

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	200 – INSTRUCTIONAL PROGRAMS & MATERIALS	CODE:	AP 261
PROCEDURE:	CURRICULAR TRIPS		

BACKGROUND

The division recognizes the educational value of curricular based field trips and outdoor education experiences that are integrated with learning outcomes. While curricular trips have positive educational value, care must be taken to ensure that trips or excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

Student field trips and outdoor education experiences are encouraged and should:

- Provide significant educational experiences related to the education program of the school.
- Meet all procedural protocols regarding:
 - Preparation and documentation;
 - Minimizing risk and taking all necessary safety precautions;
 - Providing all relevant information so parents can give informed consent;
 - Receiving appropriate approval from designated authority.

Students participating in field trips and outdoor education experiences will behave in accordance with school rules and any special directions required to maintain proper structure and safety pertaining to the activity as determined by the principal, supervising teacher/leader, or accompanying instructor or leader.

Definition

Curricular Activities: A designation for student activities that occur away from the school site and that are designed to expand/enhance the development of curricular goals and outcomes identified in core curriculum.

PROCEDURES

1. General - All curricular activities occurring off the school site shall meet the following criteria:
 - 1.1 Educational goals are specified for the activity by the teacher responsible for the activity and are compatible with the provincial curriculum and the school's instructional program.
 - 1.2 Sufficient educational value is demonstrated to outweigh the loss of instructional time in the regular classroom program.
 - 1.3 There is compliance with specified adult supervisor/student ratios to ensure acceptable levels of student behaviour and safety, as follows:
 - 1.3.1 1:6 for Pre-Kindergarten;
 - 1.3.2 1:8 for Kindergarten;
 - 1.3.3 1:12 for grades one to five;
 - 1.3.4 1:15 for grades six to nine; and
 - 1.3.5 1:30 for grades ten to twelve;
 - 1.3.6 Male and female supervisors for mixed student groups containing both genders for overnight trips.
 - 1.3.7 The suggested ratio of qualified lifeguard(s) for K-8 aquatic activities is 1:15.
 - 1.3.8 The suggested ratio of qualified lifeguard(s) or instructor(s) for 9-12 aquatic activities is 1:30.
 - 1.3.9 A certified First Aid instructor must be present during all aquatic activities.
 - 1.4 The teacher responsible has ensured supervisors assigned to the activity have the training and knowledge appropriate for the safe completion of the proposed activity.
 - 1.5 Where necessary and possible, a prior site visit to the activity destination has been made by the teacher responsible for the activity for purposes of program planning and risk assessment.
 - 1.6 The teacher has ensured that the students engaged in the activity are ready to undertake the learning outcomes proposed.
 - 1.7 The activity is organized in such a manner that it conforms to policy and procedure regarding student department, transportation and use of private vehicles.
 - 1.8 The activity is both accessible and inclusive, specifically:
 - 1.8.1 Participation is voluntary and the student is not penalized as a result of the decision by a parent/guardian to withhold consent to participate;
 - 1.8.2 Parents are advised that financial assistance is available for students whose family has a demonstrated inability to pay;
 - 1.8.3 Diversity of the student population is considered;
 - 1.8.4 The physical requirements for the trip are within the capacity of students; and

- 1.8.5 Meaningful alternative activities are provided for students who do not participate.

