

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #ES-G-09

CO-CURRICULAR / EXTRA-CURRICULAR STUDENT TRAVEL

[BOARD MINUTE #03-98, Page 4]

The Chignecto-Central Regional School Board encourages and supports school-sponsored co-curricular and extra-curricular student activities which:

- do not detrimentally impact on student academic achievement; and,
- are planned and conducted within applicable C.C.R.S.B. policies and procedures.

Furthermore, the Board recognizes that some co-curricular / extra-curricular activities may involve student travel, within and outside the region.

Accordingly, the Board expects the Superintendent of Schools (or designate) to prepare, implement and monitor procedures and guidelines which promote:

- school-sponsored student travel for co-curricular / extra-curricular purposes; and,
- well-planned and well-organized travel with student safety as the primary concern.

CO-CURRICULAR / EXTRA-CURRICULAR STUDENT TRAVEL

POLICY #ES-G-09

ADMINISTRATIVE PROCEDURES

- Authorization** These Administrative Procedures have been authorized by the **Superintendent of Schools**.
- Scope** Policy #ES-G-09 and these Administrative Procedures apply to **all students, staff, parents (guardians) and volunteers involved with planning and/or participating in school-sponsored student travel**.
- Responsibility** It is the responsibility of the **Director of Education Services** to ensure these Administrative Procedures are implemented.
- Implementation** Policy #ES-G-09 and these Administrative Procedures shall be implemented by the school **Principal**.
- Basic Premise** All employees, volunteers, chaperones, parents and students involved in school-sponsored student travel must comply with Policy #ES-G-09 and these administrative procedures otherwise approval for such travel may be withheld or withdrawn.
- Procedures**
1. The school **Principal** (or designate) shall:
 - a) inform parents (guardians) / organizers regarding student travel (plans, rules, etc.);
 - b) require that parents / guardians or students (19 years of age or over) sign and submit to the Principal an “Activity Information and Permission Form” (and Responsibility Waiver as required)
 - (i) for individual activities / trips as they occur; and/or,
 - (ii) to indicate general permission for the student to participate in an ongoing activity or sport (e.g. hockey / choir);
 - c) ensure that school-sponsored travel is organized under the direction of teaching personnel;

- d) advise those employees supervising and/or participating in school-sponsored student travel that they are considered to be “on the job” from beginning to end of the trip and, therefore, are expected to conduct themselves as they would during regular school hours (e.g. no drinking; no smoking in the presence of students, etc.);
- e) authorize same-day student travel within the province, or complete and submit to the appropriate office a copy of the Student Travel Authorization Form (per Appendix “A” and Appendix “B”) for approval;
- f) ensure that the school office has on file:
 - (i) a list of names / phone numbers of all students / staff / chaperones participating in a student trip
 - (ii) parent (guardian) or student permission slips
 - (iii) a copy of approved Student Travel Authorization Form
- g) for travel to other countries:
 - (i) check with the Department of External Affairs (Canada) to acquire an assessment of potential safety concerns; and,
 - (ii) assess and advise parents (guardians), students, staff and chaperones re any concerns.
 - (iii) provide to parents and students, the Superintendent’s letter – *Notice to Parents/Guardians Re: Student Travel Programs* (Appendix D)
 - (iv) require completion of a *Notarized Affidavit of Custodianship* (Appendix E)
 - (v) require completion of form *Acknowledgement from Parents/Guardians Re: Student Travel* (Appendix F)
- h) assign the required number of chaperones (per Appendix “C”, Chaperones);
- i) receive / review / and file a summary financial statement (as appropriate) within two weeks of trip completion (for extended trips / tours); and,
- j) for extended overnight travel (tours, etc.), file a summary travel report with the Family of Schools Supervisor within two weeks of trip completion.

2. **Organizers of school-sponsored student travel shall:**
 - a) ensure that parents and participating students comply with these administrative procedures;
 - b) provide chaperones, participating students and their parents with a copy of Policy #ES-G-09 and these Administrative Procedures; and,
 - c) ensure that participating students have CSA approved equipment appropriate / necessary for intended activity.

3. **Parents (guardians) or students nineteen years of age or over shall:**
 - a) complete / sign / and submit Activity Information and Permission slip (and Responsibility Waiver as required);
 - b) attend any meetings (called by the school) regarding school-sponsored travel wherein their child is a participant;
 - c) ensure that student has required health / travel insurance and / records (health cards, etc.);
 - d) ensure that student has sufficient funds to cover essentials (e.g. meals) as determined by school; and,
 - e) acknowledge that luggage and accommodations (overnight trips) are subject to inspection and search by travel supervisors / chaperones.

