



Section Five: Instructional Programs

525R - FIELD TRIPS (REGULATIONS)

I. FIELD TRIPS – LEVEL ONE

Examples:

Parks, farms, museums, concerts, plays, sporting events, water slides, indoor climbing, City Hall, swimming in supervised pools with certified lifeguards such as Parkinson Recreation Centre pool and other municipal pools.

1. These field trips will have the following characteristics:
 - of one day or less in duration;
 - take place within the general Okanagan Valley Schools Athletic Association (OVSAA) region;
 - do not involve activities such as adventure hiking, snowshoeing, canoeing, kayaking, snowboarding, skiing, rock climbing, mountain biking, road cycling or residential camping.
2. Parents are to be informed in writing of the details, the types of activities and inherent risks of the proposed trip. The teacher is to obtain a signed Field Trip Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit a Field Trip Application form to the principal or designate for preliminary approval prior to the activity;
 - b) obtain signed copies of the Field Trip Parent Permission form for each student involved;
 - c) give consideration to having a male and female supervisor along on co-ed field trips (this could include a parent/adult supervisor);
 - d) take a copy of the signed Field Trip Parent Permission form for each student on the trip and leave originals of the Field Trip Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school office.
4. The principal shall ensure that the above requirements are completed before giving final approval.



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II. FIELD TRIPS – LEVEL TWO (OVERNIGHT)

Examples:

Overnight sports tournaments or games, overnight field trips, e.g. Aquarium, Science World, band retreats, music tours, overnight stays in school gymnasiums or libraries, retreats that do not involve outdoor adventure activities within BC.

1. These field trips will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - do not involve activities such as adventure hiking, snowshoeing, canoeing, kayaking, swimming in natural settings, backcountry skiing, rock climbing, mountain biking, road cycling, camping and skiing.
2. Parents are to be informed in writing of the details, the types of activities and inherent risks of the proposed trip. The teacher is to obtain a signed Field Trip Parent Permission form for each student involved.
3. The teacher/leader shall:
 - a) submit the Field Trip Application to the principal or designate for preliminary approval;
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be information relative to accommodation, transportation, contact information and an itinerary as well as the field trip’s place in the school curriculum;
 - c) obtain signed copies of the Field Trip Parent Permission form for each student involved;
 - d) ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/leader;
 - e) ensure that students are appropriately prepared for specific activities;
 - f) submit the completed Field Trip Application form to the principal or designate at least five days before the activity for final approval; and,



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- g) take a copy of the signed Field Trip Parent Permission form for each student on the trip and leave the originals of the Field Trip Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school office.
4. The principal shall ensure that the above requirements are completed before giving final approval.

III. FIELD TRIPS – LEVEL THREE

Examples:

Ice skating, road cycling, mountain biking (no extreme riding), cross country skiing within controlled ski areas, downhill skiing and snowboarding (as per guidelines specified in #3 below), swimming within designated swim areas at local beaches in the presence of a qualified lifeguard, *Learn to Sail* and other similar sailing lessons at approved facilities with certified instructors; introduction to canoeing and kayaking with a qualified instructor on local lakes; dragon boating with an approved trainer on local lakes.

1. These field trips will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - downhill skiing and snowboarding, ice skating, road cycling and mountain biking require the usage of a parent-approved helmet (cross-country skiing is exempt from the wearing of a helmet).
2. Parents are to be informed of the proposed trip and the school is to obtain a signed Field Trip Parent Permission form that includes the nature of the activities, risks involved and the level of supervision to be provided.
3. In the case of downhill skiing and snowboarding, as recommended by the Schools Protection Program, the following requirements must be met:
 - a. Pre-Trip -
 - i. Parents must receive detailed information regarding the destination, itinerary and inherent risks



