SD22 Field Trip Guidelines



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TABLE of CONTENTS

Introduction	3
Definitions	3
Responsibilities	3
Procedures	4
1. General	4
2. Parent/Caregiver Communication and Authorization	6
3. Waivers	6
4. Parent Meetings:	6
5. Student Eligibility:	6
6. Costs:	6
7. Agreement:	7
8. Levels	
Level One or Two Field Trips: One day - within the SD22 Catchment Area. Low Risk.	7
• Level Three Field Trips: One day, outside of SD22 Catchment Area, Low to Moderate Risk	7
Level Four Field Trips: High Risk or Overnight, within the province of BC	7
Level Five: Out-of-Province and International Excursions	8
9. Authority	9
10. Supervision	9
11. Risk Mitigation	9
12. Safety Protocols	10
13. Safety Equipment	10
14. Safety Protocols for Ski/Snowboard Activities	10
15. Safety Protocols for Swimming Activities	11
16. Transportation	12
17. Severe Weather/Travel Advisories	13
18. Prohibited Activities	13
19. Commercial or Interest-Based Excursions	14

STUDENT FIELD TRIPS



Introduction

Extra-curricular and co-curricular field trips enhance the educational program by supporting a student's intellectual, human and social development, as well as their career development.

Definitions

- 1. "Curricular field trip" means any learning activity that occurs outside the school facility and is specifically designed to supplement the course learning (e.g., golfing on the local golf course as part of Active Living 12).
- 2. "Co-curricular field trip" means any planned student excursion away from the school during school time, under the direction or supervision of the educator-in-charge, to enrich and extend the classroom instructional program.
- 3. **"Extracurricular field trip"** means any planned student excursion away from the school outside of school time under the direction or supervision of the educator-in-charge in support of academics, athletics, performing or fine arts, or other school-sponsored student field trips.

Responsibilities

- 1. **Parent/Caregiver Responsibility:** Parents and/or caregivers are responsible for determining whether their child may participate in a student field trip. Comprehensive student field-trip information that describes the educational benefits and potential risks must be communicated to parents so they can provide informed consent.
- 2. **Student Responsibility:** Students participating in a field trip are responsible to comply with the school rules, code of conduct, board policies and administrative procedures, as well as fulfill the preparatory requirements and cooperate with all supervisors.
- 3. **Educator-in-Charge Responsibility:** The educator-in-charge is responsible for
 - **3.1.** ensuring the field trip is appropriately planned, authorized and organized;
 - **3.2.** ensuring parents/caregivers have been provided with information that describes the educational benefits and risks of the field trip;
 - **3.3.** exercising supervision that is appropriate to the age and needs of the students and the nature of the activity;
 - **3.4.** ensuring contact and trip information is left with the principal (or designate) and communicated to parents and/or caregivers;
 - **3.5.** taking necessary precautions to ensure the proper conduct, appropriate behaviour and safety of students.

4. Field-Trip Supervisor Responsibilities:

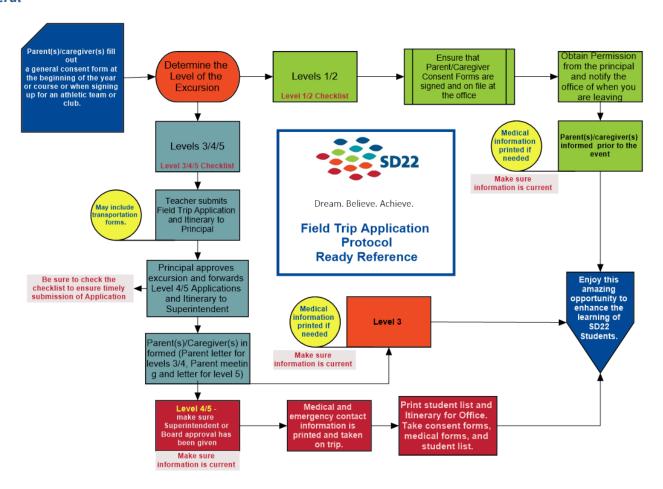
4.1. Supervisors (teachers, volunteers and contracted instructors) are responsible for supervising students, serving as role models to students, acting as ambassadors of the District, and conducting themselves within the expectations of the SD22 Code of Conduct.

- 4.2. Supervisors are not to be under the influence of recreational drugs/alcohol. This expectation includes international locations where the cultural norms may vary.
- 4.3. Supervisors will notify the Educator-in-Charge of concerns relating to student safety and/or conduct.
- 4.4. See <u>Volunteer Risk Note</u> for guidelines around volunteers in schools.

Procedures

To ensure approvals and student safety, the following procedures are to be implemented:

1. General



1.1. Steps for teachers/organizers:

- 1.1.1. The first question you need to ask is what level your field trip is.
- 1.1.2. Checklists are for planning only. They may be submitted to the principal but should be used for teachers to make sure they have effectively considered all aspects in their planning. They do not have to be attached to the Field Trip application.
- 1.1.3. The parent/caregiver Information letter is a template that can be adapted to any level of field trip and should be used for consistency. This is for information only to communicate the parameters of the field trip this is NOT the consent form.

- 1.1.4. Level 1/2 consent forms are filled out at the beginning of the year/course to cover all local excursions or team sport travel. This includes walking excursions and trips that you typically take within the SD22 catchment area such as swimming, skating, and even skiing at Silver Star (though parents will still have to fill out the required waiver from the ski hill). This consent form will only need to be updated if the student's information has changed. For team sports, parents will need to fill out the form at the start of the season, provided they are given the anticipated schedule of games or tournaments (including over night stays).
- 1.1.5. Parent/caregiver consent forms need to be sent out for every level 3/4 or level 5 field trip.
- **1.1.6.** The <u>Field trip application</u> is required for all level 3/4/5 field trips. Level 4 and 5 field trip applications will be submitted for district approval.
- **1.1.7.** <u>Volunteer forms</u> need to be completed once per year. The Criminal Record check must be current within 5 years.
- **1.1.8.** <u>Volunteer Driver abstracts</u> only need to be completed once per year. They are available free of charge through the provincial site @ <u>Driving records (icbc.com)</u>
- **1.1.9.** The <u>Field Trip Application</u>, and any other documents (checklists, itineraries, bus forms, consent forms) should be submitted to the principal or designate for all level 1/2/3 Field trips as requested by the principal.
- **1.2.** Student participation in a field trip that involves extracurricular or co-curricular activities, is optional (See <u>Guidelines for Student Eligibility for Extra Curricular Activities</u>)
- 1.3. There may be a charge to cover the costs of transportation, accommodation, meals, entrance fees and equipment rentals. Any user-fees that have been incurred on behalf of a student who does not attend may not be refunded.
- **1.4.** A student not participating in field trips may have an alternative delivery for the required learning following a discussion with the principal (or designate).
- 1.5. Best efforts should be made to schedule level 5 field trips during vacation breaks in the school year. School field trips need to be managed so the disruption to student learning for those on trips and for students who remain at the school is minimized.
- **1.6.** An active cellphone or satellite/communication device (if available) shall be with the Educator-in-Charge.
- 1.7. Volunteer supervisors shall be approved by the principal, in compliance with the Board policy.
- **1.8.** Transportation shall be in accordance with all transportation policies, guidelines and procedures and comply with the CUPE collective agreement.
- 1.9. Volunteer drivers must comply with Board Policy for the Use of Private Vehicles. Please see <u>Volunteer Automobile</u>
 Driver Authorization and Private Vehicle Passenger List.
- **1.10.** All field trips are to be approved by the principal (or designate) of the school who shall ensure that the guidelines laid out in this administrative procedure are followed.

2. Parent/Caregiver Communication and Authorization

- 2.1. In all cases, parents/caregivers must be informed and provide consent when students are to be absent from school premises using the SD22 field-trip <u>parent/caregiver information letter</u> and **consent form**.
- **2.2.** The information conveyed to parents through the parent information letter must appropriately disclose the educational benefits and risks of the field trip and provide information for support if the family is experiencing Financial Hardship.

2.3. Both parents and students are to be advised of behavioural expectations for any field trip, which includes specific consequences for breaches to the code of conduct. For example, if a student needs to be sent home from a field trip at the parent's expense, this consequence must be communicated on the parent consent form (<u>Levels 1-2</u>, <u>Levels 3-4</u>, or <u>Level 5</u>).

3. Waivers

- 3.1. Teachers must use the official SD22 Parent/Caregiver Consent forms (Levels 1-2, Levels 3-4, or Level 5).
- 3.2. Legally, parents cannot waive the rights of a minor (the student) to sue if a student is injured during a school field trip. An industry/commercial enterprise may request signed informed consent/acknowledgment of risk of the parent, in addition to the signed informed consent obtained through the school-based parent (<u>Levels 1-2</u>, <u>Levels 3-4</u>, or <u>Level 5</u>).
 - 3.3. If an industry or commercial enterprise insists on a waiver of liability, the educator-in-charge must consult with the principal and consider whether the proposed activity and the risks associated with the activity are to be pursued.

4. Parent Meetings:

Parent meetings may occur to review field-trip arrangements:

- 4.1. It is required that parent meetings occur to review level four and five field trips.
- 4.2. The educator-in-charge must keep a record of attendance at the parent meeting.

5. Student Eligibility:

No eligible student may be denied access to participate in a field trip held during instructional hours due to financial hardship. A principal may exclude a student from the activity if the student does not meet the eligibility criteria on a case-by-case basis.

6. Costs:

Field trips fulfilling *specific course requirements* will be provided free of charge to school-age students who reside in the district and are enrolled in that specific course. Parents may be charged fees for expenses such as transportation, accommodation, meals, entrance fees and equipment rentals for all other field trips. Efforts to minimize costs to students and parents/caregivers is to be evident in all field-trip planning.

7. Agreement:

All details of fundraising activities and requirements for the proposed field trip must be communicated clearly to students and parents/caregivers and agreed upon at the outset of the field-trip planning process.

8. Field Trips: Categories of Risk

1. Level One or Two Field Trips: One day - within the SD22 Catchment Area. Low Risk.

Level One and Two Field Trips have the following characteristics:

1. one day or less in duration;

- the destination is within the catchment areas of SD22 (see exception for school athletics and skiing below)¹
 and:
- 3. does not involve high risk activities such as high-risk hiking, snowshoeing, canoeing, kayaking, bicycling, snowboarding, rock climbing, or other higher risk activities. Does include low risk excursions or excursions that happen typically throughout the year to known venues (may have a higher level of risk but SD22 have already vetted these venues and deem them to be safe.) These will include but are not limited to skiing at Silver Star, swimming at city swimming pools or skating at a local indoor arena.

A <u>single consent form</u> may be signed at the beginning of the year or completed with the student registration package for all Level One or Two Field Trips that occur throughout that year. Parents must be notified of the date and time of the excursion whereby they may choose to opt out of the activity on behalf of their child.

Teacher(s)/Educator(s) must ensure that all documentation is in place prior to the excursion and that parents are notified of the excursion in advance of the date, time and location of the excursion.

- ✓ **Level One Field Trips** involve walking to the destination.
- ✓ **Level Two Field Trips** involve transportation other than walking.

CHECKLIST Level One or Two Field Trip

4. Level Three Field Trips: One day, outside of SD22 Catchment Area, Low to Moderate Risk

Level Three field trips will have the following characteristics:

- 1. one day or less in duration;
- 2. take place outside of the SD22 catchment area within the province of British Columbia; and
- 3. includes low risk and some "moderate" risk activities (such as cross-country skiing, snow-blading programs within controlled ski areas (Silver Star/Sovereign Lake) snow shoeing on patrolled trails, swimming in a natural setting (not a swimming pool) with certified lifeguards, biking on low-risk trails (e.g. rail trail.)

CHECKLIST - Level Three Field Trip

A level 3/4 parent consent form must be filled out and returned for each level 3 or 4 field trip excursion.

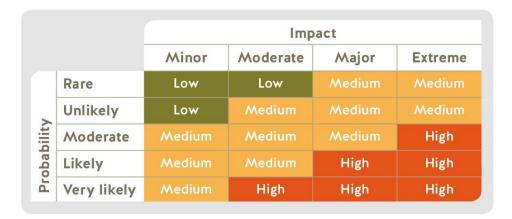
5. **Level Four Field Trips**: High Risk or Overnight, within the province of BC

These field trips will have the following characteristics:

- 1. May be more than one day in duration;
- 2. Take place within the province of British Columbia;
- 3. May involve indoor or outdoor adventure activities including hiking beyond the scope of community walking trails, canoeing, kayaking, retreats that involve outdoor activities, swimming or wading in impromptu natural settings (crossing creeks or rivers, lakes as part of a wilderness hike), wilderness orienteering, camping, mountain bike/cycling, rock climbing (top rope) or rope courses; snow shoeing on unpatrolled trails, and
- 4. Activities not listed above will be considered on an individual basis by the principal. Principals may use the

¹ The exception to the catchment area regulation are extracurricular teams or clubs where tournaments and events are part of the program and are provided to parents/caregivers in advance of signing the single consent form. Local Ski trips to Silver Star will have a waiver for the hill and will not require additional permission from parents. This form will cover this activity.

following Worksafe BC matrix² when determining the level of risk of an activity:



These field trips require the approval of the principal (or designate) and the Superintendent (or designate) prior to the activity.

CHECKLIST - Level 4 Field Trip

A level 3/4 parent consent form must be filled out and returned for each level 3 or 4 field trip excursion.

6. Level Five: Out-of-Province and International Excursions

These field trips include any field trip for any length of time that takes place outside of the province of British Columbia, including international travel.

All out-of-province and international trips must be approved by the Board of Education;

Approval of Level Five student travel to Alberta, Washington State, Idaho State, and Oregon state must be submitted to the Board of Education at least three (3) months prior to the proposed date of the trip for final approval.

Approval of Level Five student travel beyond the provinces/states listed above must be submitted to the Board of Education at least six (6) months prior to the proposed date of the trip for final approval.

Required insurance must be secured and confirmation provided as part of the application for approval (as required). Travel and medical insurance should be considered for all out-of-province trips and is required for international trips.

CHECKLIST - Level 5 Field Trip - Out of Province/International

A level 5 parent consent form must be filled out and returned.

9. **Authority**

9.1. Each principal has primary responsibility and authority to conduct student field trips and ensure planned field

² from: https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/assessing-risks

- trips follow board policies and administrative procedures.
- **9.2.** The superintendent has responsibility and authority to establish district practices and standards for the conduct of students during field trips and provide approval for specified trip categories.

10. Supervision

- 10.1. All student travel shall be under the direct supervision of a School District employee, with the following exception: The principal may approve an adult other than a teacher/school district employee when fewer than ten students are involved in the student travel or when a school team is coached by a non-school district employee. In these circumstances, the parents of all participating students shall be advised of the principal's decision.
- **10.2.** Supervisory personnel including parents and other volunteers are agents of the Board while in the supervisory position.
 - An adult supervisor must be *available* to students (24 hours per day for overnight excursions) on all student excursions.
- 10.3. Principals must be satisfied that teachers and/or supervisors have sufficient and appropriate qualifications to carry out specialized activities (e.g., canoeing, backpacking into remote wilderness areas, activities undertaken during subzero temperatures).
- **10.4.** Principals shall determine the extent to which it is necessary for student travel supervisory personnel to possess a basic, current knowledge of first aid, cardio-pulmonary resuscitation, and/or other emergency procedures.
- **10.5.** Additional adult supervision must be considered for travel that involves:
 - Student participants of a single gender³, where the designated adult supervisor if of the opposite gender;
 - For all overnight excursions, no matter the size or age of the group, it is recommended that there be at least two supervisors, and the gender of the accompanying supervisors must reflect the gender identity of the students attending the excursion. For example, overnight excursions with both male and female participants must include both a male and female adult supervisor. Students who identify as gender non-binary will communicate to staff prior to departure the supervisor(s) with whom they feel most comfortable. Until the language evolves to reflect current contexts, please ensure that both male and female supervisors are included where male and female students are participating.

11. Risk Mitigation

- 11.1. A paramount consideration when selecting, planning, organizing and conducting student field studies is to minimize everyone's risk, as all field trips entail some element of risk. Risk cannot be eliminated, but it can be managed. All staff involved in student field trips are expected to consider the management of those risks.
- **11.2.** Students with diverse needs must be provided with *appropriate* safety equipment both for their transportation and their participation in activities.

12. Safety Protocols

12.1. A safety assessment must be conducted for all new off-site activities (does not have to be repeated once the

³ Until the language evolves to reflect the current context, the term "gender" will be used to refer to traditional "male" or "female" identification.

- initial safety assessment has been completed). Routine sites such as local ski hills, local swimming pools and local skating rinks do not require an annual safety assessment once the venue has been approved.
- 12.2. A means of emergency communication is to be available and established prior to any excursion.
- 12.3. For any student injured on a field trip, the <u>Field-Trip Incident Reporting Form</u> must be completed as soon as is practicable. A copy of the form and the signed, school-based parent consent forms (<u>Levels 1-2</u>, <u>Levels 3-4</u>, or <u>Level 5</u>) must be forwarded to the secretary-treasurer's office. An emergency supervision plan must be in place that supports both the injured student and the remaining students participating in the activity.
- 12.4. A student has the right to opt out of any activity if they are concerned for their safety. **Educators-in-charge must accommodate that student.**

13. Safety Equipment

- 13.1. Safety helmets must be worn by all students involved in cycling, downhill skiing, snowboarding, skating, rock climbing, skateboarding, rollerblading, and whitewater activities. For general activities that require a helmet (such as skating), the helmet specifications shall follow the regulations of the venue. Where such regulations do not exist, principals will use their best judgment to determine the type of helmet appropriate to the event (e.g. bike helmets may be worn for general skating excursions) ensuring safety without excluding participation because of lack of access to official equipment.
- 13.2. For boating activities, including aquatic paddling, students must be wearing Transport Canada- approved lifejackets or Type I approved personal flotation devices or be following the specific rules for competition (e.g., rowing).

14. Safety Protocols for Ski/Snowboard Activities

- **14.1.** The educator-in-charge must ensure suitable attendance records are maintained and shared with supervisors. Additionally, a cellphone or communication device for supervisors is to be available for use throughout the trip.
- 14.2. Upon arrival, all students must remain together while mountain personnel provide instructions, lessons and designate appropriate ski areas based on observed skill level. The educator-in-charge of the ski/snowboard activity shall be responsible for coordinating with on-hill resort personnel/instructors.
 - Students should travel, arrive and leave the mountain as a group.
 - The wearing of activity specific helmets is mandatory for all ski/snowboarding participants and supervisors.
 - Supervision of participants is a shared responsibility between ski hill operators and District staff.
- 14.3. Attendance must be taken before departing from the ski area.
- **14.4.** The educator-in-charge must check with mountain personnel for messages or complaints about on-hill infractions before leaving the site.

15. Safety Protocols for Swimming Activities

- **15.1.** Before allowing students to swim in water above their chest height without a personal flotation device (PFD), schools will follow the aquatic venue's procedures as required.
- **15.2.** Unless all non-swimmers or weak swimmers are in a structured swimming class (i.e., a small group with designated instructor), they should wear a PFD when in or near the water, or they must be restricted to a well-marked shallow area, which is lower than chest height.

15.3. All rules and regulations of the swimming area, diving area, swing ropes, pool slides, waterslides, hot tubs/steam rooms/saunas, change rooms and/or other related facilities in the aquatic venue must be presented to the students and followed. This rule review *may be* done by the venue staff.

15.4. Supervision of Swimming

- **15.4.1.** Change rooms/locker rooms must be appropriately supervised in consideration of the age and maturity of students.
- **15.4.2.** The supervisor-to-student ratio is determined by the manager of the aquatic venue and supported by its certified lifeguards.
- 15.5. Additional Protocols for Higher-Risk Aquatic Swimming Activities
 - **15.5.1.** Higher-Risk swimming activities include hotel swimming pools, open water (lake or ocean) and remote contexts. An activity that involves swimming or wading in a river, lake or ocean at a site that is not a designated swimming area must be treated as a higher-risk activity.
 - **15.5.2.** Ensure students are appropriately supervised; consider age, maturity and context. Higher-risk aquatic activities are not supported for K to 3.
 - 15.5.3. The teacher/leader must be competent to organize the swimming activity; demonstrate, instruct and supervise it; and effect rescue and emergency procedures as necessary or otherwise provide for any or all of these functions and capacities (e.g., using a service provider, lifeguard or lifesaver). When working with a service provider (e.g., hotel), the educator-in-charge will be involved in coordinating the activity, ensuring informed parental/guardian consent is obtained.
 - 15.5.4. Those serving as lifesavers are recommended to have standard-level first aid training. They must also be trained in the facility's operating and emergency procedures or be able to develop appropriate safety and emergency plans for a site being used for an incidental swimming activity, have a lifesaving Bronze Medallion certification⁴, be a minimum of 16 years of age and be at least two years older than the students being supervised. Employed lifeguards or lifesavers must have their own third-party insurance coverage. Employees of SD22 who have their Bronze Medallion are covered under the School Protection Plan Insurance policy.
 - **15.5.5.** Duration of swim should consider the type (age, skill level) of swimmers, temperature and condition of water, time of day and objectives of the activity.
 - **15.5.6.** Swimming in moving rivers or streams should only be undertaken if the lifesaver assesses the conditions and group and deems them sufficiently safe to proceed as per <u>Youth Safe Outdoors</u> guidelines.
 - 15.5.7. Persons assuming lifesaver responsibilities should be clearly visible and identifiable.
 - **15.5.8.** No swimming after dark.
 - **15.5.9.** No distance swims in open water, except where this is part of a specific, planned swimming or triathlon program and informed parental/guardian consent has been secured. Appropriate rescue craft must be provided.
 - 15.5.10. An emergency action plan should be in place specific to the activity and environment.

16. Transportation

- **16.1.** Transportation will be arranged by the educator-in-charge.
- **16.2.** In accordance with the requirements of the Motor Vehicle Act, a list of all students, staff and any supervisors participating in the trip will be prepared and given to the driver(s) prior to leaving the school or departure point, and a copy left at the school.
- 16.3. School district buses and drivers are to be used for all curricular or extra-curricular trips except for:

⁴ Employees performing lifeguarding obligations for the School District will be covered under the British Columbia Schools Protection Program <u>Home</u> <u>British Columbia Schools Protection Program (bcspp.org)</u>

- Trips driven by volunteer parent drivers with their own private vehicle (not a rental vehicle)
- Trips with five students or fewer.
- Overnight trips utilizing a highway motor coach bus.
- **16.4.** Schools can utilize <u>TD1B funding application</u>⁵ to offset costs of bussing for many trips.
- 16.5. Student drivers will not be permitted to transport other students on school- approved trips.
- **16.6.** Groups using private vehicles must adhere to the Ministry of Transportation Standards & Guidelines (www.gov.bc.ca/trans/).
- 16.7. A list of students assigned to each bus or vehicle must be completed and a copy filed at the school. Use this list to account for all students before beginning the return travel of a field trip. Drivers of private vehicles are to use the **Private-Vehicle Passenger List.**
- **16.8.** Where there is a travel advisory issued by authorities, the educator-in-charge will consult with the principal before travelling.
- **16.9. Public Transportation**: Public buses and trains are adequately insured for the passenger limitations for which they are licensed.
- 16.10. **Seat Belts:** British Columbia seat-belt legislation requires that "Drivers and passengers must properly use the seat belts provided." It is also the responsibility of the driver to see that students aged six to sixteen properly use the seat belts provided. Students are not to be transported in private vehicles, unless there is a seat belt provided for each student, and where required, a booster seat.
- **16.11. Booster Seats**: The B.C. Motor Vehicles Act requires the use of approved booster seats in vehicles for all children whose body weight is 18 to 36 kilograms (40 to 80 lbs.) or until a height of 4'9" or age nine.
- **16.12. Private Vehicles:** Persons who wish to have this coverage must be approved by the principal annually, and this can be obtained by having the owner of the vehicle complete a <u>Volunteer Automobile Driver Authorization</u> form and submit it to the principal. Student drivers are NOT authorized to transport other students.
- 16.13. Staff may use their private vehicle to transport students in specific circumstances as approved by the principal. In the case of staff driving with students, it is recommended that two adults be present in the vehicle. Students may not sit in the front of the vehicle at any time. All other private vehicle requirements must be met. Staff may decline to use their private vehicle.

17. Severe Weather/Travel Advisories

- **17.1.** During severe weather or poor driving conditions, principals, educators-in-charge and drivers must discuss conditions and determine whether travel for students is safe.
- 17.2. Once the trip has started, the driver, educator-in-charge or principal can delay or cancel based on road conditions. Off-site activities may **not** take place if any one or more of the following exist:
 - The RCMP or the local police have issued a warning against travel on any route or highway.
 - The road is closed.
 - The temperature is below -30°C at departure time.
 - The local health authority has indicated otherwise.

⁵ This fund is available for schools for the purpose of covering additional bussing costs for in-district curricular school field trips.

18. Prohibited Activities

- **18.1.** Off-site activities are not permitted where travel time would be long, and a similar site is available at a closer distance.
- **18.2.** Off-site activities that require inordinate expense or excessive absence from school should be carefully considered. (e.g., costs of over \$1000/student and/or absences in excess of five school days).
- **18.3.** The following activities (or similar activities) are prohibited: (This is neither a curated nor comprehensive/exclusive list.)
 - Gladiator-style events
 - Auto racing and drag racing
 - Motorcycle riding/racing
 - Boxing or kickboxing outside of a training facility
 - Bungee jumping
 - Demolition derbies
 - Hang-gliding
 - Paragliding
 - Parachuting
 - Skydiving
 - Horse jumping
 - Hot-air balloon rides
 - Mechanical bull riding
 - Motorized watercraft operation and racing
 - Rifle ranges or other activities involving firearms
 - Scuba diving with bottled air outside of a training facility
 - Travel in areas where there is an avalanche risk
 - Travel in isolated areas where there is no accessible communication with the school district and no easy exit points (e.g., Earl Gray Pass)

19. Commercial or Interest-Based Excursions

- 19.1. The District will not assume any responsibility for commercial or interest-based excursions (including dry grads) that have **not** been approved or endorsed by the Board and are provided by companies specializing in student travel or are for excursions based on a common interest.
- **19.2.** The principal shall ensure that any advertising of or recruiting for these excursions, which may occur within the school, must clearly indicate that there is no District approval or endorsement of the excursion.