



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: O-4 Field Trips and Extra Curricular Trips

Date: June 13, 2006

The Board of School Trustees recognizes the educational value of well-planned and supervised field trip learning experiences and extra-curricular trips. Such experiences enrich the curriculum and provide an opportunity for young people to apply their school learning situations outside the classroom.

It is the policy of the Board that:

1. School principals shall approve Day Trips except those travelling beyond the foot of Heckman Pass.
2. Trips within the Province for more than one day or beyond the foot of Heckman Pass must be approved by the superintendent or designate after approval from the school principal.
3. Out of Province field trips must be approved by the Board of School Trustees.

It is understood that students participating will govern their behaviour in accordance with school rules and any special rules determined for the occasion by the principal, teacher sponsor and/ or chaperone. Specific reference should be made to district Policy 310 – Student Conduct and Expectations.

Planning

Field trips must be well planned and must relate to the school curriculum or school sponsored extra-curricular activities.

Routine field trips of less than three hours and in the general vicinity of the Bella Coola Valley require less formal parental notification. A notice to parents indicating several intended field trips is suggested.

Curricular field trips outside of the Province must be submitted six (6) weeks prior to the regular board meeting.

The principal or his delegate must inform parents of trips requiring the transportation of students. Such notice will be given with sufficient time for parents to contact the school should they not wish their student to participate in the field trip. Such notice shall include information on the following:

The event and its itinerary.

A clear list of any special activities the student will be expected to undertake.

The place of the event.

Duration of the event.

Request any pertinent student medical problems.

Disclose any known element of risk.

The numbers of chaperones present (if necessary).

The means of conveyance.

Provide an opportunity for parents to sign a confirmation. (a sample form is provided)

Supervision:

Ample supervision and safety measures must be provided. Consideration to students with unique learning needs will be ensured and any accommodations or modifications shall be provided.

There will be one chaperone for every ten students.

On out of valley field trips at least one male and one female chaperone shall be present. The ratio of one for every ten students shall apply. (Presuming that the classes are co-ed.)

Supervision Elementary Students (K - 7):

Schools must have a student eligibility process in place which is to be published to parents and the district office.

During overnight stays students must be housed with a supervisor of the same gender and the student to supervisor ratio should not to exceed 3 to 1.

Parents are to be informed prior to the trip of the specific itinerary, chaperone assignments as well as student and staff expectations.

Schools will be responsible for sending a complete list of parent/ guardian/ school contact numbers on all field trips in case of an emergency.

Itineraries will include addresses, contact phone numbers, modes of transportation and other detailed information, in the event that parents need to get in touch with students on a field trip.

Parents have the right to veto the proposed arrangements regarding supervision of their child. Reasonable parental request will be accommodated whenever possible. If suitable arrangements cannot be agreed upon, the child will forego the trip.

Parents will be made aware of student inappropriate behaviours and a plan of action to insure that students are able to comply with the appropriate expectations. If the parent is not in agreement of the plan the child will be sent home at the expense of the parent.

Extreme inappropriate behaviours by students will not be tolerated and they will be sent home at the parent(s) expense. All school district approved chaperones shall have had a criminal record check and an overview as to the procedures and expectations of chaperones on a school district sponsored trip.

All district employees and or chaperones shall follow inter-ministerial protocols when and where applicable.

School District No. 49 (Central Coast) retains the right to refuse participation in a field trip by students and chaperones.

Transportation

The driver must be over 18 years of age and cannot be a student of School District No. 49 (Central Coast).

Parents or guardians must be informed of the method of transportation involved in the field trip.

The preferred mode of travel is a school district bus.

All students, chaperones and teacher sponsors will ride on the bus.

Use of private vehicles will not be supported unless the following is required:

a vehicle is required to carry extra large equipment (or equipment that cannot be transported safely on the bus) and/ or extra luggage.

the bus is unable to accommodate room for the chaperones, Teacher sponsors are required to ride the bus.

the person driving an approved accompanying vehicles may not transport students unless they are the parent of that student.

If other transport is used the following must be attached to the application for the field trip:

a certificate signed by a certified mechanic indicating that the vehicle is road worthy.

a copy of the owners registration

a copy of the insurance for the vehicle

a copy of the provincial inspection form where applicable

Transportation must meet all legal and safety requirements and include reasonable consideration of:

number of drivers

storage of baggage

provision of seating

vehicle condition

weather and road conditions

other local concerns

Where a private vehicle is used, minimum requirements of two (2) million dollars liability insurance, a valid driver's license, seat belts for all passengers carried, an appropriate first aid kit and tire chains. The driver must be over 18 years of age and cannot be a student of School District No. 49 (Central Coast).

If the use of a school bus is contemplated, the transportation supervisor must be contacted well in advance of the event.

Requests for out of province field trips must be submitted at least three months in advance

Winter travel which is deemed to be from October 31 to March 31 will require that all students have:

appropriate winter footwear

appropriate winter coat

winter gloves and head apparel

in addition it is recommended that each student has a sleeping bag.

During winter travel it is recommended that all vehicles carry appropriate emergency kits which can address the potential adverse weather conditions that may exist.

It is recommended that School District No. 49 (Central Coast) Earthquake kit be used as one of the emergency kits.

FIELD TRIP APPLICATIONS TO DISTRICT ADMINISTRATORS AND/OR THE BOARD OF TRUSTEES

All applications must be accompanied by an educational rationale.

Unless a district vehicle is being used all vehicle documentation must be attached.

The itinerary must be attached and include:

The event.

The travel schedule.

Contact numbers of scheduled overnight stays.

A clear list of any special activities the student will be expected to undertake.

The place of the event.

Duration of the event.

Request any pertinent student medical problems.

Disclose any known element of risk.

The numbers of chaperones present (if necessary).

Copies of Parental permission slips.

A brief description of a plan for potential emergency conditions during the winter schedule.

Note:

Failure to provide the requested information six (6) weeks prior to the event will result in non-approval of the trip.

The School District No. 49 (Central Coast) Board of Trustees will not approve high-risk activities even if parents have provided permission for the student to be involved in such an activity. The Board of Trustees reserves the right to deem an activity high risk or appropriate.

Any departure or alleviation from this policy must receive prior approval from the Board of Trustees.