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- ii. A school safety visit 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
 - iii. A contingency plan must be established for dealing with either student injury or misbehaviour
 - b. Trip Information -
 - i. Students should travel, arrive and leave the mountain as a group
 - ii. The wearing of helmets is mandatory for all ski/snowboarding/ice skating participants including students, supervisors and volunteers
 - iii. Supervision of participants is a shared responsibility between ski hill operators and District staff; students should remain within sight of a supervisor at all times
 - iv. Students should either be involved in a structured lesson, or under the supervision of a teacher or volunteer at all times. Students should not be provided with unstructured time that is not supervised
- 4. The teacher/leader shall:
 - a) submit the Field Trip Application form to the principal or designate for preliminary approval at least five days before the activity;
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be information relative to accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum;
 - c) obtain signed copies of the Field Trip Parent Permission form for each student involved;
 - d) ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/leader;
 - e) ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved. Helmets are used as required (see No. 1 above); and,



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- f) take a copy of the signed Field Trip Parent Permission form for each student on the trip and leave originals of the Field Trip Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school office.
5. The principal shall ensure that the above requirements are completed before giving final approval.

IV. FIELD TRIPS – LEVEL FOUR (OUTDOOR ADVENTURE)

Examples:

Adventure hiking, canoeing, kayaking, retreats which involve outdoor activities, swimming in natural settings with certified lifeguards, wilderness orienteering, camping, rock climbing (top rope).

1. These field trips will have the following characteristics:
 - may be of more than one day in duration;
 - take place within the Province of BC;
 - involve outdoor adventure type activities.
2. The teacher/leader shall:
 - a) submit the Field Trip Application form to the principal or designate for preliminary approval (60 days ahead);
 - b) inform parents in writing of the specific nature of the activity and its inherent risks. Also included will be information relative to accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum;
 - c) hold parent information meetings which are required in order to fully inform parents of the hazards, inherent risks and potential consequences;
 - d) obtain signed copies of the Field Trip Parent Permission form for each student involved;
 - e) ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/leader;



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- f) ensure that at least one supervisor has a current first aid certificate (emergency first aid or equivalent). Some trips may require advanced first aid training;
 - g) ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved; and,
 - h) take a copy of the signed Field Trip Parent Permission form for each student on the trip and leave originals of the Field Trip Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school office.
3. All Level Four field trips are to receive preliminary approval by the principal of the school.
 4. Principals shall send a copy of the completed Field Trip Application form, the parent information letter and the district field trip checklist to the Superintendent or designate at least 30 days prior to the commencement of the trip for final approval.

V. FIELD TRIPS – LEVEL FIVE (OUT OF PROVINCE)

Any field trip for any length of time which takes place outside the Province of British Columbia (including international travel).

The following procedures shall be followed.

1. The teacher/leader shall:
 - a) submit the Field Trip Application form to the principal or designate for preliminary approval (90 days ahead);
 - b) inform parents, in writing, of the specific nature of the activity and its inherent risks. Also included will be information relative to accommodation, transportation, contact information and an itinerary as well as the field trip’s place in the school curriculum;
 - c) hold parent information meetings which are required in order to fully inform parents of the hazards, inherent risks and potential consequences;
 - d) obtain signed copies of the Field Trip Parent Permission form for each student involved, including any medical concerns, allergies and medication requirements;



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- e) ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If this is not possible, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/leader;
 - f) ensure that at least one supervisor has a current first aid certificate (emergency first aid or equivalent). Some trips may require advanced first aid training;
 - g) ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved;
 - h) submit the completed Field Trip Application form to the principal at least 30 days before the excursion;
 - i) take a copy of the signed Field Trip Parent Permission form for each student on the trip and leave originals of the Field Trip Parent Permission form in the school office. A manifest of participants must be given to drivers and a copy left in the school office; and,
 - j) confirm that adequate out-of-province/country medical coverage is obtained.
2. All Level Five field trips are to receive preliminary approval from the principal or designate.
 3. Principals shall then send a copy of the completed Field Trip Application form, the parent information letter and the district field trip checklist to the Superintendent or designate for final approval at least 70 days prior to the commencement of the trip.
 4. Information on out-of-province field trips will be submitted to the Board of Education 60 days prior to the date of the trip.

Date Agreed: November 13, 2002

Date Amended: October 22, 2003, February 11, 2004,
June 9, 2004, September 28, 2005, December 14, 2005,
November 25, 2009, May 26, 2010, January 26, 2011

Related Documents: Policy 525, 525A, Field Trip Forms