

ADMINISTRATIVE REGULATIONS

TITLE: EXTENDED EXPERIENCES

CATEGORY: EDUCATION

NUMBER: 1130

I. Rationale:

Opportunities for students to learn outside the school enrich and deepen access to the curriculum including the development of Core Competencies. Ensuring that these activities take place safely and in an educationally sound way supports excellence in education.

II. General:

- A. Instructional objectives for the experience shall be explicitly defined.
- B. No student shall be prevented from participating for financial reasons.
- C. Each student participating shall fulfill all the preparatory requirements at an appropriate level of performance, shall participate during the trip in a responsible way, and shall carry out satisfactorily all follow-up procedures required.
- D. Students shall be assessed and evaluated in terms of expected learning outcomes for the experience.

III. Funding:

- A. The school district shall provide financial support for extended experiences through the annual operating budget funds allocated to each school. Additional funding may be requested of parents or raised through other fund-raising initiatives.
- B. Students shall not be excluded from extended experiences unless required through their Individual Education Plan (IEP).
- C. The principal shall ensure that complete funding is in place prior to the trip so that no further financial obligations will be placed on the school.
- D. The school is expected to provide financial support for those students who would otherwise be unable to participate due to financial constraints.

IV. Walking Field Trips:

- A. Walking field trips are local neighbourhood excursions that are based on a specific class activity/learning outcome. (e.g. - a grade 3 class going to the local park to collect leaves for a project, or a grade 11 Physical Education class jogging in the local neighbourhood)
- B. A walking field trip must be no further than 2.0 km from the school for students attending elementary school and 3.2 km from the school for students attending secondary school.

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- C. Parents/guardians will be asked to provide consent for walking field trips during the school registration process, through the Walking Field Trip Standing Consent Form. The consent will be considered valid from the date it is signed and will remain valid for the duration of that child's enrollment at the school, unless consent is withdrawn in writing by the parent/guardian or significant changes are made to the consent form by the district.
- D. Schools will make every reasonable effort to give parents/guardians advance notice for walking field trips covered by the Walking Field Trip Standing Consent Form.
- E. All walking field trips require approval from the school principal.

V. Class Outings, Day Hikes and Overnight Outdoor Education Trips:

- A. The overall plan for each trip must be approved by the principal of the school at least four weeks prior to the trip.
- B. Parents must provide written approval in advance of the trip.
- C. All forms must be given to and approved by the principal before embarking on the experience.
- D. Checklist must be submitted to the superintendent or designate for all travel outside of province or an overnight stay in excess of three nights in the province.
- E. The principal shall designate a person to be "in charge" of each activity. When appropriate to the risk level of the activity, a principal may require a person designated as being "in charge" to have successfully completed an in-service or other training program or have recognized certification appropriate to this activity.
- F. Advance written communication to parents/guardians is required for each class outing i.e., events or activities to be held outside the walking field trip boundary.
- G. For any outdoor education trip involving boating activities, the person "in charge" must meet the requirements and follow the guidelines in the most recent Safe Boating Guide issued by Transport Canada.
(https://tc.canada.ca/sites/default/files/migrated/tp_511e.pdf)
- H. For any trip involving swimming, [Regulation #1350](#) regarding swimming must be fully followed.
- I. For overnight outdoor education trips, a person with a valid St. Johns Ambulance standard first aid or SOFA (Safety Oriented First Aid) certificate or equivalent training shall be present at the camp. This requirement shall also apply for those day outings

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where risk of injury or distance from emergency assistance renders it necessary.

- J. Accidents or injuries shall be reported promptly to the appropriate authorities and the parent/guardian.
- K. If a recreational company is hired, a written contract must be completed, which includes the indemnification of the school district.

