

OUT-OF PROVINCE AND MULTI-DAY EDUCATIONAL TRIPS

BACKGROUND

Out-of-Province and Multi-Day Educational Trips can be of value to students. In principle, the District supports such trips provided that there is strong educational value for students.

For the purposes of this Administrative Procedure, an Out-of-Province or Multi-Day Educational Trip is an activity in which students travel outside of British Columbia and/or are away overnight. This includes athletic trips involving such travel. The Board has retained the authority to approve proposed educational trips which involve travel outside of Canada and the mainland of the United States of America.

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. General Guidelines

- 1.1. It is the Principal's responsibility to ensure the appropriateness of all educational trips. Student safety is paramount when all such trips are being considered.
- 1.2. The Principal shall designate an Educator in Charge of each educational trip. An educator designated as being "in charge" must have appropriate experience to supervise the safety and well-being of students.
- 1.3. The district must not be held responsible for any losses which may arise from cancellation or alteration of an educational trip itinerary.
- 1.4. The Principal will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the educational trip. The District's Code of Conduct and the School's Code of Conduct must be reviewed by all participants prior to the educational trip.
- 1.5. Schools may charge fees for optional educational trips that enhance a student's learning experience but are not essential to the learning outcomes.
- 1.6. No student will be prevented from taking part in an educational trip considered to be an essential part of the educational program due to financial hardship.

2. Planning

- 2.1. When planning educational trips, the Educator in Charge must outline the educational relevance, itinerary, supervision plan, transportation details, and budget on the Out of Province and Multi-Day Educational Trips Proposal Form ([261-1](#)) and submit this for Principal approval.

- 2.2. Following the Principal's approval and prior to further trip planning, the Principal will submit the completed Out-of-Province and Multi-Day Educational Teacher Checklist Form ([261-1](#)) to the Associate Superintendent for final approval of the proposal. Once approval has been provided, the Educator in Charge may continue to plan the proposed educational trip using the Teacher Educational Trip Checklist ([261-2](#)).
- 2.3. Upon completion of all aspects of the Teacher Educational Trip Checklist ([261-2](#)), the Principal provides the final approval for the educational trip.
- 2.4. No less than ten days prior to departure, the Principal approved Teacher Educational Trip Checklist ([261-2](#)) must be submitted to the Associate Superintendent.

3. **Communication with Parents/Guardians.**

- 3.1. The Educator in Charge must hold a pre-trip meeting to explain details of the educational trip to parent(s)/guardian(s) and a school administrator must be in attendance.
- 3.2. The Principal will ensure that all students return a completed consent form ([261-3](#)). If there are additional risks associated with activities planned for the educational trip, they will be listed in the field trip description. Students who do not return completed consent forms may not participate in the educational trip.
- 3.3. Educational trip consent forms must contain the following information:
 - Nature of the educational trip
 - Rationale for the educational trip
 - Transportation details
 - Level of supervision; and
 - Scope of risks and potential for injury inherent in the activity.

4. **Supervision**

- 4.1. 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 Educator in Charge.
- 4.2. Volunteer supervisors are a valued resource in the school community. Volunteers will take direction from the Educator in Charge or the Principal. Volunteers must provide background references and criminal records checks and may be required to provide a driver's abstract. When volunteers are required on educational trips, Principals must adhere to the guidelines outlined in [Administrative Procedure 490: Parent/Guardian Volunteers](#).
- 4.3. The use of alcohol, tobacco, or illegal substances by student participants, volunteers, supervisors or staff is strictly prohibited during educational trips, regardless of the circumstances, the age of the participants, or local laws, customs, and culture.
- 4.4. For minimal risk overnight trips, supervision must be provided at the minimal levels outlined below. Greater supervision may be necessary depending on the nature of the activity being undertaken and the composition of the class.

4.5. Supervision must be provided at the following minimum levels:

- Grades 6-8 – 1:15 ratio of adults to students
- Grades 9-12 – 1:15 ratio of adults to students

4.6. In reviewing the educational trip, the Principal may increase the level of supervision required in accordance with the age, maturity, knowledge and skill of the students, nature, and duration of the educational trip.

4.7. Planning and consideration must be provided for any students with disabilities and diverse abilities. Education Assistants normally assigned to students with diverse abilities are not to be included in the above ratios.

4.8. Any CUPE employee who attends and is outside of their classification is a volunteer therefore, they will not receive pay for the activity.

4.9. Trips that involve both male and female students, which extend overnight, shall have at least one male and one female adult accompanying them.

5. Transportation

5.1. The Volunteer Driver Registration Form ([490-2](#)) must be completed if volunteer drivers are included in educational trip planning.

5.2. The Student Vehicle Assignment Form ([260-5](#)), which includes contact telephone numbers for all drivers and passenger assignments for each vehicle, must be left at the school and another copy carried with the Educator in Charge.

6. Prior to Trip Departure

6.1. All documentation must be submitted to the Associate Superintendent no less than 10 days prior to trip departure.

6.2. For out-of-country educational trips, the Principal must confirm that the trip itinerary does not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory prior to departure.

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

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