vehicles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If a rental vehicle is being used, does it have a valid school bus permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If a child is being transported, has the driver been notified of any allergies or medical conditions, and have appropriate precautions been taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Communication with Parents/Students:**

	Yes	No	N/A
Prior to departure of the trip:			
1. Has or will the teacher sponsor provide you with completed parental permission forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have suitable arrangements been made to cope with medical situations listed by parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If necessary, have or will students be given an equipment list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has or will provision be made to check this in advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have arrangements been made to notify the school Principal if return times cannot be met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the driver of each vehicle been instructed to carry a copy of the passengers' permission slips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has or will the teacher discuss, with students, the code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Safety:**

1. Are you satisfied that the teacher sponsor has adequate qualifications and experience to supervise students on this activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you attempted to anticipate any hazards, dangers, etc. involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If this is an outdoor education trip:			
(a) Has the route and/or site been reconnoitered prior to the trip by the teacher sponsor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does an adult accompanying the group have a valid First Aid Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If the trip involves swimming or activities on water:			
(a) Does at least one adult accompanying the group possess water safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Will adequate life-saving equipment be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If this trip involves cycling, skiing or snowshoeing, will an emergency repair kit be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
6. If this trip involves cycling:			
(a) Will everyone be wearing an approved helmet and safety vest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Will pre-trip instructions and on-trip procedures conform to CAN-BIKE principles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) During on-road situations, will the student/adult ratio be 8:1 or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If this trip involves travel outside Canada:			
(a) Have students and parents been notified of the need for additional medical coverage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Have students and parents been advised that documents pertaining to passports need to be taken along?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there an up-to-date criminal record check on file for each adult volunteer associated with the activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION C

### Decision:

Extended Trips – Superintendent

Approval: \_\_\_\_\_ Rejection: \_\_\_\_\_

Extra-Ordinary Trips – Zone Trustee Action:

Approval: \_\_\_\_\_ Rejection: \_\_\_\_\_

Comments:

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Superintendent

## **EDUCATION: PROGRAMS**

## **Policy 513.2-R (previously 603.2-R)**

### **Field Trips (Off-site Learning Experiences)**

Field trips are employee-sponsored events. These are classified as day field trips, overnight multiple-day field trips, out-of-province/international field trips, and athletic field trips. Day field trips take place within a day. Overnight multiple-day field trips are classified as trips lasting for two or more days. Out-of-Province/International field trips are overnight multiple-day field trips that take place outside of British Columbia. Athletic field trips are either one day or overnight multiple-day or out-of-province/international field trips for athletic teams.

To ensure that field trips are successful, they need to be effectively planned to enhance their educational value and increase safety practices while mitigating risks.

#### **Responsibilities:**

1. The Employee Sponsor of the field trip is responsible for a) planning, leading, organizing and evaluating all aspects of the field trip including: educational benefits, safety and risk management, instruction, transportation, supervision, and communication to parents and students; b) submitting the field trip proposal to the Principal or Principal Designate for approval within appropriate timelines; c) reviewing the District Code of Conduct and expectations with students prior to departure; d) carrying appropriate field trip documents on the trip; and e) providing the Principal or Principal Designate with the departure plans, contacts and detailed trip information before trip departure.
2. The Field Trip Supervisors are responsible for a) leading and supervising students; b) serving as role models to students; c) acting as ambassadors of the School District; and d) abiding by the District Code of Conduct.
3. The Principal or Principal Designate is responsible for a) reviewing and approving submitted field trip proposals; b) forwarding the overnight multiple-day field trip and out-of-province/international field trip proposals to the Superintendent or Superintendent Designate for final approval; c) supporting teachers in reviewing the District Code of Conduct with students prior to departure on overnight multiple-day and out-of-province/international field trips; d) supporting teachers in their communication with parents about field trips; e) approving the Driver Authorization Form for Volunteers and Staff; f) keeping a record of all field trips; and g) ensuring that the planned field trips align with Board Policies; and h) emailing international trip details to the Ministry of Education at [EDUC.learningdivision@gov.bc.ca](mailto:EDUC.learningdivision@gov.bc.ca)
4. The Parents/Guardians are responsible for a) determining whether their child may participate in the field trip; b) reviewing, completing, signing and returning the Parent Consent/Waiver Form; c) discussing with the Employee Sponsor any concerns about the field trip; d) reporting to the Employee Sponsor any safety, medical, or health issue for their child; and e) supporting their child in following the behaviours outlined in the District Code of Conduct.

