

- Procedure Number: 585
  - Procedure Name: Educational Field Trips (revision #2)
  - Date of Revision: 1995 09 27
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1. The Principal of a school whose program involves excursions and field trips should ensure the appropriate Board Policies are adhered to, including:

- Policy No. 580      Supervision of Student Activities
- Policy No. 595      Health and Safety
- Policy No. 130      Behaviour

2. Details relative to Field Trips are to be submitted on the appropriate form to the Superintendent. The following approvals and timelines are required:

- One (1) day (or part of) outside of the Gulf Islands – Principal:  
**seven (7) days notice**
- Overnight, up to and including three (3) days – Principal and Superintendent:  
**fourteen (14) days notice**
- Four (4) days or more – Principal, Superintendent, Board:  
**thirty (30) days notice**
- Outside British Columbia – Principal, Superintendent, Board:  
**thirty (30) days notice**