
ADMINISTRATIVE PROCEDURE 370 STUDENT FIELD EXPERIENCES

Descriptions

Curricular Related Field Experiences: These experiences are directly linked to the outcomes of the school's educational program and students may be assessed on outcomes related to knowledge or skills related to the field trip experiences. While fund raising is permitted, additional fees to students may not be charged. These trips are not optional although students may be exempted under special circumstances.

Examples: Museum; Science World

Co-Curricular and Extra-Curricular Field Experiences: These activities although not directly linked to the learning outcomes for the school's educational program have direct educational value. Fund raising or additional fees for students for these activities are permitted. Parents and students must be advised that participation is optional.

Examples: School Teams; Student Leadership Programs

Travel for Educational Growth: Various organizations and commercial companies sponsor and/or assist in student travel or exchange programs. These activities support student development from a more global perspective and may not be linked to a particular program of studies. Fund raising or additional fees to students for these activities are permitted. Parents and students must be advised that participation is optional.

Examples: "Open House Canada" or Board sanctioned student exchange programs; Spring Break European Travel

Approval Categories

Routine: All field experiences which take place and are completed within one calendar day require the permission of the principal. A record of these field experiences shall be kept by the principal at the school.

Special: All field experiences that involve more than one calendar day require the approval of the Superintendent or designate. These requests must comply with all appropriate regulations and must be approved at **least twenty school (20) days** prior to the date for which the program is planned. A record of these field experiences will be kept by the Superintendent's office.

Unique: All field experiences which involve:

- five (5) calendar days or more;
- travel outside of Canada;
- travel for Educational Growth;
- any destination or activity that involves increased risk for students.

Unique Field trips to "developing" countries" require additional documentation to ensure we have considered all of the "risks" associated with the field trip with potential safety hazards:

Related Legislation: Nil

Related Contract Article: Nil

Adopted: Mar 26, 1992

Amended: December 12, 1995; January 9, 1997; March 24, 1998; November 14, 2000; August 15, 2010; September 15, 2015; August 23, 2016; May 9, 2023

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- a) *Levels of caution documentation from the Foreign Affairs and International Trade Canada website - trips will not be recommended if a high degree of caution is suggested.*
- b) *Documentation of safety precautions provided by the Tour Company/Educators.*
- c) *Documentation of safety and security measures provided for accommodation and work site (if applicable).*

These must receive approval in principle from the Superintendent or designate before the parents/guardians are formally contacted. These requests must comply with all appropriate regulations and must receive approval **at least fifty (50) school days** prior to the date for which the event is planned. A record of these field experiences will be kept in the Superintendent's office.

Provisions will be made for expedited approval for unscheduled or unusual events where usual advance notice is not possible. The Superintendent shall provide regular reports to the Board regarding special and unique field experiences.

The Superintendent and/or designate can cancel all field experiences to destinations that are considered to be unsafe by the Canadian Public Health Organization.

Procedural Requirements

1. Approval for special or unique field experiences shall be requested using the authorized approval form (**Form 370B**).
2. Satisfactory arrangements must be made for the instruction of students who are not participating in the activity. The use of teachers on call (TOCs) must be approved by the Superintendent or designate.
3. Written parental approval is required. For repetitive or frequently scheduled activities such as inter-school games or walks adjacent to the school, the school may follow the procedure of securing written parental permission for the year or term (**Form 370A - Routine**) (**Form 370B – Special/Unique**).
4. Any fundraising activities shall be in accordance with district policies and procedures. Fundraising activities shall commence after approval in principle for the field experience has been granted.
5. It is the responsibility of the principal to ensure that the parent/guardian of each student involved in a field experience is notified regarding the requirements for a field experience procedure.
6. A parental consent and waiver form must be completed for each student participating in Special or Unique Field Experiences (**Form 370C**). Where prescribed medication for a

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student is necessary, school personnel must follow [Policy 506](#): Administering Medicines to Students.

7. An itinerary of each field experience and roster of participants must be available in the school office for reference.
8. In the case of a field experience outside Canada, the parent/guardian of the participating student must provide proof of citizenship or status and evidence of adequate medical insurance.
9. All field experiences must be under the supervision of at least one teacher/administrator who shall be named as supervisor. Sufficient additional adult supervision other than the sponsor shall be provided for any field experience for larger student groups or where student safety is a significant factor.
10. The principal and the field experience supervisor shall ensure that all provisions for safety and supervision are established in advance and clearly communicated to parents and students. The principal is responsible for determining the level of supervision required by the trip and for approving suitable supervisors. The field experience supervisor should ensure appropriate first aid supplies are accessible.
11. For field experiences involving swimming activities, the principal must ensure supervision by a person(s) with minimum of a Bronze Cross level lifesaving certificate (a student with certification may act as a lifeguard providing the activity is supervised by an adult).
12. For field experiences involved in boating activities, all students must have swimming skills at the Red Cross survival swimming level (Level 5) or equivalent as a minimal requirement. All participants in boating activities must wear an approved personal flotation device. For boating activities involving canoeing or kayaking, the adult instructor must have appropriate certification or equivalent experience.
13. The use of approved helmets is required for skating, cycling, skiing, snowboarding or other activities that might result in head injuries.

For further reference see [Youthsafe Outdoors: Off-site Experience Safety for BC Schools](#).

TRANSPORTATION

Transportation shall be by school district or other authorized public carrier. Use of private vehicles with volunteer drivers, is permitted only if they are adequately insured and operated by a designated individual with the necessary qualifications.

Parents or guardians must be informed as to the type of transportation that will be used. Parents must be clearly informed if students are required to arrange their own transportation.

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1. If transportation for field experiences is provided, it shall be in one of the following modes:

School District Transportation: arrangements to be made through the Transportation Department.

Approved Transportation Carriers: eg, commercial travel companies.

Volunteer Drivers: as approved by the principal.

2. If volunteer drivers with private vehicles are to be used, the principal must ensure the following requirements are met:
 - Complete **Form 371B: Student Vehicle Assignment**. This form must be available at the school and carried with the teacher/supervisor. The form documents the following information:
 - Driver's Name(s) and Cell Phone #
 - Confirmation of the following driver documentation:
 - valid class 5 driver's license (permits the operation of a passenger vehicle)
 - Current Volunteer Police Information Check ([Policy 403](#))
 - Completed and Submitted **Form 371A Volunteer Driver Authorization Form**
 - Passenger List
 - The principal or designate must ensure that the driver is provided with a passenger list and destination for each trip including a meeting time and location. The principal should also ensure that students have an alternate plan should the volunteer driver be unable to meet the driving commitment.
 - Seating capacity, including driver, shall be 10 persons or less.
 - There are reasonable grounds to believe that the vehicle is in safe working order.
 - Secondary students in the school district are not authorized to act as volunteer drivers.
 - No financial remuneration is provided to volunteer drivers.
 - In addition to the driver, no more than one passenger may occupy the front seat. Additional passengers may only occupy positions in seats other than the front seat. Seat belts must be worn by all passengers.
 - Elementary students shall not be seated in the front seat of vehicles equipped with air bags. Booster seats are mandatory for children over 18 kg (40 lbs) until their 9th birthday, unless they have reached the height of 145 cm (4' 9").
 - The principal shall ensure that volunteer drivers of private vehicles carry a minimum of \$1,000,000 third party liability insurance. Schools Protection Program (SPP) provides additional automobile liability coverage in excess of the \$1,000,000.

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Fifteen (15) Passenger Vans: the use of these vehicles is strictly prohibited per [Policy 681](#).

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