Board Concurrence with Revisions: 07 November 2005  
Board Concurrence with Revisions: 01 June 2006  
Board Approval with Revisions: February 18, 2008  
Board Approval with Revisions: October 10, 2018

5. The Student is responsible for a) following the behaviours outlined in the District Code of Conduct as well as the expectations of the Employee Sponsor and supervisors; b) participating in the field trip to the best of his/her abilities; c) behaving safely, wearing appropriate clothing, and using appropriate equipment on the field trip; and d) reporting any safety, medical or health issues to the Employee Sponsor.

The Superintendent or Superintendent Designate is responsible for a) reviewing and approving overnight multiple-day and out-of-province/international field trips; and b) maintaining a District database of overnight multiple day field trips and out-of-province/international field trips.

# POLICY

SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)

## FIELD TRIPS

Reference: E-4  
Revised: November 24, 2010  
Revised: October 24, 2012  
Revised: November 1, 2016

### FIELD TRIPS

The Board recognizes the educational value of many activities that take place outside the classroom and encourages student participation in such activities.

All such activities must be well planned and supervised, have demonstrable educational value, proper advance preparation, informed parental consent, adequate supervision and a high standard of care.

While there is a risk factor involved in all activities, the Board will not approve field trips that have a high level of risk. A list of prohibited field trips may be found in Appendix A – page 1.

The Board recognizes that safety for all students and staff is a primary requirement.

The type of trip, the location of the trip and the level of activity must be matched to the qualifications and abilities of the lead teacher, supervisors, and/or instructors.

The Youth Safe Outdoors Manual is approved for use as a resource for schools to help ensure safe off-site activities for students. Consultation is to take place as is appropriate with the Superintendent (designate).

Field trips generally will fall under the following categories:

1. Extra Curricular Activity Field Trips

These comprise all voluntary activities that take place after school hours or on weekends under the sponsorship and/or instruction of a teacher, including athletic activities and fine arts presentations. Such activities may involve travel away from the school for purposes of competition.

2. General Field Trips

These comprise activities that take place as extensions of the classroom learning situation and involve trips away from the school for as little as one period or as long as several days.

3. Moderate Risk Field Trips

These comprise field trips where the risk tolerance is deemed greater than low when using the Qualification Check List (Appendix C).

4. Out-Of-Province/Country Educational Travel Field Trips

These comprise travel to other provinces within Canada or to foreign countries for the purpose of broadening students' understanding of other cultures and of helping them to see their relationship in the world as a Canadian.



# POLICY

SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)

## FIELD TRIPS

Reference: E-4  
Revised: November 24, 2010  
Revised: October 24, 2012  
Revised: November 1, 2016

### 5. Commercial or Interest-Based Excursions

The Board will not assume any responsibility for commercial or interest-based field trips or excursions that have not been approved or endorsed by the Board and that are either provided by companies specializing in student travel, or for trips that provide an excursion for students based on a common interest.

Employees may, as individuals, participate in student package tours or interest-based excursions provided it is made clear to parents and students that the employee is taking part on a personal basis and that neither school nor the Board is involved.

The principal shall ensure that any advertising of or recruiting for these trips, which may occur within the school, must clearly indicate there is no Board approval or endorsement of the excursion.

### Exemptions

Career Preparation, Career Education, Career Apprenticeship Programs and Career Co-op Programs trips where individual students travel to attend a place of work are not normally considered field trips.

