



AP 333 – Field Trips

Purpose

The Board of Education, Nanaimo Ladysmith Public Schools, affirms the educational value of well planned and supervised field trip learning experiences. Such experiences enrich the curriculum and provide an opportunity for young people to apply their school learning in situations outside the classroom.

All such activities must have clear educational value, proper advance preparation, informed parental consent (consent given with full knowledge of the risks involved and the probable consequences of the proposed activity), adequate supervision and a high standard of care.

While there is a risk factor involved in all activities, field trips that have a high level of risk will typically not be approved. However, the Superintendent or designate has the authority to approve field trips that are considered high risk, such as out of province or international field trips. A list of field trips sorted into low, medium and high risk categories may be found on the Online Field Trip Procedure site under the *Resources* tab in a document titled *Risk Levels & Prohibited Activities*.

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, sponsors and supervisors.

Field trips generally fall under the following categories:

1. **Extra-Curricular Field Trips**
These include all voluntary activities that take place generally after school hours or on weekends under the sponsorship and/or instruction of a teacher. Such activities may involve travel away from the school for purposes of competition.
Examples: Athletic Activities; Band; Drama; Fine Arts Presentations
2. **Curricular Field Trips**
These involve 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. **Out-of-Province /International Field Trips**
These involve travel to other provinces within Canada or to foreign countries. Their purpose is to broaden students' understanding of other cultures and to help them to see their relationship in the world as a Canadian. All international fieldtrips must have a curricular focus.
4. **Commercial or Interest-Based Excursions (involving students but not organized by the school district)**

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

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common interest. Employees may, as individuals, participate in student package tours or interest-based excursions provided it is Board approved.

Exceptions

Where individual students travel to attend a place of work or study are not normally considered to be field trips:

At the principal's discretion, curricular exceptions may include:

- Career Preparation
- Career Education
- Career Apprenticeship Programs and Career Co-op Programs trips
- School Physical Education class runs
- Specialty schools and specialty programs (e.g., outdoor kindergartens, environmental schools, etc.)

At the principal's discretion, extra-curricular exceptions may include:

- Seasonal athletics such as varsity basketball, volley-ball, soccer, rugby, football, track and field, etc. where a form could be completed at the beginning of the season and updates provided to parents as the season progresses;
- Band trips within district to perform at district schools – where a form could be completed at the beginning of each semester.

Definitions

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

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

Guiding Principles

All field trips must be planned using the "**Online Field Trip Application Procedure**" that is located on the District's *staff* portion of the web site at <https://field-trips.sd68.bc.ca/>. Detailed information required for effective planning is provided as the lead teacher/district employee completes the form on-line. After completing the form, the teacher will be provided with a printed copy of the form that can then be shared with the principal of the school or the appropriate assistant superintendent. The **online field trip application and necessary forms** must be completed and submitted to the principal prior to the designated time frame specified for the type of field trip being planned.

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

Responsibility

1. All school field trips require the approval of the principal prior to any planning or information sharing campaign.
2. The principal shall assume overall responsibility for the arrangement and supervision of the travel and the curricular or extra-curricular activity. The principal may delegate such responsibility to teachers and/or other persons deemed to be appropriate. The principal shall ensure that field trips,

to the greatest extent possible, are experienced equitably among all classes and students in the school. The **online field trip procedure** must be used for all field trips and can be located on the district web site. Field trips are categorized according to type, duration, risk levels (Low, Medium or High Risk) and safety and/or supervision requirements.

