



**Policy 6900**  
**Extra-Curricular and Curricular Field Trips**

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**Policy:**

The Board of Education affirms the educational value of well planned and supervised curricular and extra-curricular field trips. The primary purpose of these trips should be to enhance the educational experiences of the participants. These experiences enrich the curriculum and provide opportunities for young people to develop their intellectual, social and physical capabilities. Such trips will supplement the curricular and extra-curricular programs in schools.

In utilizing time from the instructional day, the public must be assured that the activities undertaken:

- (a) are, or can be, directly related to the tasks the public school is expected to perform in a relatively short school year;
- (b) cannot be more appropriately undertaken in out-of-school time;
- (c) have been planned to achieve specific educational aims.

For field trips to be of educational benefit to all students, it is necessary to ensure that all students demonstrate the ability to participate safely and abide by the expectations set out in the School and District Codes of Student Conduct. As such, following careful consideration and communication with parents, some students may not be permitted to participate in a field trip.

Reference: Motor Vehicle Act Regulation 191/2008, July 1, 2008



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**Regulations:**

1. Categories of Curricular and Extra-Curricular Field Trips:

Routine Trips:

- the destination for these trips shall not be beyond the Okanagan region of British Columbia or beyond the southwest region of Alberta;
- the trip shall not be more than two (2) school days in duration or require overnight accommodation for primary students;
- the trip shall not involve any special safety considerations (e.g. water or back country activities); and
- downhill skiing/snowboarding trips, while considered “routine” are subject to specific safety guidelines as detailed under #5 in this policy.

Extended Trips:

- the destination for these trips shall not be beyond British Columbia, Alberta, Washington, Idaho or Montana;
- the trip shall not be more than five (5) school days in duration; and the trip shall not involve any special safety considerations (e.g. water or back country activities).

Extraordinary Trips:

- the destination for these trips is beyond British Columbia, Alberta, Washington, Idaho, or Montana;
- the trip is in excess of five (5) school days in duration; or
- the trip involves special safety considerations (e.g. water, back country activities or international travel, etc.)

2. Approvals:

(a) Granting final approval for routine trips shall be the responsibility of the Principal.

- The Principal of each school shall formulate procedures for approval and supervision of regular field trips.
- In all cases, such approval must be obtained prior to the commencement of detailed planning or fundraising.
- Part A of the “Field Trip Approval Form” should be completed for all routine field trips. At the Principal’s discretion, Part B could be considered.

(b) Granting final approval for extended trips shall be the responsibility of the Superintendent.

- Extended field trips requiring an overnight stay require advance planning and permission from the Superintendent which should occur at least 30 days prior to the trip.
- Under certain circumstances where it is impossible to foresee extended trips such as championships, special consideration will be given without the usual thirty-day notice.
- The “Field Trip Approval Form” should be completed.

- (c) Granting final approval for extraordinary trips shall be the responsibility of the Zone Trustee Committee.
- Information regarding these requests must be forwarded to the Superintendent at least two (2) months prior to the date of the anticipated trip.
  - Whenever possible such trips should be planned around holidays in order to minimize the number of instructional days lost.
  - The “Field Trip Approval Form” should be completed.
  - Zone Trustees may grant up to a total of five (5) Teacher-on-Call days for an extraordinary trip. Trips requiring more than five (5) Teacher-on-Call days need to be forwarded to the Board by the Zone Trustees.