4. **Participating students shall:**
 - a) participate in planning / fund-raising for school-sponsored travel as requested by school;
 - b) conduct themselves in an orderly manner at all times;
 - c) respect and follow the directions of chaperones;
 - d) obey all regulations / rules of the school and the host organization; and,
 - e) acknowledge that student luggage and accommodation (overnight trips) are subject to inspection and search by travel supervisors / chaperones.

5. **Chaperones** shall:

- a) conduct themselves as though they were “ on the job” (no drinking / smoking in the presence of students / etc.);
- b) supervise participating students with the degree of care and concern that would be expected of a prudent parent; and,
- c) acknowledge that while they may be a parent (guardian) of a participating student, the supervising Board employee (teacher / administrator) has general authority / responsibility for student behavior, care and supervision.

Distribution All Policy and Procedure Manual holders

Chignecto Central Regional School Board
Student Travel Authorization Form

THIS FORM IS BEING USED TO DESCRIBE

CHECK ONE

- 1. Same day IN-PROVINCE
2. Same day OUT-OF-PROVINCE
3. Overnight(s) IN-MARITIME PROVINCES
4. Overnight(s) OUT-OF-MARITIME PROVINCES

Schools are to receive approval of the trip prior to embarking on Fund Raising Activities.
Numbers 2 and 3 require two week's notice to the Family of Schools Supervisor for approval.
Number 4 requires 60 days notice to the School Board for approval.

SCHOOL Activity

Name(s) of Teacher Organizer(s)

No. of Students Grade(s) No. of Chaperones Date of Return

Dates and Destination of Proposed Trip
.....
.....

Reason and Education Value
.....
.....

Travel Arrangements: Car Bus Train Plane Other
If cars are being used, current copies of proper insurance are on file? Yes • No •

Chaperones: List names of teachers/parents/guardians accompanying students
.....
.....

PARENTAL PERMISSION:

Have the appropriate forms been completed by parents? Yes • No •

PASSENGER LISTS:

Have "List of Vehicle Occupants" forms been completed? Yes • NO •

Principal's Signature Date

Approval/Signature Date

White - Supervisor / Director of Education Services Yellow - School Pink - Chaperone

STUDENT TRAVEL AUTHORIZATION

AUTHORIZATION	TYPE OF TRIP
Principal	Any educational / athletic trip which takes place within the province on the same day.
Family of Schools Supervisor	a) Any educational / athletic trip which takes place out of province on the same day. (Two weeks notice required for approval) b) Any educational / athletic trip which takes place overnight in the Maritime provinces. (Two weeks notice required for approval)
Chignecto-Central Regional School Board	Any educational / athletic trip which takes place overnight outside of the Maritime provinces. (Sixty days notice required to obtain School Board approval)

* Substitute days are not normally approved for education / athletic trips.

CHAPERONES

SUPERVISION REQUIREMENTS:

The following adult / student ratios are required:

For Junior or Senior High students	1:15
For Grade 4 to Grade 6 students	1:10
For Primary to Grade 3 students	1:6

Please note that it is generally understood that levels of supervision must reflect the age of students and the degree of risk inherent in the activity. The complement of teacher / chaperones shall also be determined by the gender of the students participating (i.e. if the group of fifteen includes both male and female students, then there must be a male and a female chaperone in attendance).

EXTENDED EDUCATIONAL TOURS

For educational tours at least one teacher must be assigned as a chaperone. The complement of teacher / chaperones shall also be determined by the gender of the students participating (i.e. if the group of fifteen includes both male and female students, then there must be a male and a female chaperone in attendance).

FIELD TRIPS

A teacher employed by the Chignecto-Central Regional School Board must provide general supervision for the activity. The teacher is to be accompanied by at least one other responsible adult. The complement of teacher / chaperones shall also be determined by the gender of the students participating (i.e. if the group of fifteen includes both male and female students, then there must be a male and a female chaperone in attendance).

It is recommended that for camping and outdoor trips at least one responsible adult has a valid St. John's Ambulance standard first aid certificate. A basic first aid kit must be carried. For waterfront activities, qualified supervision is to consist of a minimum of current Royal Life Saving Society Bronze Medallion or its equivalent.



