

Administrative Procedure **6031 MR3**

Overnight Travel Outside British Columbia

A. Non-Compliance

Failure to observe this regulation shall be considered to be a refusal or neglect to obey a lawful order of the board.

B. Approval Requirements, Limits and Process

The process for approval of out-of-province travel will be as follows:

1. All overnight travel outside of British Columbia must be authorized by the superintendent of schools or designate.
2. No student may be excluded from any school or district approved trip for financial reasons.
3. Before any plans are made, employees contemplating such travel shall discuss the idea with the principal or administrative designate. There shall be no discussion of this trip with parents and students at this time. Typically, trips with extensive fundraising demands will require twelve (12) months' lead time. Trips to the Pacific Northwest will require six (6) months' lead time.
4. Employees contemplating such travel shall discuss the idea with the principal or administrative designate.
5. The principal or administrative designate shall approve the general concept/idea, prior to the matter being discussed with students, and will seek authorization through the appropriate processes in the event that the Superintendent of Schools or designates prior approval is deemed to be necessary.
6. The trip itinerary shall include daily activities that align with and/or enhance the BC curriculum and/or integrated resource packages (IRPs).

7. An information and consultation process shall occur with parents at least one month prior to submission to the superintendent of schools or designate for approval in principle.
 - a) For travel involving a specific class, team or group, information/ consultation shall occur with the parents involved, and the general idea shall be discussed at a PAC meeting.
 - b) School practice will limit or remove barriers to involvement for students with special needs.
8. The request shall be submitted to the superintendent of schools or designate utilizing completed form 6031-08 to request *approval in principle*.
9. At least three (3) months prior to departure, the request shall be re-submitted to the superintendent of schools or designate to request *formal approval*.
10. The superintendent of schools or designate reserves the right to cancel any trip at any time, and also recognizes that in some extraordinary circumstances authorization by the superintendent of schools or designate may be sought outside the stated timelines.

C. Travel Restrictions/Considerations

1. For travel beyond the Pacific Northwest, permission to travel will be limited to students in grades 8 to 12, except where extraordinary circumstances apply.
2. Special permission to travel may be granted to students in lower grades with authorization by the Superintendent of Schools or designate.

D. Supervision/Conduct

1. The school's code of conduct shall be in effect on all such travel. Through the permission form, parents shall be made aware of what actions the school will take if the code has been breached.
2. The level and type of adult supervision shall reflect the nature of the activity, the distance to be travelled, the time to be spent, and the composition of the student group (including gender specifics and other special needs).
 - i) Minimum level of supervision for overnight travel outside the province:

Total number of supervisors*	Level	Overnight Trip Ratios*
* NOTE: In a coeducational overnight trip,	Elementary (Grades K-7)	Fewer than 16 students – 2 adults required
		16 students or more

there must be a relative number of both male and female supervisors.		- 1 adult per 8 students
	Secondary (Grades 8-12)	Fewer than 30 students - 2 adults required 30 students or more - 1 adult per 15 students
If a student requires 1:1 adult support, this is in addition to the above minimums.		

- ii) All supervisors who are not district or school staff, including volunteers, must undergo and clear a criminal record check. This policy is extended to include primary host billets.
- iii) The school district is not responsible for the cost of conducting criminal record checks.
- iv) Principals have decision-making authority on matters of supervision. Supervisors who are not employees of the board shall be mature adults.
- v) School protocol shall include communicating to each supervisor or chaperone their role and responsibilities. This information will also be attached to the school policy on overnight travel.

3. General Supervision

Supervision and/or adult direction shall be appropriate to the type of student activity throughout the duration of travel. Students are expected to travel in groups during non-structured periods. Non-structured periods with minimal supervision are to be avoided.

E. Parent/Guardian Consent

The appropriate district parent/guardian consent form must be used depending on the nature of the activities in which the students will be engaged.

F. Work Experience Travel

Travel primarily for work experience credit shall not be considered to be part of this regulation.

G. Waive of Policy

In exceptional or extenuating circumstances, the Superintendent of Schools or designate may waive the requirements of this policy. Prior to any requests being made, the principal shall consult with the superintendent of schools or designate.