3. General:

- (a) When planning a field trip, the teacher will carefully consider the implications for student safety and the requirements for student conduct. Should a teacher determine that, in considering the responsibility for safety for all students, a student’s conduct may jeopardize personal safety or the safety of others, the teacher will, as soon as possible:
- Communicate with the principal, the student’s parents, and, as appropriate, may consult with the School-Based Team or other staff involved in the student’s program.
  - Work with the parents, principal, colleagues, and, where appropriate, the student, to develop an appropriate plan which could include, but not be limited to:
    - development of a behavior plan to assist the student to change behavior to permit the student to participate in the field trip;
    - adjusted/supported participation in the field trip, or
    - the development of an appropriate educational alternative to the field trip.
- (b) Ability of an individual student to pay his/her share of the cost must not be a factor in determining participation in curricular field trips.
- (c) School rules will be adhered to on all extra-curricular and curricular field trips.
- (d) A Principal should designate a supervisory person, who must be a Board employee, to exercise Board authority to carry overall responsibility for the arrangements and supervision of the travel; to ensure that the transportation of pupils is in accordance with Board policy and directives; and to ensure that any special requirements connected with the trip are met.
- (e) The following supervision ratios are recommended:
- |                           |  |
|---------------------------|--|
| Primary Field Trips:      | 1 teacher for every 25 pupils plus 1 other adult |
| Intermediate Field Trips: | 1 teacher for every 30 pupils                    |
| Secondary Field Trips:    | 1 adult for every 30 pupils                      |
- Schools will endeavor to provide supervisors of the same sex as the students being supervised on overnight trips. Appropriate sleeping arrangements should be made when students of different sexes participate in a field trip.
  - Schools will communicate to parents information regarding supervision arrangements, including the names of the supervisors. Any changes should be communicated to parents in as timely a fashion as possible.
- (f) For trips outside Canada, parents are required to ensure medical coverage and a passport for their child, and will be required to sign a consent and waiver form which is recommended by the Schools Protection Program.

**4. Transportation:**

All transportation practices shall adhere to the regulations and requirements of the Motor Vehicle Act.

- (a) When a group of more than fourteen (14) students are being transported, a school bus or commercial vehicle and a professional driver should be considered.
- (b) Every private vehicle used for transporting pupils must carry at least \$1,000,000 third party liability insurance.
- (c) If a private passenger vehicle is used for transportation on extra-curricular or curricular trips, the Principal must satisfy himself that the owner of the vehicle carries adequate insurance coverage.
- (d) A private passenger vehicle used for transporting pupils must be driven by an adult holding the required driver's license in accordance with the Motor Vehicle Act.
- (e) Every pupil who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device which shall be properly adjusted and securely fastened, and utilize booster seats, as per the requirements of the Motor Vehicle Act.
- (f) Request for use of buses is to be made in writing at least one week prior to the departure date of the trip.
- (g) The Board of Education will not be responsible for physical damage or repairs to the individual's vehicle or for the loss of use or safe driver discount resulting from the use of the vehicle on school business.

**5. Guidelines specific to field trips involving downhill skiing:**

- (a) Parents/Guardians shall be informed in writing of the specific nature of the activity and its inherent risks. Also included will be information related to accommodation, transportation, contact information, and an itinerary. The field trip consent and waiver form for ski/snowboard trips template is attached to this policy and is to be utilized by the school to provide this information to parents as well as secure their permission for their child's participation.
- (b) A safety lesson must take place in which ski hill area representatives review issues relating to safety, ability levels, clothing, lessons, and other factors pertaining to the mountain visit. It is expected that students will be grouped according to ability level.
- (c) A contingency plan must be established for dealing with either student injury or misbehavior.
- (d) Students are to travel, arrive, and leave the mountain as a group unless other arrangements have been made with parents/guardians. Such arrangements must be documented in writing and signed by parents/guardians.
- (e) The wearing of approved helmets is mandatory.
- (f) Notwithstanding #3 (e) of this Policy, in the case of ski/snowboard trips, the ratio of students to school supervisors shall be 15:1 or better.

- (g) Supervision of participants is a shared responsibility between ski hill operators, District Staff and parent/guardian volunteers; students are to be organized into groups which are small enough so that students can be appropriately supervised. Supervisors and students are responsible to stay in contact with their assigned group.

**School District No. 6 (Rocky Mountain)**  
**FIELD TRIP APPROVAL FORM**

This form must be completed prior to the trip and be filed in the school. Sections A and B must be completed for all trips. Section C will be completed by the Superintendent if the trip is classified as "extended" or after Board consideration if the trip is classified as "extra-ordinary", as defined in Board regulations. Parental permission forms, a trip itinerary and other relevant information should also be filed in the school prior to the commencement of the trip.

