

- 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