

OVERNIGHT TRAVEL WITHIN BRITISH COLUMBIA

1. Definition and Limits

This Administrative Procedure refers to student travel where the scheduled start and finish of the travel involves overnight accommodation in a location other than the student's home.

- 1.1. Approval for overnight travel for primary-grade students will not be given except under exceptional circumstances.
- 1.2. Travel by students in intermediate grades is limited to the areas of the Districts on Vancouver Island, the Lower Mainland and the Sunshine Coast.

2. Authorization

- 2.1. Principals shall approve requests and submit these to the Superintendent. The Superintendent has the authority to approve overnight travel within British Columbia within the parameters of this Administrative Procedure.
- 2.2. Form 260-01 and all other relevant forms are to be completed and sent to the Superintendent, with copies of originals retained at the school.

3. School Procedures

3.1. Development

- 3.1.1. Principals shall develop written school procedures regarding overnight travel. The development and review of such procedures shall include discussion and consultation with teaching and support staff, parents, and, where appropriate, student leaders. Processes used to develop and review the procedures shall reflect the view that the school is a community of administration, staff, parents and students.

3.2. Conformity to Existing Policies, Procedures and Directives

- 3.2.1. School procedures shall conform to all relevant Board or management policies, procedures and directives, including but not limited to, fees, applicable water safety, outdoor education/travel, non-scheduled transportation of students, and first aid. Where contradiction exists, the Board or management policies, procedures or directives shall take precedence.

3.3. Criminal Record Check Requirements and Age Requirement

- 3.3.1. All supervisors, including volunteers, must undergo and clear a criminal record check. This procedure is extended to include primary host billets.
- 3.3.2. Principals have decision-making authority on matters of supervision. Supervisors who are not employees of the District shall be mature adults.

3.4. Site-Specific Nature of School Procedures

School procedures are not intended to replace or reiterate existing Board or management policies, procedures or directives. They are intended to develop a framework, within the parameters of this Administrative Procedure, where each school community may better reflect the age level of the students, the geographic location of the school, and any site-based characteristics of the school community.

3.5. Content

School procedures shall include, but shall not be limited to:

- 3.5.1. A statement on the philosophical principles underlying travel of this type, including the requirement to balance educational benefit with cost, time and distance travelled
- 3.5.2. A statement on the process to be utilized in reviewing the Administrative Procedure, with a formal review occurring not less than once every three years
- 3.5.3. A statement regarding parent permission. All overnight travel requires written parent permission. Parents and students shall be informed of the following prior to departure:
 - 3.5.3.1. The purpose/rationale for the travel
 - 3.5.3.2. The departure and arrival time, as well as a detailed itinerary
 - 3.5.3.3. Pre-planning: consideration for reasonable planning time, i.e. early communication with parents, sufficient time for criminal record check procedures, time for parents' advisory council (PAC) to effectively support the endeavor
 - 3.5.3.4. The name, location and telephone number of accommodations(s)
 - 3.5.3.5. Anticipated costs including types of meals
 - 3.5.3.6. Special equipment, supplies, or clothing that is to be brought
 - 3.5.3.7. Responsibility for safekeeping and expenditure of monies (dependent upon student age or maturity).
- 3.5.4. A statement on the level and type of adult supervision that reflects the nature of the activity, the distance to be travelled, the time to be spent, and the composition of the student group (including gender and any special needs).
 - 3.5.4.1. Minimum level of adult supervision for overnight travel:

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

female supervisors.		
If a student requires 1:1 adult support, this is in addition to the above minimums.		

- 3.5.4.2. All supervisors who are not District or school staff, including volunteers, must undergo and clear a criminal record check. This procedure is extended to include primary host billets.
- 3.5.4.3. The District is not responsible for the cost of conducting criminal record checks.
- 3.5.4.4. Principals have decision-making authority on matters of supervision. Supervisors who are not employees of the District shall be mature adults.
- 3.5.4.5. School protocol shall include communicating to each supervisor or chaperone their role and responsibilities. This information will also be attached to the school procedures on overnight travel
- 3.5.5. A statement reflecting the inclusionary practices of the District as related to school travel. School practice will limit or remove barriers to involvement for students with special needs.
- 3.5.6. A statement regarding medical conditions and appropriate precautions including first aid. Travel involving outdoor education, hiking, water activity, or to remote areas, shall include supervisors trained in first aid;
- 3.5.7. A statement regarding the applicability of the school's code of conduct, including action to be taken in circumstances where the code has been breached;
- 3.5.8. A statement regarding the use of the District-approved Parent Consent and Waiver form (Form 260-X) and the Field Trip Consent form (Form 200-X) for appropriate activities;
- 3.5.9. A statement that a detailed itinerary and a copy of any procedures for the students pertaining to the activity will be attached to the appropriate consent form signed by parents.

4. Work Experience Travel

- 4.1. Travel for work experience credit shall not be considered to be part of this Administrative Procedure.

Reference: Sections 17, 20, 22, 65, 75, 85 School Act
 Motor Carrier Act
 Motor Vehicles Act
 Collective Agreements

Adopted: November 23, 2010
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