

Administrative Procedure 260

CURRICULAR FIELD STUDIES AND EXTRA-CURRICULAR SCHOOL TRIPS

Background

The District recognizes the benefits of curricular and extra-curricular activities are an integral part of a student's education. The District therefore encourages and supports curricular field studies and extra-curricular school trips as a viable method of enriching the learning situation for students, to develop their sense of responsibility and to develop the student's physical and mental well-being.

Equally essential to accessing rich learning environments and first-hand observations, is the care and consideration given to planning. The District recognizes the benefits of using [Youth Safe Outdoors](#) as a resource for administrators, teachers, parents and students to support safe off-site experiences, outdoor pursuits, aquatic activities and travel.

It is of paramount importance that curricular and extra-curricular activities are selected, planned, organized, and conducted in the context of:

- Clear benefit to students
- Safety and security of all participants
- Planning must be inclusive of all learners
- For curricular activities that are assessed as part of a course, Alternate educational activities must be provided for students unable to participate
- Risk assessment and management of off-site activities
- Protection of students, staff, volunteers, and the School District.

Procedures

1. Authorization at the Board Level (Board of Education) ([Form 260-3](#) and [Form 260-3B](#))
 - 1.1. The curricular or extra-curricular school trip is beyond the geographic boundaries of Canada and the Mainland of the United States.
 - 1.2. Travel requests that require Board authorization must be presented to the Board by the Superintendent at least three months prior to the commencement of the trip.
2. Authorization at the District Level (Superintendent) ([Form 260-4](#))

- 2.1. The curricular or extra-curricular school trip is within Canada and the Mainland of the United States, excluding British Columbia, Alberta, or the states of Washington, Idaho, or Montana.
- 2.2. Travel requests that require authorization of the Superintendent must be submitted fourteen days prior to the commencement of the trip.
- 2.3. The curricular field study or extra-curricular school trip has activities deemed Higher Care by [Youth Safe Outdoors](#).
 - 2.3.1. Events governed by BC School Sports are exempt and will follow [BC School Sports](#) regulations.

3. Authorization at the School Level (Principal/Vice-Principal)
 - 3.1. The curricular field study or extra-curricular school trip is within the boundaries of British Columbia, Alberta, or the states of Washington, Idaho, or Montana.
 - 3.1.1. All Curricular and Extra Curricular travel to the United States is currently banned. Schools will be notified by the office of the Superintendent if and when this ban is rescinded.
 - 3.2. Authorization and adequate supervision to be determined by the Principal/Vice-Principal of the school and is to be commensurate with the planned activity.
 - 3.3. The curricular field study or extra-curricular school trip activity is deemed Lower Care by [Youth Safe Outdoors](#). Higher Care activities must be sent to the Superintendent.
 - 3.3.1. Events governed by BC School Sports are exempt and will follow [BC School Sports](#) regulations

4. Supervision
 - 4.1. All curricular and extra-curricular school trips must be supervised by at least one teacher or other appropriate District employee, or by an approved community volunteer.
 - 4.1.1. Principals will screen volunteers who are not employees of the District for appropriate knowledge, skills, and aptitude to ensure student safety.
 - 4.1.2. Any supervisor who will be alone with children will have a criminal record check on file with the school. Criminal Records Checks should be done at least once every three years.
 - 4.2. The recommended supervision ratio for curricular or extra-curricular trips is one adult for every 15 students. The Principal has the discretion to adjust the number of adult supervisors that is required for each activity based on these guiding principles:
 - 4.2.1. The nature of the activity (level of risk)
 - 4.2.2. The demographics of the students (age, experience, special needs, etc.)
 - 4.2.3. The experience of the teacher (specific to the field trip)
 - 4.2.4. The location (distance from school, type of facility [i.e., swimming pool has life guards])

- 4.3. For co-ed student overnight trips adult supervision will consist of at least one male and one female person. For non-co-ed student overnight trips, the adult supervision will consist of at least one person of the same gender as the team or group members.
 - 4.3.1. Criminal record checks need to be conducted for all chaperones/supervisors prior to overnight and extended activities.
- 4.4. A cell phone and a first aid kit need to be available on all field trips for use in case of an emergency.
 - 4.4.1. A satellite phone or GPS monitoring system may be necessary in some remote locations (i.e. some outdoor education trips)