- a. Principals may approve single day trips (within B.C.). B.C. trips involving fine arts, school athletic teams involved in league play, playoffs, provincials, and exhibition tournaments including those involving overnight stays.
 - b. Principals may approve trips (within B.C.) up to three days duration and must inform their assistant superintendent (or designate) prior to the event. The Lead Teacher must submit field trip requests to the principal and/or Assistant Superintendent within the following time frames:
 - School Neighbourhood Walking Field Trip – **two (2) days** prior to trip.
 - One Day Field Trip – **one (1) week** when inside the district; **two (2) weeks** when outside the district.
 - Overnight (In Province) Field Trip – a trip of up to three days requires one **(1) month** notice; more than three days requires **three (3) months** notice.
 - Overnight (Out-of-Province/International) Field Trip – the principal’s pre-approval is required; Assistant Superintendent requires **four (4) months** notice prior to the event and prior to meeting with parents.
 - High-Risk Field Trip – the principal’s pre-approval is required; the Assistant Superintendent’s pre-approval required and request forms submitted **three (3) weeks** prior to the event.
 - c. The assistant superintendent may approve B.C. trips exceeding three days and all trips out-of-province/international trips.
 - For field trips (In Province) exceeding three days approval in principle from the Assistant Superintendent must be obtained at least **three (3) months** in advance and prior to holding a meeting with parents.
 - For student trips involving travel out-of-province/international, approval in principle from the assistant superintendent must be obtained at least **four (4) months** in advance and prior to holding meetings with parents. This request is to be submitted in writing with appropriate details as requested in consultation with the assistant superintendent (or designate).
 - d. Informed parental consent, in writing, must be obtained for all field trips. Signed consent forms and accident reports for any students that are injured on a field trip must be kept for two (2) years after the completion of a trip or until a student reaches 19 years of age.
 - e. An appropriate program of instruction at school shall be provided for students who do not participate in the field trip. Parents shall be advised of these arrangements.
3. The school principal shall approve day field trips and field trips within the province. Where out-of-district field trips are longer than two days in duration, principals shall inform the Assistant Superintendent or designate prior to the event.
 4. The Superintendent/CEO or designate must provide final approval for all out-of-province/international field trips. Applications for out-of-province/international field trips must be submitted at least four months in advance of the event.

5. Neither curricular nor “whole school, whole class or whole team” extra-curricular field trips shall be denied to a student because of cost. Emergency funding shall be provided on the basis of need to the extent that funds are available. If available funds are insufficient to ensure that all students who wish to participate can be included in a field trip that is intended to involve the entire school, class or team of which the student is a part, the field trip must be abandoned, or re-scheduled to a time when funds are sufficient.
6. Parents of students of elementary age (Kindergarten through Grade 7) shall not be asked to pay for either curricular or “whole school, whole class or whole team” extra-curricular field trips where the cost to parents/guardians is in excess of \$50.00.
7. An appropriate program of instruction shall be provided at school for students who do not participate in a field trip. Parents shall be advised of these arrangements.

Roles and Responsibilities

Student

It is expected that students participating in any school-sponsored field trip will abide by their school's code of conduct which follows District Administrative Procedure 344. For high risk field trips and extended or international field trips, parents and students are required to sign a Field Trip Guidelines and Regulations form.

Teacher

- must pay careful attention to travel advisories by visiting the [Travel Advice and Advisories Website](#).
- email trip details to the Ministry of Education at EDUC.learningdivision@gov.bc.ca prior to departure.

Teacher / Supervisors

- are advised not to have their own children accompany them on the trip.
- must make initial application for approval four months before the event.
- must ensure that a proposed itinerary of student activities and schedules is provided for each day of the trip. If required, the Superintendent or designate will request the final itinerary three weeks prior to the trip.
- will establish a phone tree with parents of all participants as part of the field trip application before it is given final approval.
- will ensure a communication plan between the teachers/supervisors, the school/school district, and families is in place before the trip.
- will establish emergency administrative contact in planning for all out of province or international field trips.
 - in the event of an emergency, it is recommended that students and supervisors not use social media platforms. Instead, use the communication plan put in place prior to the trip to ensure everyone is sharing accurate and factual information.
- will establish with their administrative officer at least one telephone debriefing (the time of which will be established beforehand).
- will register the trip with the Canadian Embassy.
- must ensure that all methods of transportation are provided in accordance with the Transportation Section of this procedure.
- must have the ability to be contacted by, and to communicate with students at any time (i.e. by cell phone).
- must organize/coordinate and attend at least two team/group meals per day.
- will determine muster points in the travel plans that all students and accompanying supervisors

are made aware of, particularly where students will be housed in different locations, in case of emergency situations in the community.