### Approval

1. Principals may approve the following:
  - single day trips (within B.C.)
  - B.C. trips involving school athletic teams involved in league play, playoffs, provincials and exhibition tournaments including those involving overnight stays.
2. The Superintendent (designate) may approve all other B.C. trips up to five days duration as well as single day trips to the USA.
3. The Board may approve B.C. trips exceeding five days and all trips out-of-province/country. (except as noted in 2. Above)
4. For student trips involving travel out-of-province/country, approval in principle from the Board of Trustees must be obtained at least four months in advance and prior to holding meetings with parents. This request is to be submitted in writing with important details as requested in consultation with the Superintendent (designate).
5. All field trip proposals requiring Superintendent or Board approval must include the “Application for Field Trips” (Appendix B), the “Field Trips Qualifications Checklist” (Appendix C), and all required documentation. Application for student trips, other than out-of-province/country, requiring Board approval must be submitted three months in advance.

# POLICY

**SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)**

## FIELD TRIPS

**Reference: E-4**  
**Revised: November 24, 2010**  
**Revised: October 24, 2012**  
**Revised: November 1, 2016**

### Field Trips

1. In all cases, the financial liability of the Board shall be limited to budget allocation.
2. General parental consent may be obtained in writing at the beginning of the year, to cover whenever their son/daughter leaves the school grounds for an activity such as library visits, runs to the park, community visits, etc. Whenever possible, dates and times should be included for these types of day trips.
3. Informed parental consent, in writing, must be obtained for all trips beyond regular school hours, for all trips involving transportation, and for all overnight activities.
4. All field trips must be planned with reasonable foreknowledge of the area to which the group will be going.
5. Principals will submit to the Superintendent by September 30<sup>th</sup> and by February 15<sup>th</sup> a list of all anticipated outdoor education trips for each term/semester.
6. The Board must be adequately indemnified against all liability concerned with the trips undertaken under #3, Out-of-Province Educational Travel, (e.g. - medical coverage, loss of money, failure to travel due to sickness, etc. (U.S. medical coverage is essential).
7. The Board may request a report from the lead teacher following a field trip.
8. All students travelling to foreign countries, including the USA, on day or overnight trips, must have individual medical coverage.
9. All students travelling to foreign countries, including the USA, must have a valid passport\* and a signed letter from the parent(s)/guardian(s) giving their son/daughter permission to travel with the school group on school trips. See link for sample consent letter from Canada Foreign Affairs: [http://www.voyage.gc.ca/preparation\\_information/document.cms?doc=b766ce0b-f4b1-4069-9e8f-24d8a826eb5c](http://www.voyage.gc.ca/preparation_information/document.cms?doc=b766ce0b-f4b1-4069-9e8f-24d8a826eb5c)
10. As regulations can change, it is required that the lead teacher check with the borders or customs to determine what specific travel documents may be required for all students travelling to foreign countries, including the USA.
11. 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.
12. Foreign students must have passports/visas for all out-of-Canada trips.

*\*As of May 2012, students, aged 18 and under, travelling by land between the United States and Canada on school field trips (with adult supervision) will be exempt from the passport requirements. Students will be required to have an original or certified birth certificate, or a passport if they happen to have one. Proof of identity will not be required.*

# POLICY

**SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)**

## **FIELD TRIPS**

**Reference: E-4**  
**Revised: November 24, 2010**  
**Revised: October 24, 2012**  
**Revised: November 1, 2016**

13. 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.
14. 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 the travel Assurance Fund recognized by a provincial or federal government agency.
15. Students shall conform to the school code of conduct while on school activities.
16. Students will not normally be excluded from a field trip because of an inability to pay. The Board hardship policy would apply.
17. Signed consent forms and accident reports for any students that are injured on a Field trip must be kept for 2 years after the completion of a trip or until a student reaches 19 years of age.
18. Staff, volunteers, and chaperones are not allowed to bring their own children on any field trip unless the child is from the school and grade participating in the trip. An exception may be made for school athletic teams participating in league play, playoffs, and exhibition tournaments including those involving overnight stays. With the approval of the principal, a coach may be accompanied by his/her child if an additional chaperone is provided for the trip.

