

OVERNIGHT TRAVEL OUTSIDE BRITISH COLUMBIA

1. Approval Requirements, Limits and Process

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

- 1.1. All overnight travel outside of British Columbia must be authorized by the Superintendent or designate.
- 1.2. No student may be excluded from any school or District approved trip for ethnicity, religion, gender, sexual identity or financial reasons.
- 1.3. Before any plans are made, employees contemplating such travel shall discuss the idea with the Principal. 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.
- 1.4. Employees contemplating such travel shall discuss the idea with the Principal.
- 1.5. The Principal 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 or designate prior approval is deemed to be necessary.
- 1.6. The trip itinerary shall include daily activities that align with and/or enhance the BC curriculum and/or integrated resource packages (IRPs).
- 1.7. An information and consultation process shall occur with parents at least one month prior to submission to the Superintendent or designate for approval in principle.
 - 1.7.1. 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.
 - 1.7.2. School practice will limit or remove barriers to involvement for students with special needs.
- 1.8. A detailed written request shall be submitted to the Superintendent for approval in principle.
- 1.9. At least three (3) months prior to departure, the request shall be re-submitted to the Superintendent or designate to request formal approval.
- 1.10. The Superintendent or designate reserves the right to cancel any trip at any time, and also recognizes that in some extraordinary circumstances authorization by the Superintendent may be sought outside the stated timelines.

2. Travel Restrictions/Considerations

- 2.1. For travel beyond the Pacific Northwest, permission to travel will be limited to students in grades 8 to 12, except where extraordinary circumstances apply.

- 2.2. Special permission to travel may be granted to students in lower grades with authorization by the Superintendent.

3. Supervision/Conduct

- 3.1. 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 Principal will take if the code has been breached.
- 3.2. 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).

3.2.1. Minimum level of supervision for overnight travel outside the province:

Total number of supervisors*	Level	Overnight Trip Ratios*
NOTE: In a coeducational overnight trip, there must be a relative number of both male and female supervisors.	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
If a student requires 1:1 adult support, this is in addition to the above minimums.		

- 3.2.2. 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.
- 3.2.3. The District is not responsible for the cost of conducting criminal record checks.
- 3.2.4. Principals have decision-making authority on matters of supervision. Supervisors who are not employees of the District shall be mature adults.
- 3.2.5. School protocol shall include communicating to each supervisor or chaperone their role and responsibilities. This information will also be attached to the school procedure on overnight travel.
- 3.3. General Supervision
- 3.3.1. 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.

4. Parent Consent

- 4.1. The appropriate District parent consent form must be used depending on the nature of the activities in which the students will be engaged.

5. Work Experience Travel

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

6. Waive of Administrative Procedure

- 6.1. In exceptional or extenuating circumstances, the Superintendent may waive the requirements of this Administrative Procedure. Prior to any requests being made, the Principal shall consult with the Superintendent.

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

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