5. Teacher Planning Checklist

- 5.1. A teacher or teachers planning a curricular or extra-curricular school trip and Principals or District staff members considering the authorization of such trips must exercise due diligence to ensure that:
 - 5.1.1. The educational objectives are structured in accordance with the curriculum.
 - 5.1.2. The conditions for the safety, comfort and physical well-being of participants are being met.
 - 5.1.3. The staff, volunteers and/or service providers are suitably trained and qualified.
 - 5.1.4. The locations used are appropriate and safe for the activity(ies) and group.
 - 5.1.5. The equipment to be used is deemed appropriate and safe.
 - 5.1.6. A safety plan is in place to identify and manage known potential risks.
 - 5.1.7. Safety procedures have been established among the supervisors and students in case of an emergency (lifesaving, emergency transportation, first-aid, emergency contact person, communication system, etc.)
 - 5.1.8. The cost to the student(s) and/or to the school is minimal. Fundraising opportunities are available to offset student costs for extra-curricular trips.
 - 5.1.9. All students have the opportunity to participate whenever appropriate as per the goals of their IEP.
 - 5.1.10. Provisions for effective communication of field trip objectives and itinerary to parents, students and field trip supervisors are made.
 - 5.1.11. There is appropriate insurance coverage for out-of-country travel.

6. Use of Private Vehicles

- 6.1. For the purpose of this section, private vehicles are defined as personal or family vehicles, not registered commercial transport such as charter buses
 - 6.1.1. The use of 15 passenger (or similar) vans is not allowed
- 6.2. The use of private vehicles for transporting students for Extra-Curricular Events is not a preferred method of transportation and should only be undertaken with caution. Parent/Guardians, through the Consent form ([Form 260-5](#)), acknowledge that they are responsible for the transportation of their child(ren) in these circumstances.

7. Responsibilities for Curricular Skiing and Snow Boarding Trips
 - 7.1. Ski hill must provide a copy of all pre-trip requirements and materials for students and parents.
 - 7.2. Teacher(s) must have a safety/orientation meeting for all participating students (view the Canada West Ski Area Association video).
 - 7.3. Teacher(s) must ensure lessons are mandatory.
 - 7.4. Teacher(s) must ensure students and parents are made aware of the Lift Ticket Waiver.
 - 7.5. In the event of a serious accident, Teacher(s) must contact the District's Insurance Agent right away (School Protection Program).
8. Employees/community volunteers will take all reasonable care to ensure the safety of students during activities, including ensuring the following:
 - 8.1.1. The School's Code of Conduct will apply at all times during school-sponsored activities.
 - 8.1.2. The Principal will provide a detailed itinerary for parents and students that includes an assessment of the potential risks associated with the planned activities.
 - 8.1.3. The Principal will ensure an adequate number of supervisors who are appropriately trained for the activity in question are provided during the course of the planned activity.
 - 8.1.4. A student may not participate in a school-sponsored activity until the Principal has received a completed Consent and Acknowledgement of Risk Form ([Form 260-1](#)) as provided by the Principal.
9. Use of the Consent and Acknowledgement of Risk Form ([Form 260-1](#))
 - 9.1. Informed consent is a person's agreement to allow something to happen that is based on full disclosure of facts needed to make the decision intelligently.
 - 9.2. One consent form may be used to provide consent for multiple low-risk local area field trips. Where multiple trips are included on one form, all references in this Administrative Procedure referring to a singular field trip apply to the multiple trips. Where consent for multiple low-risk local area field trips is in effect, principals must ensure that the parents are notified of the dates of the planned activities prior to each trip, on a trip-by-trip basis.
 - 9.3. Medical information will be collected at the beginning of the school year and will be kept on file. Parents are expected to update the information as changes occur. An Off-site Experience Emergency Medical Information form ([Form 260-2](#)) must be included with the Consent and Acknowledgement of Risk form ([Form 260-1](#)). These two forms are available as a combined form ([Form 260-1 and 260-2](#)) and all potential known risks must be listed from the [Youth Safe Outdoors](#) website for all trips.

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act

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Revised: April 10, 2012; June 11, 2019; May 21, 2021, August 23, 2023, September 29, 2025, January 14, 2026

[Youth Safe Outdoors Website](#)

Parent Guardian Consent and Acknowledgement of Risk ([Form 260-1](#))

Offsite Experience Emergency Medical Information ([Form 260-2](#))

Combined Parent Guardian Consent and Acknowledgement of Risk and Offsite Experience Emergency Medical Information ([Form 260-1 and 260-2](#))

Field Trip Application Checklist Board Approval ([Form 260-3](#))

Field Trip Summary ([Form 260-3B](#))

Field Trip Application Checklist Superintendent Approval ([Form 260-4](#))

Confirmation of Student Travel to Extra Curricular Event ([Form 260-5](#))