

ADMIN PROCEDURES MANUAL

Administrative Procedure - 262

MULTI-DAY OUT-OF PROVINCE FIELD TRIP (WITHIN CANADA AND INTERNATIONAL)

BACKGROUND

This procedure outlines the requirements for Out of Province Field Trips both within Canada and International. The district supports such trips, in principle, when they are well-planned, educationally relevant, and prioritize student safety.

These Field trips must adhere to the following conditions:

- Are limited to students in Grades 9 through 12
- Must not exceed ten (10) days in total, with no more than two (2) of those days falling on student instructional days
- Require prior approval in principle and final approval from both the Superintendent of Schools and the Board of Trustees
- Any exceptions to these guidelines must receive explicit approval from the Superintendent of Schools.

PROCEDURES

1. General Guidelines

- 1.1. It is the principal's responsibility to ensure the appropriateness of all Field trips. Student safety is paramount when all such trips are being considered.
- 1.2. The principal shall designate an Educator in Charge of each Field 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 a Field trip itinerary.
- 1.4. The principal will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the Field trip. The District's Code of Conduct and the School's Code of Conduct must be reviewed by all participants prior to the Field trip.
- 1.5. Schools may charge fees for optional Field 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 a Field trip considered to be an essential part of the educational program due to financial hardship.

1.7. All trips must be approved following the procedures outlined below.

2. Planning and Approval Process

2.1. When planning Field trips, the Educator in Charge must outline the educational relevance, itinerary, supervision plan, transportation details, and budget on the Multi-Day Out of Province Field Trip Proposal Form (262-1) and submit this for Principal for review.

2.2. Following the Principal's review and preliminary approval and prior to further trip planning, the principal will submit the completed Multi-Day Out of Province Field Trip Proposal Form (262-1) to the Superintendent for final approval of the proposal as follows

Out of Province Field Trip Within Canada	Out of Province Field Trip International
No less than 90 days prior to departure	No less than 120 days to departure

2.3. The Superintendent will indicate approval in principle, or lack thereof, by reviewing and signing the proposal and present it to the Board for approval in principle.

2.4. Safety and security of the destination(s) will be assessed referencing the Government of Canada travel and tourism website <https://travel.gc.ca/>

2.5. The Superintendent and the Board of Education will not approve travel to any destination, country, or region where a travel advisory exists and may cancel any international trip based on changing or uncertain safety and security at the destination cities or countries. Further, should a trip be approved on that basis, and a subsequent Travel Report advises Canadians not to travel to that country, the Superintendent's approval and the Board approval for the trip shall be withdrawn, with any non-refundable deposits being the responsibility of the parent and/or student.

2.6. Once approval in principle has been provided, the Educator in Charge may continue to plan the proposed Field trip using the Multi-Day Out of Province Field Trip Teacher Checklist Form ([262-2](#)).

2.7. Upon completion of all aspects of the Teacher Checklist Form ([262-2](#)), the Principal will review, provide preliminary approval and submit the checklist to the Superintendent of Schools for review as follows

Out of Province Field Trip Within Canada	Out of Province Field Trip International
No less than 6 weeks prior to departure	No less than 8 weeks prior to departure

2.8. The Superintendent of Schools will indicate final approval or lack thereof, by reviewing and signing the checklist and presenting it to the Board for final approval.

- 2.9. The Educator in Charge is to ensure that final approval is received prior to the last date for a full refund.

3. Communication with Parents/Guardians

- 3.1. The Educator in Charge must hold a pre-trip meeting to explain details of the Field 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 Field trip, they will be listed in the field trip description. Students who do not return completed consent forms may not participate in the Field trip.
- 3.3. Field trip consent forms must contain the following information:
- a. Nature of the Field trip
 - b. Rationale for the Field trip
 - c. Transportation details
 - d. Level of supervision; and
 - e. Scope of risks and potential for injury inherent in the activity.

4. Supervision

- 4.1. Field 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 Field 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 Field 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 – 1:12 ratio of adults to students
 - Grades 9-12 – 1:15 ratio of adults to students

- 4.6. In reviewing the Field 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 Field 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 Field 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 Field trips the educator in charge must confirm with the principal 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.
- 6.3. The principal will communicate with the Superintendent 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

Appendix A: Multi-Day Field Trip Flow Chart

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