

ADMINISTRATIVE PROCEDURE #401

FIELD EXPERIENCES

BACKGROUND

Field experiences enrich students' learning when they have clear educational benefits, are well planned, inclusive, properly supervised, and designed with safety as a priority. Burnaby School District requirements and criteria that must be followed for any curricular or extra-curricular activities requiring students to leave the premises of their registered school.

All field experiences must be planned in accordance with Board policies, these Administrative Procedures, and the Burnaby School District Field Experience Portal.

PROCEDURES

Types of Field Experiences and Responsibilities

Approval deadlines for certain categories of field experiences are set annually through the [District Field Experience Calendar](#). Field experiences are categorized according to the following descriptions with corresponding timelines for approval:

1. Routine Field Experiences: Directly related to curriculum and completed within one calendar day.
 - a. These may proceed with the completion of the online routine field experience form and the authorization of the principal at least 30 days in advance of the field experience.
2. Competition Field Experiences: Overnight trips involving school team events or student competition within British Columbia.
 - a. These may proceed with the completion of the online competition field experience form, authorization of the principal in advance of the field experience, and authorization of the Superintendent or designate.
 - b. If the competition field experience involves travel outside of the province, authorization of the principal and the Superintendent or designate is required at least 30 days in advance.
 - c. If the competition field experience involves travel outside of Canada, the procedures and approval timelines for international field experiences outlined below must be followed.
3. High-Risk Field Experiences: Relates to curricular or extra-curricular activities that may include some potential risk of injury in the planned activity.

- a. These may proceed only with the completion of the online special/high-risk field experience form, and authorization of the Superintendent or designate at least 30 days prior to the event.
4. Overnight Field Experiences: Involves two calendar dates or more.
 - a. These may proceed only with the completion of the online special/high-risk field experience form, and authorization of the Superintendent or designate at least 30 days prior to the event.
5. International Field Experiences: All field experiences that occur outside of Canada for broadening students' understanding of other cultures and their Canadian identity.
 - a. Student travel to countries that are or become subsequently identified as having a travel advisory other than 'take normal security precautions' through travel advisories by the Government of Canada shall not occur during the period of such warning unless the District specifically approves such travel during this period with the additional security precautions.
 - b. Phase 1 authorization of the proposed international field experience must be provided by the school principal at least eight months prior to departure.
 - c. The phase 1 proposal form and required documentation is to be submitted for approval in principle by the Superintendent or designate seven months prior to departure.
 - d. No payments, binding contracts or financial commitments are to be made until approval in principle is obtained.
 - e. Following approval in principle, staff submit a phase 2 planning stage form and required documentation to allow for approval by the school principal and the Superintendent or designate at least three months prior to departure.
 - f. Following phase 2 approval, phase 3 final approval is required with authorization by the Superintendent or designate at least 30 days prior to the event, following deadlines outlined in the District Field Experience Calendar.

Supervision

Adult supervisor to student ratios must meet expectations as stipulated in these procedures.

1. At least one teacher shall accompany students on each field experience.
2. The staff person in charge of a field experience shall take steps necessary to inform teachers and adult supervisors of their duties while on the field experience.

All field experiences must be planned according to the following supervision ratios:

1. Routine Field Experiences

- a. Kindergarten to Grade 3: one teacher/supervisor for every 10 students.
- b. Grades 4 to 7: one teacher/supervisor for every 15 students.
Note: the principal may approve a ratio of one teacher/supervisor per class group for "walking" field trips.
- c. Grades 8 to 12: one teacher/supervisor for every 20 students.
Note: the principal may approve a ratio of one teacher/supervisor per class group

for field experiences occurring in Metro Vancouver.

2. Competition Field Experiences

- a. Kindergarten to Grade 7: one teacher/supervisor for every 15 students.
Note: a ratio of one teacher/ supervisor for every 8 students is required for overnight trips.
- b. Grades 8 to 12: one teacher/supervisor for every 20 students.
Note: a ratio of one teacher/supervisor for every 8 students is required for overnight trips.

3. High-Risk Field Experiences

- a. Kindergarten to Grade 12: one teacher/supervisor for every 8 students.

4. Overnight Field Experiences

- a. Kindergarten to grade 12: one teacher/supervisor for every 8 students.
Note: gender appropriate supervisors must accompany groups of students.