### **CHAPERONE REQUIREMENTS FOR TRIPS INVOLVING AN OVERNIGHT STAY**

These requirements for chaperones will apply for all overnight trips:

1. Chaperones must be adults approved by the principal who must have a valid criminal record check completed. See Appendix E for sample letter to potential chaperones.
2. There will be a minimum of two chaperones, including the lead teacher or adult.
3. At least one female chaperone will be required if any female student is a participant; likewise, at least one male chaperone will be required if any male student is a participant.

# REGULATION

## SCHOOL DISTRICT NO. 53

(Okanagan Similkameen)

### FIELD TRIPS

**Reference:** E-4  
**Revised:** November 24, 2010  
**Revised:** October 24, 2012

#### School Provisions - Field Trips General

1. The principal of a school shall review the merits of each field trip prior to approving it. Additionally, he/she shall ensure that staff in charge are aware of district and school policies and monitor their adherence. The principal and/or lead teacher shall provide assurance that the criteria established by the Board within these regulations have been met by completing the "Application for Field Trips" and/or providing the school office with the required documentation.
2. The principal of each school shall formulate written procedures for field trips, after consulting with the teachers, as permitted under district policy to include:
  - 2.1 fundraising.
  - 2.2 planning, including educational activities prior, during and after field trips.
  - 2.3 an informed parental consent. (Appendix D)
  - 2.4 the Field Trips Qualifications Checklist completed in advance of the trip. (Appendix C)
  - 2.5 risk management and emergency response plans.
  - 2.6 preparation and maintenance of appropriate first-aid supplies.
  - 2.7 selection and preparation of chaperones as per this policy.
  - 2.8 preparation of checklist/records including telephone numbers/medical numbers of all students and adults travelling on field trips with copies for the school and the sponsoring teacher for each field trip.
  - 2.9 preparation of the district and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip.
  - 2.10 dealing with inappropriate student conduct.
  - 2.11 treating/evaluating ill or injured students.
  - 2.12 ensuring that a lead teacher is assigned to students for each field trip.
  - 2.13 ensuring suitable accommodation
  - 2.14 ensuring suitable transportation
  - 2.15 assignment of teachers on call.
  - 2.16 the goals and objectives/PLOs of the trip must be available as part of the planning process.
3. The lead teacher for out-of-province/country trips, overnight trips, and for trips where additional precautions are necessary, shall meet with parents/guardians well in advance of the proposed trip. Where parents/guardians do not avail themselves of this opportunity, the student shall not be permitted to attend the field trip until this requirement has been met. Regular ski trips of one day duration to local mountains or P.E. activities are excluded.

# REGULATION

## SCHOOL DISTRICT NO. 53

(Okanagan Similkameen)

### FIELD TRIPS

**Reference:** E-4  
**Revised:** November 24, 2010  
**Revised:** October 24, 2012

4. Field trips must be attended by at least one teacher for every thirty (30) students except in cases as outlined in #5. Additionally, chaperones shall be included to ensure a student-adult ratio of ten to one (10-1) except for specific activities which are required for a course, such as visiting local sites and business establishments, P.E. activities, etc., or for extra-curricular team activities where groups may be slightly larger than ten (10), in which case only a teacher is required.
5. The principal may approve a non-teaching staff member as the lead for a daytime low-risk field trip of 15 students or less. In these cases, there must be a second chaperone when more than 4 students participate and a third chaperone when more than 10 students participate. The principal shall provide assurance that the criteria established by the Board within these regulations have been met by completing the "Application for Field Trips" and/or providing the school office the required documents. The principal shall also ensure that the parents have signed informed permission slips, which advises the parents of who the field trip leader will be.
6. 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.
7. Except for local specific activities which are required for a course, such as excursions to business establishments and local sites, P.E. activities etc., lead teachers must carry a copy of:
  - 7.1 the district field trip policy and regulations,
  - 7.2 the school policy/school checklist and,
  - 7.3 a copy of the district emergency procedures.
8. All transportation arrangements must be approved in advance by an administrator or designate as required by the policy and regulations on "Transportation of Students".
9. In the event of a student's serious violation of the school code, the administration of the school or the district shall be contacted before the lead teacher takes action relating to the student. A student shall not be asked to return home on his or her own unless specific arrangements are made by the administrator, nor shall the action taken by a teacher deprive a student of appropriate supervision.

#### **Additional Safety Provisions - Field Trips (General Checklist – see Appendix F)**

1. A first aid safety kit must accompany all school field trips except for trips within the immediate vicinity of the school.
2. Whenever possible, an adult trained in first-aid shall accompany students on field trips.
3. Suitable safety helmets must be worn by all participants involved in bicycle, skateboarding and rollerblading activities.
4. Safety vests and/or red or yellow pinnies must be worn by all participants involved in bicycle excursions.

# REGULATION

**SCHOOL DISTRICT NO. 53**  
**(Okanagan Similkameen)**

## FIELD TRIPS

**Reference:** E-4  
**Revised:** November 24, 2010  
**Revised:** October 24, 2012

5. Students involved in school skating activities must wear approved safety helmets.
6. Participants involved in school skiing activities, downhill/snowboarding/tobogganing/tubing etc must wear approved safety helmets.
7. Appropriate attire must be ensured by the lead teacher for all students suitable for the field trip prior to leaving.
8. Specialty skills, such as canoeing, for which certifying agencies exist, may only be instructed by certified instructors (teachers or other certified adults under the supervision of the lead teacher) up to the level and under the conditions provided for in the certification.
9. Specialty skills for which no certifying agency exists may only be instructed by trained and experienced instructors (teachers or other trained and experienced adults under the supervision of the lead teacher) as determined by the principal.

### **Moderate Risk Field Trips**

The Principal of each school will follow these written procedures for field trips where the tolerance of risk is deemed greater than low (in addition to the School Provisions – Field Trips). These may include, but are not limited to, the following activities: snowboarding, some skiing trips, rock climbing, swimming, camping, hiking, mountain biking, horseback riding, winter activities, and some outdoor education activities:

1. A meeting with parents must take place prior to the trip. Students are not permitted to attend any of these activities unless their parent/legal guardian has attended a meeting in person.
2. Prior to the trip a Parent Consent for Field Trips form (Appendix D) must be signed by the parent and received by the teacher in charge.
3. The Field Trip Qualifications Checklist must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip. (Appendix C)
4. Trained/certified instructors must be in place. The number and certification/training level will be determined by the risk level of the activity.
5. A detailed emergency response plan must be in place.
6. Specialty skills, such as rock climbing, swimming, canoeing, kayaking, for which certifying agencies exist, may only be instructed by certified instructors (teachers or other certified adults under the supervision of the lead teacher) up to the level and under the conditions provided for this certification.
7. Lead teacher/instructor must have prior knowledge and understanding of the area being used for the activities.

# REGULATION

**SCHOOL DISTRICT NO. 53**  
**(Okanagan Similkameen)**

## FIELD TRIPS

**Reference:** E-4  
**Revised:** November 24, 2010  
**Revised:** October 24, 2012

8. Students must have pre-educational training and safety instruction prior to the field trip, both at the school and at the activity areas.

### High Risk Field Trips

The board will not permit high risk activities such as: parachuting, hang gliding, water skiing, solos, ski jumping/aerials, rafting, high level white water activities, etc. (Appendix A)

### Ski Trip/Winter Activity Provisions (General checklist see Appendix G)

1. Two adults, one of whom must be a teacher, must be responsible for each bus, except where a minibus is used in which case the teacher driver shall be responsible. Where the driver of a minibus is not a teacher, a teacher must ride with students in the minibus. Students must only embark or disembark at school or on the ski hill except where the principal has made specific other arrangements. Where the principal has made arrangements to permit enroute embarking and disembarking, appropriate contact shall be made with school authorities to ensure suitable attendance records are maintained by all parties.
2. Attendance must be taken on the bus before the bus leaves the school. A copy of the attendance must be available in the school office and carried on the trip by the lead teacher.
3. Once the buses arrive at the mountain, students must remain on the buses until ski personnel are ready for them. Supervising teachers must not dismiss the students until mountain personnel complete their instructions and group presentation. The teachers in charge of the ski activity shall be responsible for coordinating with mountain personnel.
4. Supervisors/chaperones shall provide designated "on hill" supervision.