- shall meet daily with all fellow teachers and supervisors to review/debrief the day's activities (student reps may be included) and confirm the supervision schedule for the following day.
- shall have the right to send students home at any time for reasons of student misconduct after discussion with the principal.
- will indicate to students the specific times at which face-to-face contact is expected.
- will ensure that group medical insurance has been provided for all students.
- will provide at least two room checks to take place within one hour after the curfew as established in the itinerary.
- will be provided with a list of all students, contact #'s, brief medical history or alert and space to add in Room #'s or Billet #'s for overnight stays. (Provide a compact, one-page list for teachers and supervisors when on trips for easy reference.)

School Requirements/Planning/Mitigation of Risk

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 procedures have been met by ensuring:
 - The goals and objectives of the trip must be available as part of the planning process.
 - Planning, including educational activities prior, during and after field trips.
 - A risk assessment has been conducted in terms of the competency and capabilities of the teacher leaders to conduct the program activities; the readiness and suitability of students for the program activities is considered appropriate; and the field trip site has been assessed for the purposes of minimizing risk.
 - For all out of province and international field trips parents/guardians must sign a consent form acknowledging associated risks.
 - Complete checklist/records including telephone numbers/medical numbers of all students and adults travelling on field trips. Leave copies for the assistant superintendent (or designate), the school and the sponsoring teacher for each field trip.
 - Complete the district and school emergency checklist with copies for the assistant superintendent (or designate), the school office and the sponsoring teacher for each field trip.
 - Plan for how inappropriate student conduct will be dealt with.
 - Ensure suitable accommodation.
 - Ensure suitable transportation.
 - Confirm assignment of teachers teaching on call (TTOC).
 - 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.
 - Except for local specific activities which are required for a course, such as excursions to business establishments and local sites, Physical Education activities etc., lead teachers must carry a copy of:
 - The district field trip administrative procedures, and
 - A copy of the district emergency procedures.
2. Detailed trip itinerary is provided to parents and filed in school office (includes a schedule of activities, free time, destination contact and phone numbers and cell phone number of teacher /supervisor(s)).
3. For overnight field trips there must be at least one adult supervisor, over the age of 25, the same gender as the students.

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4. Any volunteer wishing to serve as a student supervisor on overnight field trips must complete a 'Criminal Record Check' as per *AP 310 – Volunteers*.
5. Teacher/supervisor has phone number (home and cell) of principal, vice-principal and the assistant superintendent and should call immediately if an accident/incident occurs.
6. If suicide ideation/attempt or a disclosure of abuse/neglect should occur while on a field trip a local authority should be contacted in addition to those identified in #5 above. Any medical emergency should first be dealt with by calling 911.
 - District procedure for reporting abuse/neglect must be followed. If a criminal offence needs to be reported due to the action of an individual on the field trip, the local police detachment would be contacted as those identified in #5 above.
7. Provisions must be in place for sending a student home due to serious misconduct or health issues. If it becomes necessary for a student to be sent home from the field trip, the group leader, in consultation with the principal, will develop a plan to return the student home according to the unique needs of the student involved and the circumstances under which the student is leaving the travel group. A responsible adult who is approved by the trip supervisor must accompany students returning home. In all cases, the parent/guardian (or delegate) must be notified of the plan and costs prior to the student being sent home.

Field Trip Calendar

Each school is required to have a calendar of field trips in the main office for immediate access of information for staff and parents.

Walking Trips

Short supervised walking trips within the vicinity of the school may be taken with the principal's permission with relevant times recorded in the field trip calendar without having to complete the field trip request form. Normal supervision requirements and ratios apply. Supervising teachers require a contact number (cell phone or walkie-talkie). The '**Annual Consent Form for School Walking Field Trips**' must be on file with the classroom teachers and maintained for a period of two years.

Cost/Funding

1. Neither curricular nor "whole school, whole class or whole team" extra-curricular field trips shall be denied to a student because of cost. Emergency funding shall be provided on the basis of need to the extent that funds are available. If available funds are insufficient to ensure that all students who wish to participate can be included in a field trip that is intended to involve the entire school, class or team of which the student is a part, the field trip must be abandoned, or re-scheduled to a time when funds are sufficient.
2. Parents of students of elementary age (Kindergarten through Grade 7) shall not be asked to pay for either curricular or "whole school, whole class or whole team" extra-curricular field trips where the cost to parents/guardians is in excess of \$50.00.
3. Travel beyond the Mid-Island area is the financial responsibility of the individual school. All travel arrangements are to be made in consultation with the Transportation Supervisor.
4. Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in loss of funds. Travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety threat. When travel agents are used for any travel, they must be covered by a travel assurance fund recognized by a provincial or federal government agency.

5. For out of province/international field trips, all funds and records must be processed through the school.

Transportation

1. A copy of the '**Bus Passenger List**' form for each bus/vehicle is filed in the school office and carried by the teacher(s)/supervisor(s).
2. School district buses and drivers are to be used except in the following circumstances:
 - School district buses and drivers are not available.
 - School district buses and drivers are available but the nature of the trip dictates the need for a highway type coach.
 - Parents exercise their right to transport their own child/children within the district and beyond, subject to meeting safety and insurance requirements
 - Children at least 18 kg (40 lbs.) to age nine or 145 cm tall (4' 9"), whichever comes first must be secured in a booster seat, in a seated position equipped with a shoulder harness.
3. Parents must be informed of trips requiring the transportation of students. Such notice shall be given with sufficient time for parents to contact the school should they require information or wish to express concerns. Expressed parental permission is required prior to students participating on such trips.
4. Low-risk activities occurring less than twenty (20) minutes from first aid attendants should have at least one person accessible (not necessarily part of the group) with at least some basic emergency first aid understandings and skills.
5. High-risk activities or where the activity is more than twenty (20) minutes from first aid attendant should have at least one person accessible with Standard First Aid Training.
6. Anyone other than CUPE 606 or external professional drivers:
 - Must be a minimum of 21 years of age.
 - Where applicable, must follow National Safety Code regulations, such as hours of service.
 - Must complete and sign the appropriate forms and adhere to the regulations stated on the volunteer driver's form.
7. District transportation funding is to be targeted to school sponsored activities:
 - Local Fine Arts,
 - Local athletic competitions,
 - Local curricular/co-curricular travel.
8. All schedules (tournament, league play, etc.) where transportation is involved shall be forwarded to the Transportation Supervisor so that the coordination of all participating schools can create efficiencies.
9. Volunteer Drivers: Wherever possible it is suggested that teachers develop a roster of volunteer drivers who have the annual criminal record check, driver's abstract and proof of adequate insurance coverage at the beginning of each school year as a method of mitigating last-minute changes in events and/or transportation. The '**Volunteer Driver Application**' is valid for one year from the date it is approved. *AP 310 – Volunteers provides the necessary procedural components and links for volunteers.*

Supervisors

1. The recommended ratios of students-to-adults are as follows:
 - a) Elementary Schools - K-5 - minimum of 2 adults or a ratio of 1 to 10 students. Student

- buddies and adult pod supervisors assigned; Grades 6-7 minimum of 2 adults or ratio of 1 to 15 students.
- b) Secondary Schools - minimum of 1 adult per class if within SD68. Outside SD68 the ratio is 1 to 15.
 - c) Secondary Schools Extra-Curricular - A teacher/district employee employed by NLPS will travel with a school group on any trip that requires an overnight stay.
2. In cases where both male and female students are participating in overnight field trips, the school will ensure that both male and female supervisors are present. In cases where only male or only female students are participating in overnight field trips, and it is not possible to provide adult supervision of the same gender, the field trip will not take place.
 3. In embarking upon and returning from a field trip of any kind, the teacher/supervisor will conduct a headcount to ensure that all students are accounted for.
 4. Potential supervisors for overnight and extended school sponsored trips will complete a 'Volunteer Registration Form' as per AP 310 – *Volunteers*. This form will be kept on file at the school for at least two years after the trip.
 5. Criminal record checks shall be conducted for all supervisors prior to overnight and extended activities.
 6. Criminal record checks will be reviewed by the Human Resources Department in consultation with the school principal, and will be kept on file by the Human Resources Department.
 7. Criminal record checks for supervisors will be valid for five consecutive years after the date of issue.

