

## FIELD TRIPS – OUT-OF-PROVINCE

### Background

“Out-of-Province Educational Trips” for students can be of value to students. The District, however, believes that they are not a right of any student, class, or group. For the purposes of this Administrative Procedure, an Out-of-Province Educational Trip is an out of school activity in which students travel outside of British Columbia.

The District supports in principle Out-of-Province Educational Trips for students during school time provided:

- Advantage is taken whenever possible of weekends and holiday periods;
- The trip has curricular or extra-curricular relevance for participating students;

### Procedures

1. It is the Principal’s responsibility to ensure the appropriateness of all Out-of-Province Educational Trips and the planning for safety of students.
2. All trip proposals will be brought forward to the attention of the Associate Superintendent for discussion. The Board has retained the authority to approve proposed educational trips which involve travel outside of Canada and/or the mainland of the United States of America.
3. Out-of-Province Educational Trips, offered through the school or school district, must be under the general supervision of school district staff. Planning and supervision for the trip are the shared responsibility of the Principal and the sponsor teacher.
4. The safety and welfare of students and staff is the primary consideration in planning and implementing Out-of-Province Educational Trips. The supervisors of each such trip must incorporate appropriate safety practices that consider factors such as the location to which the students are travelling, the nature of the activity in which the students are participating, the skill level of the students, the number of students, and the age and development of the students;
5. Parents and guardians must provide informed consent for their child’s participation in the Out-of-Province Educational Trip, including informed consent for activities undertaken on that trip. Parents and guardians must be provided with all appropriate information regarding the date, location, arrangements, level of supervision, and known inherent risks specific to the trip in order to give informed consent.

6. Volunteer supervisors are a valued resource in the school community and during Out-of-Province Educational Trips. Volunteers will take direction from the sponsor teacher or Principal. Volunteers must provide background references and Criminal Record Checks and may be required to provide a Driver's Abstract.
7. The use of alcohol, tobacco, or illegal substances by student participants, volunteers, supervisors or staff is strictly prohibited during Out-of-Province Educational Trips, regardless of the circumstances, the age of the participants, or local laws, customs, and culture.

*Reference: Sections 17, 20, 22, 65, 75, 85 School Act  
Motor Vehicles Act  
Collective Agreements*

*SD No. 40 (New Westminster)*

---

*Adopted: May 30, 2017*

---

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)