NOTICE TO PARENTS / GUARDIANS RE: STUDENT TRAVEL PROGRAMS

World events have complicated many aspects of our lives, including school trips. In recent memory are incidents of terrorism, war and diseases caused by unheard of viruses. While the Chignecto-Central Regional School Board (CCRSB) reviews and approves school trips in terms of their education appropriateness, CCRSB has acknowledged and reminded parents in a number of ways and at various times about the inherent risks associated with student travel. It is a daunting task to keep track of potential risks involved in student travel, especially outside of Canada.

The Board believes that a final decision on participation in a school trip is best left with parents/guardians, in consultation with the student. Also, the School Board wants to inform you as clearly as possible that both known and unknown risks are assumed by parents and students when they decide to participate in a trip.

CCRSB cannot provide any guarantees or assurances of student safety during such travel programs. As much as we want everyone to reflect on the known risks of travel, we now recognize there may be unknown and involuntary risks as well. Despite this, our Board concluded that the significant educational and civic benefits of student travel should not be sacrificed as a result of this increased uncertainty.

CCRSB does carry a basic student insurance coverage plan for accidental death or injury while involved in Board-approved travel programs. There are a variety of conventional restrictions on that policy, including exclusion of coverage for any loss caused or contributed to by a declared or undeclared war. Furthermore, this Board insurance policy only insures limited personal injury, not the other indirect costs that may flow from travel disruption.

Again, participation in student travel programs is a decision best left with parents/guardians. The purpose of this letter is to simply notify parents/guardians that student travel programs continue and that the individual decision to participate rests with the family, not the School Board.

Attached to this letter you will find a Parent/Guardian Consent Form that will be required for each student participating in our student travel program this year. The form acknowledges your receipt of this letter and confirms that the decision to participate is made freely and voluntarily by you, without any representations or assurances from CCRSB.

If you have any questions regarding school insurance or the attached form, please contact your school Principal.

Yours sincerely,

CHIGNECTO-CENTRAL REGIONAL SCHOOL BOARD

Superintendent



CHIGNECTO-CENTRAL REGIONAL SCHOOL BOARD
 60 Lorne Street, Truro, Nova Scotia B2N 3K3

Telephone: 902 897-8950
Fax: 902 897-8998

Director of Education Services

NOTARIZED AFFIDAVIT OF CUSTODIANSHIP

Student Name (in full): _____ Date of Birth: _____

Name of School Board in Canada: Chignecto-Central Regional School Board

Parent Name (in full): _____ Date of Birth: _____

Present Address: _____

Telephone Number: _____

Custodian Name (in full): _____ Date of Birth: _____

Present Address: _____

Telephone Number: _____

The application of the official seal below confirms that the notary public has received evidence that the custodian is a Canadian citizen or permanent resident and is over 19 years of age.

I, _____ hereby solemnly declare that I accept to act in place of the
(Custodian's name)
parents of _____ in times of emergency and when immediate medical
(Student's name)
attention or intervention is required.

SWORN BEFORE ME in the
city of _____
In the Province of Nova Scotia,
this _____ day of _____ 20 ____

Official Seal of Notary Public in Canada

_____ A Commissioner in and for the Province of Nova Scotia.	_____ Signature of Custodian Date: _____
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I have read and understand this affidavit of custodianship. I agree to the above named custodian acting in my stead.	
_____	_____
Parent's Signature	Parent's Signature

**ACKNOWLEDGMENT FROM PARENT(S) / GUARDIAN(S)
RE: STUDENT TRAVEL**

NAME OF STUDENT: _____

NAME OF SCHOOL: _____

TRAVEL DESTINATION: _____

DATE OF TRAVEL: _____

NAME OF PARENT(S) / GUARDIAN(S): _____

The undersigned parent(s) / guardian(s) of the above noted student acknowledges having read and understood the attached letter from the Chignecto-Central Regional School Board dated April 2003. I/We freely and voluntarily consent to our above noted student's participation in such travel program and I/we acknowledge that the Chignecto-Central Regional School Board provides no representations or assurances with respect to accidents, acts of declared or undeclared war or terrorism, or other uncertainties of travel.

Please Note

The Chignecto-Central Regional School Board does not reimburse any loss of funds in relation to the trip or trip planning or trip cancellation.

(1)

(2)

Print name of parent(s) / guardian(s)

Print name of parent(s) / guardian(s)

Signature of parent(s) / guardian(s)

Signature of parent(s) / guardian(s)

Adopted: April 2003