2. Approvals

- 2.1 The principal's approval is required for Level 1 and Level 2 trips as identified below:
 - 2.1.1 Level 1 – Low Risk, Local (e.g.: trip to museum, fire hall, nursing home, etc.).
 - 2.1.2 Level 2 – Moderate Risk (e.g.: off-site ice skating, cross country skiing, downhill skiing, etc.).
- 2.2 Principal and Director of Education approval is required for Level 3 trips as identified below:
 - 2.2.1 Level 3 – High Risk (e.g.: outdoor adventure, open water swimming or canoeing, etc.).
- 2.3 Approvals will be authorized provided that:
 - 2.3.1 The trip application form is completed by the lead teacher according to timelines as indicated on the application form.
 - 2.3.2 The tour has definite educational value and is related to the ongoing program.
 - 2.3.3 Prior approval by the Principal has been granted when students will be transported by private or leased vehicles. The use of parent or volunteer provided transportation shall be permitted if the driver is properly licensed and has submitted a completed Volunteer Automobile Driver Authorization Form (Form 492-1).
 - 2.3.4 If overnight accommodation is required, requirements regarding gender-specific supervisors contained in Administrative Procedure 311 – Supervision of Students shall be followed.
 - 2.3.5 In the case of any educational activity occurring off the school site, parents are informed, in writing, with regard to details such as, but not limited to:
 - 2.3.5.1 The date and time of the activity,
 - 2.3.5.2 Destination,
 - 2.3.5.3 Transportation arrangements,
 - 2.3.5.4 Program description,
 - 2.3.5.5 Itinerary,
 - 2.3.5.6 Supervisory arrangements,
 - 2.3.5.7 Elements of risk for the activity,
 - 2.3.5.8 Cost to student, and
 - 2.3.5.9 School contact information.
 - 2.3.6 The parent/guardian has signed and returned a consent form authorizing the participation of their child in the activity.

- 2.3.7 Arrangements are in place for any student who is unable to attend the trip but who will be in attendance at the school during the time of the trip. Activities provided must be of educational importance.
- 2.3.8 Providing activities are school-sponsored, are approved by the designated individual(s), and are designated approved activities by the Division's liability insurance carrier, the liability insurance carried by the Division will cover the Division's employees and volunteer supervisors responsible for organizing and supervising the tour.
- 2.3.9 The use of volunteer supervisors to assist staff during off-site activities is encouraged, in keeping with the requirements contained in Administrative Procedure 491 – Volunteer Supervisors and Coaches.
- 2.3.10 Should an accident occur during an off-site activity, the teacher in charge must assess the situation and, if injuries have occurred, attend to the immediate medical concerns and call or make arrangements to call for rescue, assistance or ambulance as required.
- In addition, the teacher shall:
- 2.3.10.1 Determine whether or not the trip will continue based on all the circumstances;
- 2.3.10.2 Notify the Principal or designate at the earliest opportunity if serious injuries have occurred; and
- 2.3.10.3 The Principal will inform the parent or guardians, the Director and others, as necessary; and complete a Student Accident Report within forty-eight (48) hours of the incident or as soon as possible upon return to the school and forward it to the Division Office.
- 2.3.11 During severe weather or poor driving conditions, principals must ensure that weather and road conditions are conducive to travel before students leave the school for an off-site activity trip. If one or more of the following exist, the off-site activity shall not proceed:
- 2.3.11.1 There are blizzard conditions en route or severe weather conditions are forecast by Environment Canada;
- 2.3.11.2 The RCMP or the Saskatchewan Highway Hotline has advised against travel on any en route highway;
- 2.3.11.3 The temperature is below -35°C ; or
- 2.3.11.4 The wind-chill falls in the very high or extreme categories as defined by Environment Canada. Students must be appropriately clothed for travel by road for the seasonal conditions, as determined by the teacher in charge.
- 2.3.12 Costs for tours may be met as follows:
- 2.3.12.1 Teachers or support staff acting as chaperones or supervisors will be paid for all teaching days covered while attending an off-site activity.
- 2.3.12.2 Other costs for the tours may be covered by:

- 2.3.12.2.1. The school's operating budget;
- 2.3.12.2.2. Individual student fees, which are to be relatively small in order not to discriminate against students unable to pay large individual assessments;
- 2.3.12.2.3. Funds raised by students, parent groups, etc.; or
- 2.3.12.2.4. A combination of the above as may be determined by the Principal.

Reference: Sections 85, 87, 108, 109, 151, 175, 179, 231 Education Act
Physical Education Safety Guidelines

Date Revised: July 11, 2011
March 6, 2008

Date Issued: November 21, 2007