Move around different slopes at set times designated by lead teacher.

Each supervisor/chaperone shall have responsibility for a specific group of students, and shall take attendance at noon time or designated times during the day.

Supervisors/chaperones will actively monitor and enforce areas of use on the hill, i.e. out of bounds areas, and ensure that runs are appropriate for the level of the skier.
5. At the end of the day, students shall return to the same bus on which they arrived. Attendance must be taken before the buses leave the ski area. No student shall return to the school on a different vehicle, private or otherwise, except for emergencies, in which case the supervising teacher shall determine the new travelling arrangement. Additionally, where a parent/guardian has provided written authorization for different travel arrangements, a lead teacher may permit alternate arrangements if he/she determines the request to be appropriate. All records must reflect this arrangement.
6. The lead teacher must check with the mountain personnel for messages or complaints before allowing the buses to leave.

# **REGULATION**

**SCHOOL DISTRICT NO. 53**  
**(Okanagan Similkameen)**

## **FIELD TRIPS**

**Reference:** E-4  
**Revised:** November 24, 2010  
**Revised:** October 24, 2012

7. Once all students are present, the lead teacher shall give approval for the buses to return to the school.
8. Students must receive educational training and safety instruction prior to any ski trip/winter activity. Students must be assessed for their ability at the mountain, and they must participate in a lesson consistent with their ability level. (See Moderate Risk Field Trips.)



Adopted: 1999-05-25	Reviewed: 2002-10-22	Amended:
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**SUBJECT: EMERGENCY PLAN**

The safety of ~~pupils~~ students and school district staff is paramount. The district recognizes it is not possible to anticipate every circumstance that may arise in a critical incident situation. However, being prepared by planning, organizing and implementing emergency plans to respond to critical incidents will help to minimize the potential for injury, loss of life, property damage and/or trauma. Each school and site is required to have an emergency plan for critical incident response in order to be well prepared for emergent situations.

In the event of any ~~dangerous disturbance~~ emergency, critical incident, disaster, or potentially dangerous situation the following policy shall apply:

**1. WHEN SCHOOL IS NOT IN SESSION:**

a) Damage Assessment

The damage assessment team will be assisted by:

- i) the Secretary-Treasurer or Superintendent
- ii) the Director of Facilities and Transportation or a General Foreman

b) Mass Care Facilities

The use of any school district building or equipment may be authorized by:

- i) the Secretary-Treasurer or Superintendent
- ii) the Director of Facilities and Transportation or a General Foreman
- iii) the School Administrator

c) Mass Transportation

The use of any school district vehicle may be authorized by:

- i) the Secretary-Treasurer or Superintendent
- ii) the ~~Transportation Supervisor~~ Director of Facilities and Transportation

**2. WHEN SCHOOL IS IN SESSION:**

a) Responsibilities

- i) Teachers are responsible for students in their classroom.
- ii) Principals are responsible for employees and students in their school.
- iii) The ~~General Foreman~~ Director of Facilities and Transportation is ~~are~~ responsible for maintenance, transportation and grounds staff.

- iv) The School District ~~Administration Board~~ Office is responsible to issue direction to:
- Principals
  - The ~~Director of Facilities and Transportation~~ ~~General Foremen~~ and the Transportation Supervisor

Any decision to evacuate School District premises can only be made by the ~~building~~ ~~Administrative Officer~~ Principal or Vice Principal.

Adopted: 1999-05-25	Reviewed: 2002-10-22	Amended:
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## **REGULATIONS**

**SUBJECT: EMERGENCY PLAN**

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### **1. Individual School Disaster Preparation Plan**

- 1.1. Each school has a pre-determined evacuation procedure in place. All staff and students ~~will~~should be well-versed in this procedure. Regular drills and evacuation practice ~~should~~will be maintained.
- 1.2. Each school ~~will~~should be responsible for developing a "Marshalling" area, including the location of a First Aid Post. All staff and students should be familiar with these locations.
- 1.3. Each school ~~will~~should establish a drill procedure for "Earthquake" situations.
- 1.4. Administration and staff of each school ~~will~~should be familiar with the procedures and priorities for all involved during an emergency situation/critical incident. Administration and staff ~~will~~should all be familiar with location and procedure for shut-off of utilities such as gas, electric, or water main.
- 1.5. Administration and staff ~~will~~should be aware of such items as:
  - i) student release procedures
  - ii) use of volunteer help in an emergency
  - iii) line of authority
- 1.6. General requirements for First Aid will be provided in accordance with ~~section 33 of~~ the current *Occupational Health and Safety Regulation*.
- 1.7. Each Administrator ~~will~~should provide for regular inspection of classrooms to identify and minimize potential hazards, with particular attention given to such things as free-standing cabinets, bookcases, wall units, aquariums, heavy objects on high shelves, audio-visual equipment, wall-mounted objects such as clocks, unrestrained light fixtures, as well as anything peculiar to the classroom or school setting.
- 1.8. High hazard areas such as gymnasiums, science labs, industrial areas, and libraries, ~~will~~should be inspected frequently to ensure proper use and storage procedures are being maintained.



Policy 4060  
**THE ENVIRONMENT**

Adopted: 2006-04-11	Reviewed:	Amended: 2010-01-12
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**POLICY**

SUBJECT:       **THE ENVIRONMENT**

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The Board of Education believes that the maintenance of our environment is necessary to the quality of our lives. Further, it believes that the District and its schools have the responsibility of fostering and reinforcing positive environmental concepts, concepts that will enhance the relationship between living things and their natural and built surroundings.

The introduction of these concepts must begin early in the life of each child in order to develop a responsible environmental ethic, which will be sustained throughout life.

Adopted: 2006-04-11	Reviewed:	Amended: 2010-01-12
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## **REGULATIONS**

SUBJECT: **THE ENVIRONMENT**

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As part of the Board's commitment to the environment and pursuant to Bill 44 – 2007: *Greenhouse Gas Reduction Targets Act*, the District will undertake the following:

### **A. Environmental Practices**

#### **1. Purchasing**

- a) Where feasible, products shall be purchased that are manufactured from recycled materials.
- b) Where products are similar in function, the one that is the least harmful to the environment shall be purchased.

#### **2. Waste Management**

- a) The District ~~shall~~will substantially reduce paper waste.
- b) The District ~~shall~~will foster environmental practices based on the concepts: reduce, reuse, and recycle.
- c) Where feasible, waste products ~~shall~~will be recycled.
- d) The District ~~shall~~will encourage the participation of staff, students and parents in the recycling program.

#### **3. Facilities Management**

- a) The District ~~shall~~will practice energy conservation in the operation of all facilities and equipment.
- b) The District ~~shall~~will use, where feasible, environmentally friendly products for all facilities, equipment and grounds.
- c) In all instances ~~when purchasing custodial products,~~ the District will ~~purchase the product that is biodegradable and eliminate the not~~ use of cleaners that contain toxins ~~or are~~and ecological damaging ~~products.~~
- d) Where necessary and cost effective, energy saving retro-fits will be considered to reduce energy consumption.

#### **4. Transportation**

- a) Anti-idling policy will be adhered to on school property.

- b) District vehicles will be regularly checked and maintained for optimal operating efficiency.
- c) Proper driving will be ~~reinforced-practiced~~ to ensure minimize impact on the environment.
- d) Vehicle purchases will be reviewed with consideration of impact on the environment.
- e) Carpooling is encouraged whenever possible.

#### **B. Environmental Management**

- 1. The District expects consideration of environmental impact in the planning of all operational and educational programs.
- 2. The District expects school-based leadership in environmental education at each school.
- 3. The District ~~shall~~ will respond to identified environmental education needs as resources permit, including such measures as:
  - a) providing appropriate environmental resources to schools;
  - b) providing instructional assistance and in-service to school personnel;
  - c) coordinating appropriate community-District environmental initiatives.
- 4. The District will endeavour to work with community and government agencies in supporting good environmental practices.