



Field Trip Policy

Policy Number: 6020 Section: Chalo School Sub-Section: Curriculum, Instructional & Student Services Interpreter: Principal/Education Director Authority: CEA Effective Date: October 17, 2019 Review by Date: September 1, 2020	References and Related Documents <ul style="list-style-type: none"> SD81 (Fort Nelson) Policy 6220
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Policy Spirit and Intent

The Community Education Authority believes school-sponsored travel for curricular trips, athletic competition, and special activities, enriches students’ learning experiences.

Chalo School does not provide accident insurance coverage for student injuries that occur on school premises or during school activities. You may purchase coverage for your child(ran) at www.insuremykids.com or by calling toll free at 1-800-463-KIDS (5437).

All field trips must have the prior approval of the school principal, vice-principal, or the education director.

Note 1 – In-Town Day Field Trips – for example, trips to the pool, theatre and park are currently covered by a blanket authorization from the school principal or vice-principal.

Note 2 – Possible High Risk Activities – Other day trips, overnight, or extended trips that may possibly include high-risk activities, require specific authorization. A specific authorization requires a meeting with parents/guardians where risks are identified and initialled and the trip form is signed by both parents/guardians. High-risk activities include, but are not limited to, overnight trips, out of country trips, etc. These trips require authorization from principal.

Note 3 – Extended Trips – Before involving students and/or parents, or initiating fundraising activities, approval by the Community Education Authority is required.

Guidelines

- 1.1. For purposes of this policy, the following classifications shall apply:
 - a. Daytrips: Any trip within or outside the community, where bus/vehicle transportation is required, which takes place within a total of eight driving hours.
 - b. Overnight Trips: Any trip, which exceeds the duration of one day but does not exceed four nights.
 - c. Extended Trips: Any trip, which exceeds four night’s duration.
- 2.1. The principal shall ensure that adequate student safety precautions are in place for all field trips.
 - a. One of the chaperones shall be the principal or teacher who will be familiar with Chalo School policies and shall supervise and assist all aspects of the trip; however the principal will review trip policies and expectations with all chaperones.



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- b. The teachers will carry a list of student participants and chaperones with: emergency contact numbers, medical information, Care Card number, and Status number when applicable. A list of Medications and allergies shall be available with the school based contact and the chaperone(s). When more than one class is on an excursion, one teacher will be designated as the “Head Teacher.”
- c. Teachers, drivers and chaperones shall not be permitted to have their non-participating child(ren) accompany them.
- d. The principal in consultation with the sponsor shall determine trip eligibility.
- e. Chaperones must provide a criminal record check. If the trip is an extended field trip, Chalo School will absorb the cost.
- f. The head teacher and chaperones are responsible for all students at all times.
- g. In the event of any student illness, accident, or incident, parents must be notified by phone at the earliest possible opportunity.
- h. In the event of a serious disciplinary offense, parents will be notified and the student shall be placed on appropriate commercial transport to be returned to Fort Nelson. Parents will be responsible for all transportation expenses incurred to return their child home.

3.1. Daytrip Procedures

- a. The principal or vice-principal shall approve all daytrips.
- b. The trip must be educationally sound.
- c. The principal or vice-principal shall ensure that adequate supervision is arranged.
- d. A general statement of authorization shall cover daytrips. In some instances, the parent or guardian must sign these authorizations.
- e. For trips requiring specific authorizations notification to parents is required one week in advance.

4.1. Overnight Trip Procedures

- a. The trip must be educationally sound.
- b. Planning early in the school year for interschool activities, events, and competitions is encouraged.
- c. Each overnight trip requires approval by the principal or vice-principal prior to the undertaking of the trip.
- d. An overnight trip outline will include the following details: the supervisor’s names, itinerary describing the activities, estimated costs of all non-transportation items, accommodation arrangements, and a local emergency contact person.
- e. Ordinarily, students should bear no costs. However, fundraising will be arranged and students are required to participate. In some cases, students will have to cover accommodations and meal expenses. Also, it must be highlighted how the expense of the trip will be covered.
- f. The principal or vice-principal shall ensure that supervision is provided at a maximum of 8 elementary students per chaperone (8:1) per chaperone; secondary students are 12 students per chaperone (12:1) with appropriate gender considerations. Where the nature of the trip warrants greater levels of supervision, it shall be provided.
- g. Adequate and cost effective transportation must be organized.
- h. Overnight trips must be planned to ensure minimum loss of instructional time.
- i. Each overnight trip shall be covered by a specific authorization signed by the parent or guardian of each student and retained on file at the school prior to a student participating on the trip.
- j. Parents must be provided detailed information about all overnight trip procedures.



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5.1. Extended Trip Procedures

- a. Coordinating the planning of extended trips is the responsibility of the teachers participating in the trips.
- b. The trip must be educationally sound.
- c. The principal shall ensure that supervision is provided at a maximum. 8 elementary students per chaperone (8:1) per chaperone; secondary students are 12 students per chaperone (12:1) with appropriate gender considerations.
- d. Adequate and cost effective transportation must be organized.
- e. Extended trips must be planned to ensure minimum loss of instructional time.
- f. Extended trips cannot exceed eight school days.
- g. Before involving students, parents, or initiating fundraising activities, approval by the principal, the education director and the Community Education Authority is required.
- h. The extended trip package must include: a detailed itinerary describing the activities, fundraising costs, who is eligible to participate, numbers of chaperones and how chaperone costs are covered.
- i. For trips within Canada and the Continental United States, a request for approval must be made at least twelve (12) months in advance of the trip-taking place.
- j. For trips beyond Canada and the Continental United States, a request for approval must be made at least twelve (12) months in advance and by May 30 of the prior school year.
- k. For trips beyond Canada and the Continental United States, Travel Advice and Advisories from the Government of Canada website must be checked for travel bans, and political unrest prior to planning a trip. If there is turmoil within a country, the trip maybe cancelled.
- l. Each student participating in an extended trip must be covered by a specific statement of authorization signed by the parent or guardian and retained on file at the school.
- m. The head teachers shall present all expenses and receipts to Finance upon completion of the field trip.
- n. Plans should also include post-trip fundraising activities to cover unexpected costs arising during the trip.

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Dated at Fort Nelson, British Columbia on: _____ October 17, 2019 _____

Approved, Signed, Sealed and Delivered by the Chalo Independent School Society Community Education Authority (Board).

Chair, Chrystal Fincaryk

Vice-Chair, Kyla Kotchea

Director, Santana Behn

Director, Coreen Loe

Director, Roberta Michel

Council Director, Theresa Fincaryk Sutherland