Student Safety and Code of Conduct

1. It is expected that students participating in any school-sponsored field trip will abide by their school's code of conduct which follows District Administrative Procedure 344. For high risk field trips and extended or international field trips, parents and students are required to sign a School/District Field Trip Guidelines form.
2. Medical alert forms have been completed and first aid kit secured. Supervisors must ensure that medication is available for students with serious allergic reactions or medical conditions. Take a copy of the AAF, ALLERJECT™, EpiPen™ or ensure the student has his/her ALLERJECT™ or EpiPen™. Be aware of anaphylaxis exposure risk and ensure supervising adults are aware of student with anaphylaxis and emergency treatment.
3. Care plans for any student with a medical condition must be taken on the trip and properly implemented.
4. Ample supervision and safety measures must be provided and transportation arrangements must meet all legal and safety requirements.
5. At the earlier stages of the planning of a field trip, parents should be notified in writing of expectations for student behaviour and safe conduct while on the field trip. It is appropriate for a coach or sponsor of a field trip to make the decision – in consultation with school administration and teaching staff – to deny access to the field trip to any student who it is felt may constitute a discipline or safety risk while on the field trip. Parents and students must be notified at the earlier possible date of such a decision to deny access in order to minimize disappointment and to ensure that students do not needlessly engage in fund-raising or planning activities for field trips to which they have been or

- would be denied access.
6. Prior to embarking on a field trip of any kind, students and parents will be reminded of the school's code of conduct and behaviour and safety expectations specific for the field trip, for example, curfew hours, staying together, reporting on time, etc.
 7. Because NLPS is an inclusive school district, it is expected that all students will participate on field trips regardless of visible and invisible diversities including but not limited to: race, sexual orientation, gender identity, ability, religion, culture and socio-economic status.
 - A plan must be in place to support students who have special needs and / or behavioural challenges who may require specific safety considerations.
 - If the school, in consultation with the parent/guardian, determines that a student will not be participating on the field trip, a program of instruction will be provided for the student at the school.
 - Please also refer to the following NLPS Policy and Administrative Procedures:
 - i. P 1.0 - Inclusion
 - ii. AP 350 - Honouring Diversity and Challenging Racism
 - iii. AP 347 - Sexual Orientation and Gender Identity
 8. The use of alcohol or illegal substances shall be prohibited at all times during a field trip.
 9. The recommended ratios of students-to-adults are as follows:
 - a) Elementary Schools - K-5 - minimum of 2 adults or a ratio of 1 to 10 students. Student buddies and adult pod supervisors assigned; Grades 6-7 minimum of 2 adults or ratio of 1 to 15 students.
 - b) Secondary Schools - minimum of 1 adult per class if within SD68. Outside SD68 the ratio is 1 to 15.
 - c) Secondary Schools Extra-Curricular - A teacher employed by SD68 will travel with a school team on any trip that requires an overnight stay.
 10. On a field trip of any kind, the teacher sponsor/adult supervisor will act in a manner consistent with what would be expected of a "judicious parent."
 11. On a field trip of any kind, it is expected that teacher sponsors/adult supervisors will endeavour to ensure proper and safe student conduct by providing a proactive, participatory and visible presence.
 12. Where a situation warrants a student being sent home from an overnight/out-of-district field trip, parents shall be notified as soon as practicable and appropriate travel and pick up arrangements shall be made for that student.
 13. In embarking upon and returning from a field trip of any kind, the teacher/supervisor will conduct a headcount to ensure that all students are accounted for.
 14. The Board must be adequately indemnified against all liability concerned with the trips undertaken for out-of-province/international educational travel, (e.g., - medical coverage, loss of money, failure to travel due to sickness, etc.)
 15. All students travelling to foreign countries, including the United States, on day or overnight trips, must have individual medical coverage.
 16. All students travelling to foreign countries, including the United States, must have a valid passport and a signed letter from the parent(s)/guardian(s) giving their son/daughter permission to travel and

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receive emergency medical treatment if required while travelling with the school group.

17. It is required that the lead teacher check with the borders or customs to determine what specific travel documents may be required.
18. 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.
19. 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.

Workflow

The field trip procedure has been converted to an online workflow that is accessible by all district employees.

The ***“Online Field Trip Procedure”*** must be completed and submitted to the principal prior to the designated time frame specified for the type of field trip being planned. This procedure is available to all staff through a link available on the District’s website located here: <https://field-trips.sd68.bc.ca/>.

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