



Choice School Policy Manual

EDUCATIONAL OUTRIPS S-13

Policy Statement

Choice School encourages learning in many forms and contexts. As such, the school supports in principle the inclusion of curriculum-related learning experiences in the community beyond the school. This policy sets out the considerations necessary to ensure the safety and protection of students, staff and volunteers in matters relating to school-based field trips, including those which extend beyond the regular school day.

Procedures for Policy S13 – Educational Out Trips

- a. Participation on a field trip or excursion is voluntary and requires written consent from the parent/guardian for each field trip. Participation is also contingent on a student's ability to behave in a safe, respectful manner. Students are ambassadors for Choice School when the public view and as such, must be tried to represent us well.
- b. Significant responsibility rests with the supervising teacher of an activity that takes students off school property. Trips may be approved only if there are clearly stated, relevant educational objectives and that they constitute part of an ongoing school activity.
- c. The list of participating students, setting, and learning activities must be in place prior to departure to ensure the appropriateness of the activity for all the participants.
- d. The supervising teacher(s) must ensure that pertinent information and equipment is in their possession always (medical information, first aid kit, home telephone numbers, phone numbers of alternate contacts).

PLEASE NOTE: should any special medical equipment be required by a student in an emergency – for example, an EpiPen, insulin needle, etc. the supervising teacher ensure that this equipment is taken and that the parent(s) have given permission to the teacher to use the equipment in an emergency by signing the Medication Administration Form.

- f. Choice School will carry an ICBC excess liability policy which covers all volunteers who use their own vehicles on behalf of the school. All drivers must have filed with the School an authorized driver form prior to the departure.
- g. The supervising teacher is to complete a trip expense accountability form in which fees charged have been identified and expenses/charges paid have been listed.

Authorization

- a. Each proposed field trip or excursion will be checked and approved by the Principal.

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- b. Parent/guardian consent in the form of a completed Field Trip Consent Form must be held by the school prior to the departure of a student on a trip. The form must clearly indicate what the activities are so that parents/guardians can make an informed decision whether to give their consent. The parent/guardian must agree to the student being returned home at the parent's expense, should the trip or excursion supervisor deem the student's behavior as disruptive and/or inappropriate as to warrant cancellation of his/her trip privileges.
- c. Excursion costs are expected to be affordable to students and approved by the Principal.
- d. The Administrative Assistant will, under the direction of the Principal, keep a record of all upcoming field trips in the Field Trip Book. This book will also have a record of previously taken field trips and on-going evaluation of field trips.
- e. It is up to the supervising teacher to arrange for transportation. Parent volunteers can also be utilized for transportation but the parents must be informed that insurance/liability coverage of \$1 million must be in place. The parent must provide a copy of the insurance coverage and of the driver's license to the Administration Assistant prior to the trip. Only a person holding a license appropriate to the type of vehicle being driven may drive students.

Field Trip Leadership and Standards

- a. Before approving a field trip or excursion, the Principal will be satisfied that:
 - 1. The supervising teacher(s) understand Board policies and procedures defining responsibilities and liabilities;
 - 2. The students, teacher(s) and other adults receive adequate information about the trip, and,
 - 3. The arrangements are in place for covering all the financial obligations involved.
- b. The supervising teacher(s) is responsible for the supervision and safety of students at all times during a trip or excursion. Volunteers must be provided with directions as to their responsibilities prior to departure. An accurate written attendance count must be taken at all points of departure by the supervising teacher.
- c. The supervising teacher of an excursion will ensure that a member of the supervisory group (this could also be a volunteer) holds a current First Aid certificate.
- d. Additionally, supervisors assuming responsibility for supervising waterfront activities including swimming or boating must have, or be assisted by a person who has qualifications pertinent to the activity such as qualification as a lifeguard.



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- e. On overnight trips, involving students of both genders, the supervision of the group must involve adults of both sexes.
- f. All overnight excursions need to have Board approval.
- g. Volunteers for field trips or excursions must have submitted a Criminal Records check request, kept on file in the office. All adults accompanying students on an out trip are expected to support the school code of conduct and report inappropriate conduct to the trip supervisor. All policies of the Board, including those related to the use of alcohol, drugs, or other prohibited substances, will apply to field trips and excursions.
- h. Students are expected, when attending field trips, sports activities, school tours, or excursions, to be on their best behaviour and adhere to the Code of Conduct.