**SECTION A**

**Trip Information (Teacher/School Administrator)**

School: \_\_\_\_\_ Group: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Location(s): \_\_\_\_\_

Departure: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Return: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Teacher Supervisors: \_\_\_\_\_

Other Supervisors: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Age Range: \_\_\_\_\_

Type of Transportation (if private vehicles, include names of drivers): \_\_\_\_\_

\_\_\_\_\_

Special Safety Precautions: \_\_\_\_\_

Emergency Contact Procedures: \_\_\_\_\_

Funding Assistance from School: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

## SECTION B

### Principal's Checklist

All sections of this checklist must be completed prior to the commencement of any trip. If the Superintendent's or Board's approval is being requested, as many sections as possible should be completed prior to seeking approval. To obtain consideration by the Superintendent or the Board, the Principal must submit this entire form to the Superintendent early enough to ensure adequate processing time.

	Yes	No	N/A
<b>Rationale:</b>			
1. Is the field trip consistent with district and school goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the field trip plan have appropriate objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the instruction planned prior, during and after the trip appropriate and adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the school time loss a reasonable and justifiable amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Classification:</b>			
1. Is the trip as defined in Board Policy:			
(a) Routine – Principal approves or rejects (not beyond Okanagan or SW Alberta, not more than 2 school days, no overnight for primary, no special safety concerns.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Extended – Superintendent approves or rejects • (not beyond British Columbia, Alberta, Washington, Idaho or Montana, not more than 5 school days, no special safety concerns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Extra-ordinary – Board approves or rejects (beyond British Columbia, Alberta, Washington, Idaho, or Montana, over 5 school days, involves special safety concerns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If extended or extra-ordinary, has permission been			
(a) requested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the trip as defined in Board Regulations:			
(a) curricular? (pertains to class in which students are enrolled and occurs within normal school day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) extra-curricular?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Substitutes:**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. If a substitute is required is a suitable person available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have adequate plans been provided for the substitute?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Funding:**

1. Have all students been permitted to participate despite financial difficulties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are any charges to students in accordance with school law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Transportation:**

1. Are loading, unloading and parking areas safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has adequate adult supervision been provided in accordance with Board Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If a Board-owned vehicle is being used:			
(a) Have adequate arrangements been made with the Operations Supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is the driver a Board employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) If a Multi-Functional Activity Bus is being used, has the driver met School District MFAB driver eligibility requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If private vehicles are being used:			
(a) Is there an adult driver for each vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is there a driver's abstract on file for each driver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does each vehicle have adequate liability coverage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Has the driver of each vehicle been informed of the Board regulations on seat belts and the Motor Vehicle Regulation on booster seats and restraining devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Are the vehicles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If a rental vehicle is being used, does it have a valid school bus permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If a child is being transported, has the driver been notified of any allergies or medical conditions, and have appropriate precautions been taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Communication with Parents/Students:**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Prior to departure of the trip:</b>			
1. Has or will the teacher sponsor provide you with completed parental permission forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have suitable arrangements been made to cope with medical situations listed by parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If necessary, have or will students be given an equipment list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has or will provision be made to check this in advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have arrangements been made to notify the school Principal if return times cannot be met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the driver of each vehicle been instructed to carry a copy of the passengers' permission slips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has or will the teacher discuss, with students, the code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Safety:**

1. Are you satisfied that the teacher sponsor has adequate qualifications and experience to supervise students on this activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you attempted to anticipate any hazards, dangers, etc. involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If this is an outdoor education trip:			
(a) Has the route and/or site been reconnoitered prior to the trip by the teacher sponsor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does an adult accompanying the group have a valid First Aid Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If the trip involves swimming or activities on water:			
(a) Does at least one adult accompanying the group possess water safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Will adequate life-saving equipment be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If this trip involves cycling, skiing or snowshoeing, will an emergency repair kit be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

