



LEARNING ACTIVITIES OUTSIDE THE SCHOOL

The Board of Education recognizes that out-of-school educational experiences enhance learning opportunities for students. Activities are encouraged which provide opportunities for:

- Personal experience in environmental education
- Awareness of the outdoors as a resource of activities for a healthy lifestyle
- The development of self-reliance, initiative, responsibility, and cooperative attitudes
- Gaining knowledge of the cultural, historical, geographical, scientific, industrial, social, and physical aspects of life
- Activities leading to peer recognition and leadership roles
- Participation in public performances, festivals, and competitions

PROCEDURES

1. *General*

- a. All groups participating in out-of-school activities are to be under the supervision of a teacher, or another employee approved by the principal.
- b. There must be assurance that adequate safety precautions are in place.
- c. Transportation is by school bus, van, paid licensed carrier, or private vehicles having adequate package policy insurance coverage of a minimum of two million dollars liability coverage. Refer to Administrative Policy No. 807 – Transportation in Private Vehicles.

2. *Day Trips*

- a. School day trips are trips that do not exceed one day in duration.
- b. The principal is authorized to approve day trips when the following conditions are met:
 - i. Parent or guardian has completed the *Parent/Guardian Consent Form*.
 - ii. Parents have been informed of the event.
 - iii. For events or trips outside of the community the teacher has completed a *N.E.S.D. Field Trip Proposal*.

2. *Overnight Excursions and Outdoor Education Excursions*

- a. The Director, or designate is authorized to approve overnight excursions and outdoor education excursions when the following conditions are met:
 - i. *The Field Trip Request Form* has been completed and approved by the principal.
 - ii. The principal has submitted the form to the Director or designate prior to any communication with students and/or parents and at least 30 days prior to the event.



- b. Once the principal has received approval, notification is to be sent to parents and permission slips received.
- c. Once the permission slips are received the principal may approve the excursion.

4. Out-of-Province Excursions

- a. All out-of-province pupil travel organized under the auspices of the Board of Education must have the approval of the school principal and the Director of Education.
- b. The principal of the school must ensure that the following conditions can be met before recommending out-of-province pupil travel to the Director of Education:
 - i. The proposed travel has the signed approval of the parents or guardians of the pupils concerned.
 - ii. Other staff members whose teaching responsibilities may be affected by the absence of the students, and teachers who will be traveling have been consulted and show a willingness to support the proposal.
 - iii. Adequate provision will be made for the accommodation, supervision, and welfare of the pupils who are traveling.
 - iv. Adequate and appropriate insurance is provided to protect the students, teachers, and Board of Education in the event of an accident. A statement that adequate insurance will be provided is to accompany the submission to the Board. It is suggested that teachers and volunteers and/or chaperones purchase appropriate medical insurance to protect themselves in the event of an accident or illness.
 - v. The students will suffer no serious loss in their basic educational program normally provided through the school.
 - vi. The educational benefits from such travel will complement the regular school program.
- c. Once the preceding conditions are met, the principal is to inform the Director of Education, or designate, of the travel plans being developed.
- d. If the Director, or designate consents, the principal is to make a formal request, which is to include the following:
 - i. An itinerary of the proposed travel that specifically identifies times, places, modes of travel, and emergency contact telephone numbers for countries and provinces to be visited.
 - ii. A list of persons or agencies who have accepted responsibility for developing the trip.
 - iii. A breakdown of anticipated costs (i.e. fares, passports, meals, spending money, accommodation, deposits required, etc.).
 - iv. A list of chaperones and their job descriptions or relationship to the school system and qualifications as leaders or chaperones of the proposed trip. In addition, the number of students per chaperone should not exceed ten.



- v. A list of participants including grade level, home address, and telephone number.
 - vi. A statement of anticipated educational benefits, including pre-travel and post-travel educational activities, and anticipated trip highlights.
 - vii. An indication that the principal has been involved in all steps of the planning.
 - viii. An indication of parental involvement to date, or an indication of anticipated parental involvement.
 - ix. An indication of student involvement in the project.
 - x. A statement of regulations governing student behavior. It should be noted that students are subject to all regulations normally associated with behavior in the school setting including the use of alcohol or illicit drugs.
- e. The Director of Education, or designate, upon receipt of the formal request, is authorized to approve the excursion.
 - f. The principal is to ensure that parents or guardians of all students involved in the trip sign Informed Consent forms.
 - g. Notwithstanding the foregoing, it is expected that student travel time shall normally occur during the school breaks.