

Administrative Regulations

GENERAL GUIDELINES:

1. The administration of this policy is the responsibility of the Assistant Director of Education (Programs), or designate.
2. Student travel should be arranged to keep loss of instructional time to a minimum.
3. Transportation of students to any event away from the school requires prior approval of the principal.
4. Application for approval of all out of province student travel (K-12) will be made by the Principal through Member Services prior to travel arrangements being booked, money collected or before, where appropriate, school fundraising begins. The application shall:
 - Be processed by the SEO of the particular family of schools.
 - Include an itinerary of the proposed school trip.

Foreign Affairs and International Trade Canada provides travel advisory information through the following website:

http://www.voyage.gc.ca/countries_pays/menu-eng.asp

Approval will not be given for student travel to countries that are listed in the **'Exercise High Degree of Caution'** category or anything above this rating. Thus, out of province student travel will only be approved to countries that fall into the **'Exercise Normal Security Precautions'** category.

- Provide information on travel destination, dates of departure and return, number of students, purpose of travel, names of teacher/adult chaperones, arrangements for accommodations, and emergency contact number while travelling.
- Provide information on any fundraising activities associated with the proposed school trip.

Note: If the dates of a proposed trip (one not directly related to curriculum outcomes or one not related to approved school team/group travel) are outside the vacation periods, consultation is required with the Assistant Director of Education – Programs regarding trip approval.

5. Any changes to approved travel itineraries must be reported to the SEO for the family of schools.

6. Whenever students are traveling on school-sponsored activities that require an overnight stay, they must be accompanied by a teacher employed by the Eastern School District. This requirement may be waived for certain out-of-province trips that are organized by federal or provincial organizations (e.g. when students attend the Forum for Young Canadians or Encounters with Canada).
7. Parents are to be notified, in writing, whenever students are attending events away from the school.
8. If private vehicles of employees are involved to provide transportation for students to activities directly related to student programming, the school shall provide payment to cover the additional cost of business insurance.
9. The principal must consider the age and numbers of students involved in events away from the school and ensure that sufficient chaperones are assigned to accompany them. As a general guideline, for students in Grades K-3, it is suggested that one adult supervisor should be provided for every six students. For students in Grades 4-6, it is suggested that one adult supervisor should be provided for every ten students. For students in Grades 7-Level III, it is suggested that one adult supervisor be provided for every fifteen students. For trips outside the province, a higher level of supervision is required. As a guideline, for Grades 6-12, one teacher for every 6-8 students is recommended for out of province travel.
10. Students and chaperones are to be adequately prepared for the type of activity and aware of potential hazards associated with a given activity (i.e. camping, canoeing, orienteering, skiing) such that participants and chaperones have the necessary knowledge, skill and care able to be able to safely participate.
11. Supervising teachers/adult supervisors for field trips need to be chosen to ensure an appropriate level of supervisors trained in First Aid as dictated by the type of activity.
12. Students and chaperones traveling on school-sponsored travel must understand that school rules governing behavior are in effect during such trips.
13. Students are not permitted to transport other students on school-sponsored events.
14. It is recommended that whenever possible, student transportation to and from school sponsored events be arranged with independent bonded transportation companies (including taxis) or Board owned buses.
15. When volunteer drivers are paid, or otherwise compensated for their services, the liability issue changes significantly. If compensation is provided, volunteer drivers must be advised to check with their insurance companies regarding possible consequences. In such cases, a Class 4 Driving license is required.

16. All transportation of students to school sponsored events that involve an overnight stay or that requires travel outside the region of the district that the school is located or that requires travel to locations at extreme ends of a given region of the district must be organized through the school and approved by the administration.
17. When schools involve adults (teachers, parents, volunteers, etc.) to provide transportation for students to school events using private vehicles, the principal must ensure that Appendix A (Private Vehicle Approval Form) has been completed and signed. Appendix B (Private Vehicle Travel Record Form) is provided to document school travel by private vehicles. Appendix A requires the driver to sign confirming each of the following:
 - A valid driver's license
 - Current insurance that includes a minimum of \$1,000,000 Public Liability (Note: \$1,000,000 public liability required but \$2,000,000 recommended)
 - Accident Benefits
 - A licensed vehicle in safe running order that is equipped with snow tires for the winter driving season. (November 1 – April 30)
 - The adult has contacted his/her insurance company to confirm that transportation of students to such activities does not violate his/her insurance policy.
 - The occupant limit of the vehicle does not exceed the number of seatbelts.
 - The adult(if not an employee) is registered as an official volunteer with the school following the procedures outlined in the Volunteers Policy (Policy IJOC) and, given the status of a High Risk Volunteer, has submitted an acceptable Certificate of Conduct from the RNC/RCMP to the Principal. (Including a Vulnerable Sector Check)
18. Students are not permitted to rent or operate motorized vehicles of any kind while on a school field trip or excursion.
19. The School Principal/designate can terminate a field trip early for an entire group or individual if regulations are not followed or if conditions require a group to leave a destination for safety reasons.
20. If a group, due to no fault of its own, incurs extra expenses (e.g. weather problems, travel problems, etc.), parents/guardians are responsible for the extra costs.
21. The Eastern School District does not permit ground transportation of students between the hours of midnight and 5:00 a.m. In extenuating circumstances, approval must be granted through the office of the Assistant Director of Education - Programs or (designate).
22. Teachers will be notified when students will be missing their classes to attend an event away from the school.

23. Students are responsible for work missed due to time away from school.

PERMISSIONS/INFORMATION FOR FIELD TRIPS/STUDENT TRAVEL:

1. All student travel requires signed parental consent.
2. As a general guideline, two weeks notice for one day trips and 30 days notice will be expected for overnight trips.
3. When students attend events away from school, parents shall be informed in writing of the details of the field trip.
4. All students attending events away from the school shall have a signed parent permission form. (Sample Appendix D)

OVERNIGHT TRIPS/EXCURSIONS/TOURS:

1. For overnight trips, parents must be informed in writing, by the Principal or designate, of the details of the trip including:
 - Arrival and departure dates and times
 - A complete travel itinerary
 - Contact information (address, phone) for each place of lodging
 - A list of special clothing, equipment or gear required
 - Estimate of out of pocket expenses if applicable
2. Student participation on school trips is approved through the Principal. Student behaviour and attendance can impact participation.
3. Parents must complete the Student Travel / Emergency Medical Consent Form (Appendix C). This form must be completed and copies on file in the principal's office prior to departure.
4. Overnight trips require the presence of a teacher supervisor. Completion of Appendix G required.
5. Teacher supervisors are required to remain in contact with the Principal or designate on a regular basis during any overnight trips. The Principal must have an emergency contact number for all supervisors.
6. Supervision by adults of both sexes is required if the activity involves students of both sexes and involves an overnight stay. In extenuating circumstances where supervision by adults of both sexes is not possible, application should be made to

- the Assistant Director of Education - Programs (or designate). For a single sex group involved in an overnight stay, the adult supervisor must be of the same sex.
7. For overnight trips, adult volunteer chaperones who are not teachers employed with the District are considered in a high risk situation and required to submit to the Principal, prior to departure, an acceptable Certificate of Conduct with a Vulnerable Sector Check from the RNC/RCMP.
 8. Parents and School Principal shall be notified as soon as possible regarding medical issues or student incidents that occur during a school trip.
 9. When students are billeted, the Principal shall ensure that all host families shall sign a Billet Host Form (Appendix E) which outlines the expectations of the host and parents shall sign a Billeting Consent Form (Appendix F).
 10. When students are to be billeted, it is the responsibility of the Principal of the host school to approve billet placements. Also, Principals, of schools having students billeted, shall approve the plan for accommodations of students in their school prior to date of travel.
 11. When students are billeted, the teacher sponsor shall ensure that:
 - Students will be assigned in groups of two or more.
 - Student billets are to be signed out to an adult host by the teacher sponsor or event organizer.
 - Follow-up is made with students to ascertain any problems with billeting placements. Students should also be advised prior to travel of their responsibility to bring any concerns to their teacher sponsor in a timely way.
 - Parents will be notified of any changes to billeting arrangements.
 - Any concerns with billeting placements are reported to event organizers.
 12. If students are involved in an excursion / tour / sporting event, it is the responsibility of the principal to ensure:
 - Parental consent is received from all parents (Student Travel/Emergency Medical Consent Form – Appendix C) and copies stored in the Principal's office.
 - Satisfactory arrangements have been made to replace the staff members involved.
 - Adequate insurance is arranged for all participants. Extra medical insurance must be obtained for all students traveling outside the province.
 - Special medical arrangements have been made for all who may require them.
 13. Students who do not participate in class excursions/tours/sporting events must be accommodated in other classes. These students must attend classes regularly during the time that their class is away.

14. The following guidelines apply to student travel organized by agencies external to the school for commercial purposes.

- The principal must approve the school's participation and list of chaperones.
- Only companies with established reputations in the student travel business should be used.
- Chaperones must include teachers employed by the Eastern School District, preferably from the school offering the program.
- Chaperones are aware and agree to responsibilities outlined in Appendix G.
- Information to parents about travel programs must be under school letterhead and signed by the principal.
- Fundraising activities will not be permitted to support school trips/tours that do not directly relate to the specific curriculum outcomes for students involved in a particular grade level or prescribed course from the Department of Education. All schools planning out of province trips/tours must apply to the CEO/Director of Education or designate for approval for out-of-province travel prior to the beginning of any fundraising activities.
- Educational tours shall be conducted during school vacation periods where instructional time is not affected or minimally impacted.



APPENDIX A

Private Vehicle Approval Form (Can be completed once per school year)

Eastern School District requires adult drivers that use a private vehicle to transport students to school related events to sign confirming each of the following:

1. A valid driver's license
2. Current insurance that includes a minimum of \$1,000,000 Public Liability (Note: \$1,000,000 public liability required but \$2,000,000 recommended)
3. Accident Benefits
4. A licensed vehicle in safe running order that is equipped with snow tires during the winter driving season. (November 1 – April 30)
5. The adult has contacted his/her insurance company to confirm that transportation of students to such activities does not violate his/her insurance policy.
6. The occupant limit of the vehicle does not exceed the number of seatbelts.
7. The adult(if not an employee) is registered as an official volunteer with the school following the procedures outlined in the Volunteers Policy (Policy IJOC) and, given the status of a High Risk Volunteer, has submitted an acceptable Certificate of Conduct from the RNC/RCMP to the Principal. (Including a Vulnerable Sector Check)

The following is to be completed by the adult driver:

Name of adult driver: _____

Vehicle: Make/Model: _____ License Plate #: _____

I declare that I have complied with all 7 requirements outlined by the School District above regarding the transportation of students and agree to inform the District of any accident arising out of the use of the above licensed vehicle involved in transportation of students to a school event. I agree to notify the school Principal immediately for any reason after completion of this form that any concerns arise concerning the safe running of the named vehicle.

Signed: _____ Date: _____

This form is to be completed and kept on file with the Principal prior to any transporting of students by the operators of private vehicles.



APPENDIX B
Private Vehicle Travel Record Form

Activity/Trip	Date of Departure	Date of Return	Name of Volunteer Driver	Names of Students driving with Volunteer Driver

(This form should be continually updated throughout the school year and filed with the Principal.)



APPENDIX C

Student Travel / Emergency Medical Consent Form

To be completed by parent/guardian and copies kept on file in Principal's Office prior to student travel.

STUDENT DATA

NAME:

LAST NAME FIRST MIDDLE

ADDRESS:

ADDRESS CITY PROVINCE

POSTAL CODE TELEPHONE

BIRTH DATE:

DAY MONTH YEAR GRADE

MEDICAL INFORMATION

PLEASE SPECIFY ANY OF THE FOLLOWING:

ALLERGIES:

MEDICATIONS:

DIETARY CONCERNS:

OTHER:

MCP#: _____ MCP Expiry Date: _____

DOCTOR:

NAME TELEPHONE

PARENT / GUARDIAN DATA

NAME:

LAST NAME FIRST RELATIONSHIP

TELEPHONE:

HOME WORK

ALTERNATE CONTACT DATA

CONTACT:

LAST NAME FIRST RELATIONSHIP

TELEPHONE:

HOME WORK

PERMISSION / AGREEMENT

Your signature below indicates that you agree to the following conditions.

I, the undersigned parent/guardian of the above-named student:

- agree for him/her to participate in this school trip.
- hereby authorize the teacher(s) in charge of this trip to secure medical advice as may be deemed necessary for the health and safety of my daughter/son/ward.

SIGNATURE OF PARENT/GUARDIAN

DATE



APPENDIX D
School Activity/ Trip Permission Form
(Completed for each school activity/Field Trip)

School: _____

Type/Date of School Activity/Trip: _____

Student Name: _____

Section A:

I hereby agree to allow my child _____ to participate in the school activity/trip indicated above. I acknowledge that my child is healthy and well enough to travel/participate in the above noted activity.

Signature of Parent/Guardian

Date

Section B: (To be completed when private vehicles are used)

I hereby give permission for my child _____ to travel to the above noted activity by parents in private vehicles as organized through the school. I am aware that all drivers and vehicles used follow the regulations in Policy IJOAB (A) (Student Travel).

Signature of Parent/Guardian

Date

Section C: (Student Insurance Options for out of province travel)

Please choose one of the following options.

_____ I agree to purchase the travel insurance offered through the School District (currently Axa Assurances Inc. at a rate of \$2.75 per student per day).

_____ I do not wish to purchase the travel insurance offered through The School District. My child is covered through a personal Family Plan. Please indicate name and # of plan: _____



APPENDIX E

Billet Host Form

I agree to host _____ students for the _____ to take place
of students *Name of School Event*

during the period _____ as sponsored by
Event Dates

Name of School

I agree to:

- Pick up student billets from school on arrival.
- Provide safe and appropriate accommodations for students in my care.
- Provide meals as required during the stay.
- Provide transportation where possible to events. (Note: Regulation 14 of the General Guidelines, “**Students shall not transport other students to school sponsored events**”.)
- Prohibit the use of drugs or alcohol involving students in my care.
- Support any curfew set by event organizers and promptly inform event organizers of any breach of curfew.
- Report any infractions of student behaviour to event organizers.

I also declare that I (as well as those who live in my home) have not been convicted of a criminal offense and I (and those who live in my home) are not currently being investigated for involvement in a criminal offense.

Signature of Adult Host

Date



APPENDIX F

Billeting Consent Form

Please complete the appropriate section A **or** B of this form.

Section A:

I agree to have my child _____ billeted for the
Name of student

_____ for the period _____.
Name of Event *Timeframe*

I have been informed where my child will be staying and I have read The Eastern School District's Policy and Regulations on Student Travel - Policy IJOAB(A) which outlines the expectations of adult hosts and student billets.

Signature of Parent/Guardian

Date

Section B:

I do not wish to have my child _____ billeted and I agree to
Name of student
accompany my child and provide alternate accommodations for the

_____ for the period _____.
Name of Event *Timeframe*

Signature of Parent/Guardian

Date



APPENDIX G

Teacher/Chaperone Consent Form (Overnight Trips)

School: _____

School Trip: _____

Trip Duration: _____

Chaperone Name: _____

Responsibilities of School Chaperones:

- To provide appropriate supervision/care to students on the above noted trip.
- To be aware of any allergies/medical conditions and treatments of the students travelling.
- To refrain from drinking alcohol or taking illegal drugs during the duration of the school trip.
- To maintain regular contact with the school administration with travel updates.
- To contact the School Principal and parents as soon as possible in the event of student incidents occurring during the trip.
- To ensure that a copy of student passports is taken prior to leaving and secured during the trip by the lead chaperone. It is also advisable that a digital copy of student passports be secured at the school or District Office and accessible during the period of travel.
- To carry student passports until needed by students to ensure safe keeping during the trip.
- To remain with student(s) that may have to stay in a particular location during the trip or stay beyond the given timeframe of the school trip due to medical concerns, misplaced or lost passports or emergency situations.

I am aware of the responsibilities noted above and agree to be a chaperone on the trip indicated.

Signature of Teacher/Chaperone

Date