



Department: Programs and Services
Section: Programs

School Trip Approval

- 1.0 The school principal, or designate, must be advised of all school trips:
 - 1.1. For all trips, a list of participants must be left in a designated binder in the school office, this binder to remain in a specified place in the school office at all times (for further details, see Item 5.0 of these administrative procedures)
 - 1.2. The school principal, or designate, must approve all overnight trips
 - 1.3. For trips outside the province or outside Canada, the Principal must obtain written approval (Form 402.3 A) from the Director of Programs and Services (attached to these Administrative Procedures)
 - 1.3.1 Approval by the Principal and the Director of Programs and Services must be obtained before any trip outside the province or outside Canada is authorized to proceed. The AVRSB appreciates and acknowledges some discussion of school trips is necessary in advance of the actual trip. However, those staff members and parents who are considering organizing a school trip are cautioned not to disregard this requirement at the risk of misleading students and families who may be interested in participating in the proposed trip
 - 1.4. If inclement weather should develop when a proposed trip is going to occur, the school principal has the authority to consult with the teachers/coaches/advisors/chaperones, and cancel the trip in the interests of student safety
 - 1.5 In the event that inclement weather closes schools, all school trips are automatically cancelled
 - 1.5.1 In special circumstances, for example, when the weather improves significantly after schools have been closed, team coach(es)/advisor(s) may ask the Principal or designate to permit a trip to go ahead, and the Principal or designate may ask the Superintendent of Schools to allow the team to proceed to its event
 - 1.5.2 The coach(es)/advisor(s) is (are) responsible for maintaining an awareness of weather conditions and forecasts both at current location and at intended destination. Should weather conditions deteriorate at either current location or intended destination, the coach(es)/advisor(s) is (are) required to try to contact the school principal or designate immediately to determine if circumstances warrant remaining at, or returning to, point of origin in order to avoid travelling in unsafe conditions. The coach(es)/advisor(s) may discontinue the trip and remain at, or return to, their point of origin should it occur that they and their students are confronted with unsafe road conditions.
 - 1.5.3 The principal or designate is responsible for maintaining awareness of local weather conditions and forecasts and is required to notify the coach(s)/advisor(s) of travelling groups in the event that local weather

conditions deteriorate to the extent that it is advisable to delay a return trip to the student's home school.

- 2.0 School trips outside of the province but within Canada must have the written approval of the Director of Programs and Services at least three (3) months in advance of the trip.
- 3.0 School trips outside Canada must have the written approval of the Director of Programs and Services at least six (6) months in advance of the trip.
- 4.0 School trips for elementary students (P – 5/6) are normally limited to taking place within the province of Nova Scotia
 - 4.1 Exceptions may be made for special events or unique educational opportunities if approved by both the Principal and the Director of Programs and Services. Such approval must be granted at least three (3) months in advance of the trip if travelling within Canada and six (6) months if travelling to another country.
- 5.0 Trips for Middle level students (Grades 6-8) are to be normally limited to travel within Canada
 - 5.1 Exceptions may be made for special events or unique educational opportunities if approved by the Principal and the Director of Programs and Services. Such approval must be granted at least six (6) months in advance of the trip.
- 6.0 Trips for senior high students (Grades 9 – 12) may include travel both outside the province and outside Canada.
- 7.0 Appropriate and adequate supervision and chaperoning is to be provided on all school trips.
 - 7.1 When students are travelling overnight, and are billeted, appropriate AVRSB BP/AP 303.2 Sex Abuse Register - Request for a Search, and Criminal Records Check procedures must be followed.
 - 7.2 Consideration should be given to age, gender and maturity of participants, number of students, nature and duration of the trip (for example, day vs. overnight trips, tours vs. activities that involve a level of risk
 - 7.3 The following ratios of teachers/chaperones to students constitute the minimum for all school trips:
 - Elementary (Grades Primary to 5/6): At least one teacher/chaperone for each ten (10) students
 - Middle Level (Grades 6 – 8): At least one teacher/chaperone for each twelve (12) students
 - High School (Grades 9 – 12): At least one teacher/chaperone for each fifteen (15) students

Note: As soon as the minimum ratio is exceeded, another teacher/chaperone is required; for example, as soon as 11 elementary students are involved in a trip, two

parent/chaperones are required; as soon as 21 elementary students are involved in a trip, three parent/chaperones are required, and so on.

Note: On any overnight trip, no matter how small the group, at least two teacher/chaperones are required. In the event that one teacher/chaperone has to tend to one student in an emergency situation, the other teacher/chaperone(s) can continue to supervise the rest of the group.

- 7.4 On overnight trips where only males are participating, at least one male teacher/chaperone is required
 - 7.5 On overnight trips where only females are participating, at least one female teacher/chaperone is required
 - 7.6 On overnight trips where both males and females are participating, at least one male and one female teacher/chaperone are required.
- 8.0 The Director of Programs and Services is authorized to approve any late out -of – province (but within Canada) trips provided the he/she receives the completed application request form BEFORE THE TRIP IS TAKEN and has assurances from the school Principal that all the organizational, chaperoning/supervision, consents, and safety requirements have been met. The school Principal must also provide a rationale for why this late approval ought to be approved.
- 9.0 It is recommended that school trips of two days or more be taken only during non-school time. Exceptions to this recommendation may be approved at the discretion of the Principal and Director of Programs and Services.
- 10.0 All AVRSB policies, guidelines and regulations shall be in force during all school trips of any type.

Responsibilities of the School Principal

- 1.0 The Principal, as the person in charge of the school, is responsible for the safety and welfare of students and staff while on school trips and must approve at the site level the planning, preparation, and carrying out of all school trips
 - 1.1 The objectives and educational merits of any proposed school trip shall be discussed with the Principal, or the Principal's designate, before any initiatives are taken by teachers/staff to organize such trips
 - 1.2 The school Principal, in consultation with the teacher-in-charge of the trip, is responsible for approving all teachers/chaperones/supervising adults for all school trips.
 - 1.3 The school Principal, in consultation with the teacher-in-charge is required to consult with a representative of the School Insurance Program to ensure that all coverages are in place for out of province, and out of country, travel.
 - 1.4 The school Principal, in consultation with the teacher-in-charge is required to ensure that students/families are fully aware of the requirement and cost of such coverages.

- 2.0 The Principal shall request in writing (Form 402.3A) approval for all school trips which require approval from the Director of Programs and Services (see Section 1.0, School Trip Approval; see from attached)
 - 2.1 The Principal, in consultation with the teacher-in-charge of the trip, is required to consult with SIP official, or officials, to determine what coverage is required for out-of-province travel with specific reference to the trip being planned.
 - 2.2 The Principal, in consultation with the teacher-in-charge of the trip, is required to ensure that all information regarding coverage is communicated clearly to students/families, and to ensure that all participants have the required coverage.
- 3.0 The Principal shall ensure, in consultation with the teacher-in-charge of the school trip, that the appropriate orientation and preparation of all students, staff, chaperones, parents/guardians takes place to ensure maximum educational benefits and safety for all participants. In addition the Principal, in consultation with the teacher-in-charge of the school trip, shall require that:
 - 3.1 relates to learning outcomes
 - 3.2 appropriate classroom/school follow-up and de-briefing are part of the planning
 - 3.3 all necessary approval, consent and informational forms are completed and submitted as required

Note: The parents/guardians of all students participating on the school trip must be asked to complete a consent form

 - 3.3.1 such consent form, specific to the nature and duration of the trip, may be developed at the school site
 - 3.3.2 such consent form requires the approval of the principal before being provided to students and families- 3.3 students/families receive a detailed itinerary citing the purpose of the trip, transportation/accommodation/eating arrangements, dates, times, departure/return locations, emergency and communication contacts and procedures
- 3.4 all school trips have a designated school staff (teacher or administrator) in charge who must be a participant on the trip even in those cases where the leadership/expertise comes from a community person
 - 3.4.1 the exception to 3.4 are those instances in which a non-staff-member coach travels regularly with the team with approved chaperones as required; in such cases the coach is in charge
 - 3.4.2 further to 3.4 and 3.4.1, all non-staff persons who travel with groups and teams must satisfactorily complete the child abuse registry check and the criminal records check

- 3.4.3 further to 3.4.2, the letter of request for a criminal records check is available from the AVRSB Human Resources Department, and the sex abuse registry form is available from AVRSB office and from schools
- 3.4.5 the AVRSB requires that all adults travelling with student groups remain free of non-prescription drugs, free of alcohol, and free from any substance that might cause impairment for the duration of the trip
- 3.5 all events and activities are appropriate for the age, abilities, and skills of the students
- 3.6 the competence and qualifications of staff and adult supervisors are appropriate for the events/activities
- 3.7 in the case of events/activities considered to be involve a level of risk (for example, canoeing, swimming, rock-climbing, and the like) at least one supervisor is certified in that activity/specialization
 - 3.7.1 further to 3.7, all participants will agree to, and abide by, the safety guidelines established and explained by the certified supervisor.
- 4.0 The Principal, or Principal's designate, shall be responsible for the coordination of all co-curricular and extra-curricular transportation services for all school trips.
- 5.0 The Principal shall ensure that current list of students, staff and community persons participating in a school trip is filed at the school office and that a copy is also in possession of the staff member(s) supervising the trip. This list is to include the names of all participants, the names of parents/guardians for each student, emergency contact telephone numbers/email addresses for each student and any pertinent medical information for each student. Refer to Board Policy, Transportation of Students on Extra-curricular Trips, BP 202.1, Form J.
- 6.0 In the event that an accident, mishap, or other serious incident occurs during a school trip, the staff-member-in-charge shall immediately notify the Principal. The Principal shall immediately notify the Director of Programs and Services.

Responsibilities of Teacher/Staff-Member-in-Charge

- 1.0 The educational merits and value of any school trip must be discussed with the Principal and receive his/her approval prior to any planning/initiatives by the teacher to organize the trip.
- 2.0 Teachers must ensure that they contact and inform parents/guardians whenever any trip is planned. Parents/guardians must receive a detailed itinerary and plan for the trip (refer to Responsibilities of School Principal, Section 3.3).
 - 2.1 Note: Refer to Responsibilities of School Principal, Section 3.3
 - 2.2 Note: Refer to School Trip Approval, Section 1.4.

- 3.0 On any overnight school trip, a teacher will be designated as the person-in-charge
 - 3.1 In the event that a group such as a team is traveling, and the group/team is advised/coached by a community and/or parent volunteer, the community and/or parent volunteer may be in charge. If a teacher is present, then, while the community and/or parent volunteer may be in charge of the group or team during the activity, the teacher who is present is the overall person-in-charge.
- 4.0 Teachers must ensure that all necessary approval, consent and information forms are completed and submitted to the Principal, or the Principal's designate, prior to the trip.
- 5.0 The teacher-in-charge must ensure that all events/activities have, as per School Trip Approval, Section 7 of these procedures, sufficient, qualified supervision and that at least one adult/supervisor has the required certification for any activity involving a level of risk (for example, canoeing, swimming, rock-climbing).
 - 5.1 Refer to Responsibilities of School Principal, Sections 3.7 and 3.7.1
 - 5.2 Parents shall be advised of the inherent risks associated with certain events/activities
 - 5.3 All activities must be covered by the School Insurance Program.
- 6.0 Any AVRSB teacher may travel as the teacher-in-charge of students from other schools of the Board provided permission is granted by the Principal(s) of all other school(s) involved.
- 7.0 At all co-curricular and extra-curricular events approved by the Principal, whether or not held on school property or during/outside regular school hours, teachers associated with such events shall have the same authority and responsibilities in dealing with students as when teaching. In the event of unacceptable behaviour by students while on school trips, the teacher-in-charge will ensure that appropriate disciplinary action is taken.
- 8.0 The teacher-in-charge must ensure that all safety requirements and procedures are followed by all students in his/her charge.
- 9.0 Before, and as often as necessary during the trip, teachers/chaperones supervising the trip shall promote an attitude of courtesy, cooperation, and an awareness of safety among students.
- 10.0 Prior to any trip, the teacher-in-charge/Principal shall clearly outline to students and parents/guardians the consequences of inappropriate behaviour while on the trip.
- 11.0 In the event of an accident, mishap or other serious incident, or severely disruptive behaviour by a student while on a school trip, the teacher-in-charge shall immediately notify the Principal.

Insurance and Liability

- 1.0 Prior to, and for the duration of, any school trip, the principal and teacher in charge are to ensure that appropriate insurance coverage is in place for

- all students participating in the trip,
 - teacher/chaperones who are driving/supervising during the trip, and
 - facilities/sites that are being used during the trip (for example, campgrounds, commercial carriers, tour companies, and the like).
- 2.0 For trips outside Canada, the Principal and teacher-in-charge are to require that each participant on the trip has acquired the necessary additional group/individual travel and medical insurance.
- 3.0 All school trips must comply with all components of AVRSB BP/AP 202.1, Vehicles for Co- and Extra-Curricular School Trips
- 3.1 No person will drive private and/or rented vehicles and/or board-owned mini-busses carrying students without the board-established minimum coverage
- 4.2 Informed parental consent is required for all aspects of all activities that are scheduled parts of all school trips.

Financial Responsibilities/Trip Cancellation

- 1.0 Any school trips which are not normally a component of the regular school curriculum are to be financed at no additional cost to the AVRSB.
- 2.0 The Principal is to ensure that a written contract is drawn up when, for payment, the school engages the services of business or community agencies or personnel for hire.
- 3.0 In the event that a school trip is cancelled, any monies or fees collected from students will be returned directly to the students, notwithstanding any and all non-refundable deposits.
- 4.0 Any monies generated through group/school fund-raising become the property of the school and may be used for other educational purposes with the approval of the Principal.
- 5.0 If a student is returned home while on a school trip, either because of illness, accident, or inappropriate behaviour, it shall be at no additional cost to the AVRSB
- 5.1 The Principal/teacher-in-charge is required to make clear in group meetings and in writing the possible obligation to students and their families described in 5.0.

Monitoring

- The Director of Programs and Services shall be responsible for the implementation, monitoring and revision of the administrative procedures.
- This policy and its administrative procedures shall be monitored and evaluated on an annual basis.

Superintendent Approved: April 20/05

Ref: BP/AP 202.1; BP 403.2

Monitoring Date: Annually

Revised: