

Administrative Procedure 6031 MR1

*Same Day Travel*

A. **Non-Compliance**

Failure to observe this regulation shall be considered to be a refusal or neglect to obey a lawful order of the board.

B. **Definition and Limits**

“Same-day travel” refers to student travel where the scheduled commencement and completion of the travel both occur within the same day.

1. Primary-level student travel is limited to the Comox Valley, Campbell River, and south to Nanaimo except under exceptional circumstances.
2. All other same-day student travel is limited to the areas of the school districts on Vancouver Island, the Lower Mainland and the Sunshine Coast.

C. **Authorization**

The board authorizes principals to approve same-day travel within the parameters of this regulation.

Forms 6031-01 (*Student Travel Request*) and 6031-10 (*Elementary School Walking Trip Permission*) as well as all other relevant forms are to be completed and retained at the school.

D. **School Policy**

1. Development

Principals shall develop written school policies regarding same-day travel. The development and review of such policy shall include discussion and consultation with teaching and support staff, parents, and, where appropriate, student leaders. Processes used to develop and review the policy shall reflect the view that the school is a community of administration, staff, parents and students.

2. **Conformity to Existing Policies, Regulations and Directives**

School policy shall conform to all relevant board or management policies, regulations and directives, including but not limited to fees, financial hardship, applicable water safety, outdoor education/travel, non-scheduled transportation of students, and first aid. Where contradiction exists, the board or management policies, regulations or directives shall take precedence.

3. **Site-Specific Nature of School Policy**

School policy is not intended to replace or reiterate existing board or management policies, regulations or directives. It is intended to develop a framework, within the parameters of this policy, where each school community may better reflect the age level of the students, the geographic location of the school, and any site-based characteristics of the school community.

4. **Content**

School policy shall include, but shall not be limited to:

- a) a statement on the philosophical principles underlying day-length travel, including the requirement to balance educational benefit with cost, time and distance travelled;
- b) a statement on the process to be utilized in reviewing the policy, with a formal review occurring not less than once every three years;
- c) a statement regarding parent permission. All same-day travel will require informed parent consent. Variations may be made on the method and type of parent permission, dependent upon students' ages, the nature of the activity, and proximity to the school site. A signed, general permission form signed by parents/guardians at the beginning of a school year for activities not including transportation is permissible; however, parents must be informed of any activities at least two days before they occur.
- d) a statement on the level and type of supervision that reflects the nature of the activity, the distance to be travelled, the time to be spent, and the composition of the student group.

The minimum level of adult supervision for same-day travel shall be:

Total number of supervisors	Level	Day Trip Ratios
	Elementary (Grades K-7)	2 adults per class
Secondary (Grades 8-12)	1 adult per class	

**If a student requires 1:1 adult support, this is in addition to the above minimums.**

School protocol shall include communicating the role and responsibilities for each supervisor or chaperone.

- e) a statement reflecting the inclusionary practices of the district as related to school travel. School practice will limit or remove barriers to involvement for students with special needs.
- f) a statement regarding medical conditions and appropriate precautions including first aid;
- g) a statement regarding the applicability of the school's code of conduct, including action to be taken in circumstances where the code has been breached;
- h) a statement regarding the use of the district approved *Parent Consent and Acknowledgement of Risk* form for activities such as snow sports or marine activities, and the *Field Trip Consent* form for other activities.

**E. Work Experience Travel**

Travel primarily for work experience credit shall not be considered part of this regulation.