VI. Out-of-Country Experiences:

- A. The opportunity to participate in the experience must be made available to all qualifying students who meet the learning and conduct expectations associated with the trip.
- B. The participation of students must be voluntary.
- C. Additional adult chaperones may accompany the trip subject to the principal's approval.
- D. Students from other schools may accompany the trip subject to the approval of both principals.
- E. Insurance coverage must be purchased and confirmed with the secretary-treasurer and must include both medical coverage and trip cancellation/interruption coverage.
- F. Parents/guardians shall be made aware of the refund policies of the travel agent before fares, etc. are paid.
- G. Informational meetings for parents shall include discussion of the potential risks including any governmental advisories (<https://travel.gc.ca/travelling/advisories>)
- H. Every effort shall be made to ensure that the destination will be free of potentially dangerous circumstances such as political strife or active natural phenomena. (<https://travel.gc.ca/travelling/advisories>)
- I. In the case of a deteriorating political or natural situation, the principal shall consult with the superintendent or designate and with parents/guardians prior to deciding whether to cancel or to proceed with the trip.
- J. If parents/guardians try to continue the trip after school support is withdrawn, the principal shall send a letter to each parent/guardian noting the reasons for the withdrawal of school support and outlining the shift of responsibility to the parent/guardian.
- K. The Extended Experience Checklist must be submitted to the principal and then to the superintendent at least eight weeks prior to the departure date. Failure to meet this deadline may result in cancellation of the intended experience.

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VII. Supervision:

A. Planning and preparation for all experiences must include a supervision plan with consideration of special supervision risk factors affecting the ratio of students to supervisors, needs for specialized skills and qualifications, and the need for female and male supervisors, and students with special needs. The degree of supervision depends on:

1. The age and maturity of the student
2. The needs and abilities of the students
3. The inherent danger of the activity
4. The circumstances of the particular activity (e.g., a trip to the museum would not need as many supervisors as a higher risk outdoor trip).

B. The minimum acceptable standard of supervision for all student extended experiences are:

Grade	Day trips (including walking field trips)	Overnight trips within BC	Higher Risk activities**	Out-of-Province
K-3	2 supervisors per class	1 supervisor for 6 students	N/A	N/A
4-7	1 supervisor per class with additional support required dependent on the activity.	1 supervisor for 10 students	Activity Dependent	1 supervisor for 8 students
8-12	1 supervisor per class	1 supervisor for 15 students	Activity Dependent	1 supervisor for 15 students

C. Supervision for Higher-Risk Activities

- i. Situational factors must be considered when determining the appropriate number of supervisors for a higher-risk activity. These factors include factors such as wind and weather forecasts, potential for students to become dispersed, risk assessments, etc. Additional risk should generally result in increased supervisors or amendment to the activity plan.
- ii. For increased-risk activities, competent instruction and vigilant supervision is mandatory. Competence may be established by virtue of a certificate from a governing body, such as a Canoeing Instructor's Certificate from Canoe Sport BC. In areas where certificates are not issued, competency may be recognized by the leader's peers by virtue of experience and demonstrated expertise in the

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activity.

- iii. The principal must be satisfied that the educator-in-charge will provide adequate supervision, competent instruction, and follow recognized safety procedures for the planned activities, and that supervision meets the level of competence required for the activity.
- D. Additional supervision may be required to support inclusive, accessible opportunities for all students. Activities should be planned to allow the greatest degree of inclusion possible.
- E. The school principal is responsible to ensure that the supervision plan is appropriate and must ensure that no activities are permitted to proceed without adequate supervision.
- F. Differentiated supervisory ratios may be approved by the superintendent for specialized programs such as Elementary Nature Learning Programs where specialized training and contingency plans are in place. These programs will include additional communication and information provided to parents to ensure they are aware of any additional risk and the mitigations in place.

Internal Forms:

1. Extended Experience Checklist Involving Travel Outside the Province or an Overnight Stay in Excess of Three Nights in the Province
2. Field Trip Consent Form
3. Walking Field Trip Standing Consent form
4. Consent and Waiver Form for Student Participating in High-Risk Activity
5. Excerpt from [YouthSafe Outdoors](#) 2005 pg. 68-72 (Copyright permission pending)
6. Snowboarding/Ski Trip form

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References: