



HCS affirms the educational value of well-planned and well-supervised curricular and extracurricular field trips. The primary purpose of these trips should be to enhance the educational experiences of the participants. These experiences enrich the curriculum and provide opportunities for young people to encounter the world around them in ways not provided for in a school setting. Such trips will supplement the curricular and extracurricular programs in the school.

HCS Field Trips are placed into one of four levels. Explanations of the levels and related regulations are depicted below.

Level One Field Trips - Are classified as being one day or less in duration and the activities do not have risk factors. Additionally, parents can expect a notice sent home that has date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements and volunteer sign-up (if any). Risk factors for this level are considered minimal.

Examples: farms, parks, museums, concerts, supervised pools, etc.



Level Two Field Trips - Are categorized as being out-of city or overnight in duration. This category of excursion has minimal risk factors. In addition, parents can expect a notice sent home that has a parental signature for consent, date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements, and volunteer sign-up (if any).

Examples: overnight sports tournaments, overnight retreats, music tours, mission festivals, geography trips, drama trips, etc.

Level Three Field Trips - Take place within the province of BC, may be more than one day in duration, and are classified as having inherent risk factors. Therefore, parents can expect a parent meeting, a notice sent home that has a parental signature for consent, date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements, and volunteer sign-up (if any).



Examples: downhill skiing and snowboarding, ice skating, road cycling, and mountain biking.

Level Four Field Trips - This level of field trip generally occurs outside of the province of British Columbia and is reviewed on a case by case basis by the administration and school board. Parents will be informed of the international excursion in writing detailing information such as

accommodations, transportation, contact information, and approximate itinerary. Meetings between administration, chaperones, and students will also take place prior to the trip. Administration and chaperones will then collect information needed for each student involved including medical concerns, allergies, vaccinations, necessary medications as well as any other medical requirements. Additionally, administration and chaperones will ensure that out-of-province/country medical coverage is obtained.

HCS administration and chaperones will rely on the advice of Canada's travel advice and advisories pages located at travel.gc.ca

It is important to note that trips will not be approved to countries where an "Avoid Non-Essential Travel" advisory exists. Prior to departure for trips, the current status of a destination must be checked. Approval for a trip will be withdrawn should an "Avoid Non-Essential Travel" advisory exist.



Additionally, should extreme weather be existing or predicted approval can be withdrawn. When such circumstances arise, HCS will only reimburse funds that can be recovered. All such trips must be approved by a designated member of the HCS administrative team and at a minimum require a parental permission form which includes a declaration of potential risk.

The ratio of chaperones to students must be 1:6 and the chaperones must contain at least one member of each gender.

Examples: Global Citizenship Project (GCP) and Comparative Civilizations 12.

General Field Trip Guidelines:

School administration and personnel will make every effort to ensure that financial requirements do not exclude students from participation on a field trip. Depending on the level of field trip, students may be required to be an active and contributive member during fundraising events.

School standards of behavior and conduct will apply to all field trips. Parents of children who have been identified as safety risks or behavioral concerns will be notified that there must be a parent or family member present for the activity.

Adult to student ratio is dependent on age and activity.

Please ensure that your emergency and medical contact information are up to date, as the teachers are required to bring medical information on each trip.

