

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
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

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issue for their child; and e) supporting their child in following the behaviours outlined in the District Code of Conduct.

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.