5. International Field Experiences

- a. Grades 4 to 12: one teacher/supervisor for every 8 students, and gender appropriate supervisors must accompany groups of students.
- b. For international field experiences, District staff are approved to be supervisors. Non-staff supervisors will only be considered in exceptional circumstances at the point of phase 1 approval in principle.

Personal Safety and Consent to Participate

The following should be planned for in all field experiences:

1. Student Conduct/Concerns

- a. Supervising staff must be aware of student needs, concerns, and know the approved procedures – such as mental health supports, safety plans and/or behaviour plans – to be prepared, should needs arise.

2. Unforeseen Circumstances

- a. Should a serious health concern, injury or misconduct occur, supervising staff must contact their school administrator immediately.

3. All required Consent to Participate forms must be completed and signed by parent(s) and/or guardian(s) and maintained during the field experience. The following consent forms are required depending on the type of field experience:

- a. Routine Field Experience Consent Form
- b. Special Field Experience High-Risk Consent Form
- c. Ski/Snowboard Field Trip Disclosure Form
- d. Special Field Experience High-Risk and/or Overnight Consent Form
- e. International Field Experience Form

4. No student shall participate in any field experience without the written and signed approval of their parent(s) and/or guardian(s).

5. Full instruction will be provided to students regarding safety considerations related to the field experience.
 - a. All ski/snowboard trips must be planned and carried out in accordance with District guidelines for Ski/Snowboard Field Experiences, and permission from parent(s) and/or guardian(s) must be received in writing using the District Ski/Snowboarding Parent Permission Form.

Student Fees

1. The fees charged to students for field experiences may be used to cover costs related to:
 - a. Transportation;
 - b. Rental of facilities;
 - c. Rental of equipment;
 - d. Admission charges; and
 - e. Teacher-on-call expenses for international field experiences and exceptional field experiences within Canada (such as a trip to Quebec).
2. Direct financial contributions to field experiences by the Board shall be limited to the funds allocated to each school for this purpose.
3. The funds for such experiences are used equitably for the benefit of all students.
4. Teachers and other adults acting as accompanying supervisors on field experiences may be expected to pay for the trip expense.
5. Administrative procedures for Fundraising Activities in Schools will be followed.

Volunteers and Student Transportation

1. All field experiences must be planned and carried out in accordance with related administrative procedures, including those governing Volunteers in District Schools and Transportation of Students.
2. Students are not authorized to act as volunteer drivers.
3. If a field experience requires bussing of students, only District approved vendors are authorized to transport students.

Relevance to Curriculum

All field experiences must be related to the BC Ministry of Education and Child Care curriculum. They must also meet the following criteria:

1. Provide students with experiences that cannot be presented effectively in the classroom.
2. Explicitly define instructional objectives in relation to the curriculum.

3. Evaluate the expected learning outcomes.

General

1. The District shall support field experiences for school curricular and competition field experiences subject to the following:
 - a. The field experience is inclusive, and no student is prevented from participating for financial reasons.
 - b. The field experience is planned and organized to minimize the disruption of other schedules and events within the school.
 - c. Appropriate arrangements are made for the instruction of any students not participating in the field experience.
 - d. Each student shall fulfill the preparatory requirements at an appropriate level of performance, participate during the trip in a responsible way, and carry out satisfactorily all prescribed follow-up activities.
 - e. Staff members responsible for planning shall determine, from an educational perspective, that the travel time is worthwhile for the students.
2. No binding commitments, confirmations or financial payments shall be made prior to appropriate principal or District approval being granted.
3. School personnel are not permitted to participate in package tours offered by travel companies or commercial organizations during the school year.
4. A teacher participating in student tours during vacation periods must make it clear to students and their parent(s) and/or guardian(s) that the teacher is participating on a personal basis. Recruitment of student participants for such tours may not be carried out on school premises or by using school resources or facilities.
5. All students travelling outside of Canada, on day or overnight trips, must have individual medical coverage and appropriate travel insurance, including cancellation and trip interruption.
6. Teachers Teaching-On-Call may be requested to release teachers for field experiences at the discretion of the principal.
7. Teachers involved in a field experience shall only be considered "on duty" for the District if the field experience has received the requisite approvals.
8. A plan must be in place to support students who have disabilities or diverse abilities. After consultation with the school, if the parent(s) and/or guardian(s) determine that their child will not be participating on the field trip, a plan for the day will be provided in lieu of missed instruction.
9. Where prescribed medicine for a student is necessary, administrative procedures for Administration of Medication at School will be followed.

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Cross References: