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<i>DEPARTMENT</i>	<i>SECTION</i>
Programs and Student Services	Students

<i>BOARD APPROVED: April 13, 2005</i>
<i>REVISED: November 2010 2011</i>
<i>REF: AP #980</i>
<i>MONITORING DATE: Annually</i>
<i>RELATED POLICIES & DOCUMENTS:</i>
<ul style="list-style-type: none"> n/a

The South Shore Regional School Board supports the concept of extra-curricular and co-curricular activities as part of a total education program. The School Board understands that there are trips of various lengths and destinations and provides various specific procedures for schools to follow. Specifically, Day trips and trips that occur within the province may receive require permission from the school principal only. Trips that are out-of-province must obtain permission from the School Board.

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RELATED POLICIES & DOCUMENTS:
<ul style="list-style-type: none"> • Form J • Policy #205: Extra-curricular Bus Trips • Motor Carrier Act

General

1. The school principal shall assume overall responsibility for organizing and supervising every trip.
2. The principal must ensure that Appendix A (Activity Release Form), Appendix B (Students Trips – Principal’s Checklist), Appendix C (Chaperone Information Sheet), Appendix D (Out-of-Province Student Trips and/or In-Province Overnight Trips of Concern to the Principal), and Appendix E (Form J) are distributed and completed as required.
3. Students and families involved in a school trip shall complete and submit an Activity Consent Release Form (Appendix “A”).
4. Appropriate selection of students and chaperones shall be the responsibility of the principal.
5. Trips that involve swimming or aquatic activities shall have qualified personnel on site to supervise the activity.
6. Trips that involve skiing/snowboarding shall include a review at the hill, by individuals in charge, to ensure the students are made aware of appropriate CSA protective equipment, how to use lifts, what level of ability the students have and what runs are appropriate for their level.
7. The principal shall issue a copy of the Student Trip Policy to the individual in charge of any student trip of overnight duration. Any concerns the principal has shall be discussed with the teacher in charge prior to the trip being taken.
8. Organizers of school-sponsored student travel shall:
 - a. ensure that chaperones, parents/guardians, and participating students are familiar with and comply with this Policy and 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.

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9. Parents/Guardians or students nineteen years of age or over shall:
 - a. complete, sign, and submit the Activity Information and Permission slip (and Responsibility Waiver as required);
 - b. attend any meeting (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.
10. Participating students shall:
 - a. participate in planning/fundraising 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 accommodations (overnight trips) are subject to inspection and search by travel supervisors/chaperones.
11. 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/guardian; 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 behaviour, care, and supervision.
12. This Policy must be followed for all school-sponsored trips that occur outside the regular school year.

In-Province Day Trips

1. For each trip, the principal is required to complete a Student Trips – Principal’s Checklist (Appendix “B”). This checklist is to be kept ~~on~~ **secured in a** file at the school until at least the first teaching day of the next school year for insurance and administrative purposes.
2. Chaperones shall be secured as follows:
 - a. For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to each ten students.
 - b. For all grade 7 to 12, trips there shall be a minimum ratio of one chaperone to each ~~twelve~~ **twenty** students.
 - c. Where boys and girls are participating, at least one female and one male chaperone will be present ~~whenever possible~~.

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- d. Where only girls are participating at least one female chaperone will be present and where only boys are participating at least one male chaperone will be present ~~whenever possible~~.
- e. Each chaperone is to have completed, **and filed at the school**, a Child Abuse Register Request for Search form and criminal records check.
3. Each chaperone shall receive the Chaperone Information Sheet **prior to the trip** (Appendix “C”).

In-Province Overnight Trips

1. The principal shall ensure the objectives, proposed itinerary, proposed expenditures, and proposed fundraising projects for the requested trip are clearly stated in writing and are circulated by the principal to all parents/guardians of eligible students.
2. Chaperones shall be secured as follows:
 - a. For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to each ten students.
 - b. For all grade 7 to 12, trips there shall be a minimum ratio of one chaperone to each twelve students.
 - c. Where boys and girls are participating, at least one female and one male chaperone will be present ~~whenever possible~~.
 - d. Where only girls are participating at least one female chaperone will be present and where only boys are participating at least one male chaperone will be present.
 - e. Each chaperone is to have completed, and filed at the school, a Child Abuse Register Request for Search form and criminal records check.
3. The principal shall then carefully review all details of the proposed trip and, when satisfied, shall approve the trip.
 - a. When any aspect of a proposed trip is of particular concern to the school principal (such as trips involving water or aquatic activities, etc.), the principal shall ~~request~~ **seek advice** approval from the Director of Programs and Student Services, and the principal shall forward the trip details (completed Appendix “D”) to the Director of Programs and Student Services.
 - b. The Director of Programs and Student Services, if necessary, shall **reserves the right to** refer the proposed trip to the School Board for consideration.
4. Permission to announce the trip may proceed only when the principal is satisfied all details have been finalized **and appropriately filed**.

Out-of-Province Trips

1. The principal must complete an application form (Appendix “D”) clearly outlining the objectives, proposed itinerary, proposed expenditures, and fundraising projects for the trip. **It must also include:**
 - a. School and number of students participating.
 - b. Chaperones, number, and breakdown of males and females.
 - c. Mode of travel.

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- d. Departure date and home arrival date.
 - e. List of activities and how they relate to curriculum outcomes.
 - f. Linkages to curriculum.
 - g. This form is to be forwarded to the Director of Programs and Student Services at least two months in advance of the trip commencing.
 - h. In extenuating circumstances, a letter signed by the principal outlining the reason(s) for the late submission for approval must also be forwarded, if the application is submitted with less than two months notice. If the reason(s) for late submission is/are not compelling, the trip may not be recommended for approval.
2. Chaperones shall be secured as follows:
 - a. For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to each ten students.
 - b. For all grade 7 to 12, trips there shall be a minimum ratio of one chaperone to each twelve students.
 - c. Where boys and girls are participating, at least one female and one male chaperone will be present whenever possible.
 - d. Where only girls are participating at least one female chaperone will be present and where only boys are participating at least one male chaperone will be present.
 - e. Each chaperone is to have completed, and filed at the school, a Child Abuse Register Request for Search form and criminal records check.
 3. Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix "C").
 4. The Director of Programs and Student Services shall report all out-of-province trips to the Education Committee for recommendation to the School Board. The Director of Programs and Student Services shall present a brief outline of the trip to the Education Committee. This outline shall include a summary of Appendix "D".
 - a. School and number of students participating
 - b. Chaperones, number and breakdown of males/females
 - c. Mode of travel
 - d. Departure date and home arrival date
 - e. List of activities
 5. The principal shall monitor the full details of the trip from the time of approval until the completion of the trip.
 6. The principal has permission to announce that the trip may proceed only after the School Board has granted approval.
 7. At least one month prior to departure, the principal shall provide the Director of Programs and Student Services with:
 - a. List of chaperones;
 - b. List of the on-site contact person(s); and
 - c. Names, addresses, and telephone numbers of all participating students.
 8. The principal shall ensure that consent forms (Appendix "A") are signed by all parents/guardians and students.

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9. **If these are not provided, the principal accepts that permission is not granted.**

Late Application for Out-of-Province Trips

1. The Director of Programs and Student Services is authorized to approve any late out-of-province (but in Canada) application for a student trip before the trip is taken provided he/she receives a completed application and a written guarantee from the principal detailing that the trip is organized, chaperoned, and supervised, with proper consents from parents/guardians in accordance with all other requirements of this policy.
2. At the next regular meeting of the School Board, the Director of Programs and Student Services will apprise the Board of the late application for information purposes only.
3. No late out-of-province student trip shall be taken without approval of the Director of Programs and Student Services. Such approval must be received before a trip may proceed.

International Trips

1. **The principal must complete an application form (Appendix “D”) clearly outlining the objectives, proposed itinerary, proposed expenditures, and fundraising projects for the trip. It must also include:**
 - a. **School and number of students participating.**
 - b. **Chaperones, number, and breakdown of males and females.**
 - c. **Mode of travel.**
 - d. **Departure date and home arrival date.**
 - e. **List of activities and how they relate to curriculum outcomes.**
 - f. **Linkages to curriculum.**
 - g. **This form is to be forwarded to the Director of Programs and Student Services at least two months in advance of the trip commencing.**
 - h. **In extenuating circumstances, a letter signed by the principal outlining the reason(s) for the late submission for approval must also be forwarded, if the application is submitted with less than two months notice. If the reason(s) for late submission is/are not compelling, the trip may not be recommended for approval.**
2. **Chaperones shall be secured as follows:**
 - a. **For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to each ten students.**
 - b. **For all grade 7 to 12, trips there shall be a minimum ratio of one chaperone to each twelve students.**
 - c. **Where boys and girls are participating, at least one female and one male chaperone will be present.**
 - d. **Where only girls are participating at least one female chaperone will be present and where only boys are participating at least one male chaperone will be present.**

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- e. Each chaperone is to have completed, and filed at the school, a Child Abuse Register Request for Search form and criminal records check.
3. Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix “C”).
4. The Director of Programs and Student Services shall report all international trips to the Education Committee for recommendation to the School Board. The Director of Programs and Student Services shall present a brief outline of the trip to the Education Committee. This outline shall include a summary of Appendix “D”.
5. The principal shall monitor the full details of the trip from the time of approval until the completion of the trip.
6. The principal has permission to announce that the trip may proceed only after the School Board has granted approval.
7. The principal must obtain certificates of insurance from all trip operators arranging tours, hotels, and transportation.
8. The principal must recommend to parents/guardians, teachers, and chaperones that they consult with their own insurance brokers on coverage they should purchase for travel insurance for medical coverage, personal effects, life insurance, etc.
9. The principal must obtain current travel reports from the Department of Foreign Affairs and International Trade. Any recommendations from that Department regarding foreign travel should be followed. The travel information number to call for issues related to security and safety of travellers is 1-800-267-6788.
10. At least one month prior to departure, the principal shall provide the Director of Programs and Student Services with:
 - a. List of chaperones;
 - b. List of the on-site contact person(s); and
 - c. Names, addresses, and telephone numbers of all participating students.
11. The principal shall ensure that consent forms (Appendix “A”) are signed by all parents/guardians and students.
12. If these are not provided, the principal accepts that permission is not granted.

Exchange Trips

1. When a parent/guardian denies written permission for a child to participate in an exchange trip, the principal shall respect the wishes of the parent/guardian and shall ensure that full and proper school instruction is provided during the time of the trip.
2. If possible, all students (including non-participating students) should be involved in regular exchange trip activities when visiting students come to the school as part of the exchange trip.
3. If possible, students who participate in an exchange trip should make an attempt to host visiting students.
4. Full information relating to all exchange trip details shall be provided to all eligible students and to the parents of all eligible students by the trip organizers.

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5. All parents/guardians who are hosting a student involved in an exchange trip shall have completed a Child Abuse Register Request for Search form and a criminal records check.
6. The principal is to ensure that billets are matched as best as possible with a host family.
7. The principal is to ensure that sufficient information is provided to both host families to ensure a positive stay.

Student Discipline on Trips

1. Teachers shall have the same authority as when teaching a class for all co-curricular and extra-curricular school events approved by the principal, at all locations and at any time.
2. All School Board and school policies, guidelines, and regulations shall be in full force for all trips.
3. In the event of unacceptable student behavior while on a trip, the staff member in charge will ensure that appropriate disciplinary action is taken.
4. A shadow trip occurs when a student refuses to participate in a regular supervised class trip, but decides to go individually, unsupervised, to the same event or location as the class group.
 - a. Students who do not participate in a day trip may not participate in a shadow trip of any kind at the same time as the approved day trip.
 - b. Participation in a shadow trip shall constitute a deliberate break of school discipline policy and the offending students will be subject to school suspension by the principal.
 - c. Students who do not participate in a day trip for whatever reason shall be provided with appropriate schoolwork.

Transportation

1. Students on a school trip shall travel by transportation arranged by either the school principal or trip coordinator.
2. Transportation shall be arranged as per the Board's transportation rules and regulations. In accordance with Policy #205: Extra-curricular Bus Trips, the number of buses available for trips may be limited, so schools should request bus reservations early.

Student Transportation in Private Vehicles

1. The Board encourages, wherever possible, the use of school busses for the transportation of students.
2. The Board recognizes the need for some school employees to use their own automobiles or to occasionally rent vehicles for school purposes.

To safeguard students, employees, and the Board in matters of liability, particularly as this relates to an employee transporting a student or students, the following will be observed:

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1. All transportation of students will be in accordance with the Motor Carrier Act. Students enrolled within this Board shall not be permitted to operate vehicles for the purpose of transporting students on co-curricular or extra-curricular trips.
2. School Board employees, designate(s) or approved volunteers shall not enter into a verbal agreement for transportation of students without having completed and filed, at the school, the appropriate documentation. All employees are required to complete Form J, which is available at all schools. Those completing a Form J (Appendix "E") must have a minimum of \$500,000 liability insurance as required by law. The Board recommends the amount of coverage be a minimum of \$2,000,000.
3. It is the law in Nova Scotia that any automobile must have automobile liability insurance for \$500,000. Under the Motor Carrier Act, any employees or volunteers transporting students on behalf of a school board must have automobile liability limits for \$2,000,000 and complete a J Form, which must be on file with the school. To alleviate some hardship for employees and volunteers, SIP has purchased insurance to meet the legislative requirements of school boards. Specifically, employees and volunteers only require the minimum provincial requirement for automobile insurance of \$500,000 and complete the J form in order to transport students to co and extra-co-curricular activities.

Insurance and Related Matters

1. The School Insurance Program for general accidents covers all students within Canada. It is recommended that, for out-of-province trips, all participants secure additional insurance. Student accident insurance through the School Insurance Program is not adequate applicable for travel outside of Canada. Trip organizers should ensure that all teachers, chaperones, and students have medical coverage for outside of Canada.
2. **The SSRSB is covered for liability insurance and all students would be covered by student accident insurance unless there are students who are not returning to school in the fall or who are no longer registered students of the SSRSB. An example would be a grade 12 student who graduates at the end of June.**
3. **The SSRSB and school are held to a standard of care as defined by the Education Act. It is that standard of care to which the courts will hold the SSRSB should a student be injured. Supervision of students is critical. The teacher-in-charge and the principal are expected to ensure there is adequate supervision during any activity. Additional personnel can be authorized when needed. Circumstances that require additional personnel include situations where:**
 - a. **Student to supervisor ratios are not adequate.**
 - b. **Age, maturity, and ability level of the students require more attention.**
 - c. **The type and level of risk associated with an activity is high. A good example of this would be taking a class on a whale watching trip.**
 - d. **Other circumstances related to an activity are present (e.g.: crowded locations, students with special needs, new off-site activities are piloted).**
4. Any time a student trip is cancelled, there shall be no cost to the School Board.

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5. Any time a student is sent home, either due to illness or inappropriate behavior, there shall be no cost to the School Board.

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**SOUTH SHORE REGIONAL SCHOOL BOARD
ACTIVITY RELEASE FORM**

Parents/Guardians are asked to please note the following:

1. ~~The teacher in charge of the trip will have with them specific details, including parent(s)/guardian(s) name(s) and emergency contact information and medic alerts, for each student.~~
2. ~~Students have been advised that all school regulations and expectations are in effect on all school outings.~~
3. ~~Students will not be permitted to travel on school trips without signed permission forms.~~
4. By signing this form, parents/guardians are:
 - a. ~~giving permission for their child to participate in and be transported for the noted school sponsored activity.~~
 - b. acknowledging the risks associated with travel, especially foreign travel, and the participant(s) of the trip are assuming these risks.**

Child's Name: _____

Child's Health Card Number: _____ Expiry: _____

Name of Parent(s)/Guardian(s): _____

Phone Numbers: Home: _____ Work: _____ Other: _____

School: _____

Activity(ies) **Describe Activity (What outcomes are the activities linked to?):** _____

Date(s) of Trip (including departure and return dates): _____

Departure Time: _____ Expected Return Time: _____

Mode(s) of Transportation: _____ Accommodations: _____

Organizing Teacher(s): _____

Chaperones: _____

~~Should an incident arise whereby my child requires medical attention, the person responsible for the school activity shall attempt to contact me in order to obtain my consent regarding all medical treatment to be carried out on my child.~~

~~Should it not be possible to contact me, I hereby give my permission to the person responsible for the school activity to consent to any and all medical treatment for my child recommended as necessary by a physician.~~

Signature of Parent/Guardian: _____ Date: _____

Please sign this form and return it to the school.

If you require any further details of the trip, please contact the school organizing teacher(s).

**SOUTH SHORE REGIONAL SCHOOL BOARD
INFORMED CONSENT FORM**

WARNING:

THIS IS A LEGAL DOCUMENT. BY SIGNING AND COMPLETING THIS FORM YOU GIVE UP THE RIGHT TO BRING A COURT ACTION TO RECOVER COMPENSATION FROM ANY INJURY OR LOSS TO YOURSELF OR YOUR CHILD.

PLEASE READ CAREFULLY THE CONTENTS OF THIS CONSENT AND WAIVER BEFORE SIGNING.

CLARIFY ANY CONCERNS WITH THE TEACHER OR PRINCIPAL ORGANIZING THE EVENT BEFORE SIGNING.

IF THIS FORM IS NOT COMPLETED IN ITS ENTIRETY, YOUR CHILD WILL NOT BE PERMITTED TO PARTICIPATE IN THE ACTIVITY.

LEGAL GUARDIAN MUST INITIAL EACH PARAGRAPH IN THE SPACE PROVIDED IN ACKNOWLEDGEMENT OF HAVING READ EACH PARAGRAPH.

IN CONSIDERATION of _____ (school name) offering my child, _____ (child's name), an opportunity to participate in an activity on _____ (date), I waive any and all claims I may have against, and release all liability and agree not to sue, _____ (school name) and/or the South Shore Regional School Board, its officers, employees, agents, volunteers, and representatives for any personal injury, paralysis, death, property damage, or any loss whatsoever sustained as a result of my child's participation in the activity, arising out of any cause whatsoever.

I hereby give and provide my consent, and acknowledge by my signature, that my child will be going to _____ (location), and will be away from the school from _____ to _____.

My child will be traveling by (circle one of the following) school bus / public transportation / private vehicle / motor coach / walking, or _____. Travel to and from the activity is not the responsibility of the School Board.

_____ Initial

[Insert Activity and Risk Clause in bold.] (*See sample clauses.)

1. ACTIVITY DESCRIPTION:

Describe the activity; required skills/competencies and training/safety equipment required.

_____ **Initial**

2. SUPERVISION:

Describe what levels of supervision will/will not be provided.

_____ **Initial**

3. RISKS:

I am aware of the usual risks and danger involved in participation in the specific activity, and of the possibility of personal injury, paralysis, death, property damage, or loss resulting from the activity. I have read the above information on the dangers and risks associated with this type of event and acknowledge the existence of these risks.

_____ **Initial**

4. HEALTH AND MEDICAL TREATMENT:

- My child does not have any illness, allergy, or disability that prevents his or her participation in the event.
- My child has an illness, allergy, or disability that prevents his or her participation in the event. List illness, allergy or disability:

Nova Scotia Health Card (MSI) #: _____

I hereby give permission for emergency medical treatment to be administered to my child, _____, as may be determined in the reasonable discretion of the supervisors of this event. It is understood that the supervisor will take all reasonable steps to contact me or an alternative contact (as listed below) and inform me of the problem, diagnosis, required treatment, and anticipated medical results.

_____ **Initial**

5. TRAVEL AND MEDICAL INSURANCE:

With respect to school activities taking place outside the province of Nova Scotia, and particularly those outside of Canada, we strongly urge parents to confirm that their children have travel and medical insurance coverage.

_____ **Initial**

6. EQUIPMENT AND CLOTHING:

I will supply appropriate equipment and clothing (*school to list appropriate equipment and clothing below*) for my child's participation in this activity, including:

I acknowledge that it is the responsibility of me and my child to ensure that all necessary equipment and clothing is brought by my child to the event and acknowledge that my child will be prevented from participation if s/he does not have all necessary equipment and clothing.

_____ **Initial**

7. CODE OF CONDUCT:

My child and I understand that the school Code of Conduct applies during this field trip and that I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any cost for sending my child home from the event.

_____ **Initial**

8. ACTIVITY SITE RULES AND REGULATIONS:

My child and I understand that activity site rules and regulations are in place for this activity and my child agrees to abide by these rules and regulations. I acknowledge that I have explained to my child that any prohibited activity will result in my child not being allowed to participate in the activity.

_____ **Initial**

9. RISK OF ACCIDENT:

Accidents can result from the nature of this activity and can occur with or without any fault on either the part of the student, School Board, or its employees or agents, or the facility where the activity is taking place. By allowing my child to participate in this activity, I accept the risk of an accident and agree that this activity, as described above, is suitable for my child.

_____ **Initial**

10. INTERNATIONAL FIELD TRIPS:

International field trips may present various elements of risk, as might various forms of related transportation, including air flight. Accidents related to such activities may occur and cause injury to a student or students through no fault of the School Board, a transporter, or a facility at which activities take place. The School Board cannot assume responsibility for all third-party organizers that may be involved in a foreign field trip. Parents and students should be aware that travel to foreign countries may include the additional risk of different legal systems under which Canadians may or may not be protected.

_____ **Initial**

11. CONSENT AND WAIVER:

In signing this Consent and Waiver, I am not relying on any oral or written representation or statement(s) made by the School Board, its servants, agents, employees, or authorized volunteers to induce me to allow my child's participation in this activity other than those contained in this Consent and Waiver.

_____ **Initial**

12. NON-PARTICIPATION IN THIS EVENT:

I understand that if I am not comfortable with my child participating in this activity that arrangements will be made for my child to remain at the school during school hours. I understand that my child's marks will not be affected in any way if my child does not participate in this activity. _____ Initial

13. CONTACT INFORMATION:

I, _____ (parent/guardian), may be contacted on the day of the event at the following phone numbers:

Home: _____; Work: _____; Other: _____

I understand that I may not be reached at any of the above phone numbers on the day of the event and provide the following alternative contact names and phone numbers:

1. Name: _____ Phone #s: (h) _____ ; (w) _____ ; (o) _____

2. Name: _____ Phone #s: (h) _____ ; (w) _____ ; (o) _____

3. Name: _____ Phone #s: (h) _____ ; (w) _____ ; (o) _____

I HAVE CAREFULLY READ THE CONTENTS OF THIS CONSENT AND WAIVER BEFORE SIGNING IT. I HAVE CLARIFIED ANY CONCERNS WITH THE TEACHER OR PRINCIPAL ORGANIZING THE EVENT BEFORE SIGNING. I UNDERSTAND THAT FAILING TO COMPLETE THIS FORM IN ITS ENTIRETY WILL RESULT IN MY CHILD NOT BEING PERMITTED TO PARTICIPATE IN THE ACTIVITY.

_____ Initial

I am 19 years of age or older and have read, and understand, the terms of this Consent and Waiver. I understand that it is a legal document that is binding on me, my heirs, executors and administrators.

Signature of Parent/Legal Guardian

Signature of Witness

Name of Legal Guardian (Print)

Name of Witness (Print)

Address

Address

Date

Date

**SOUTH SHORE REGIONAL SCHOOL BOARD
STUDENT TRIPS – PRINCIPAL’S CHECKLIST**

Name of School: _____

Destination of Trip: _____

Length of Trip (include calendar **departure and return** dates): _____

Purpose of Trip: _____

Mode(s) of Transportations: _____

Number of Students Participating: _____ Grade Level(s): _____

Name(s) of Chaperone(s): _____

Supervising Teacher(s): _____

Will signed consent forms be on file at the school? _____

Will names, addresses, and phone numbers of all participating students be on file at the school?

Will the supervising teacher have with her/him, while on the trip, the contact information for all parents of the students participating in the trip? _____

Will the school have contact phone number(s) and e-mail address(es), through which to reach the supervising teacher? _____

Departure Date: _____ Return Date: _____

Additional Comments: _____

Signature of Principal: _____

**SOUTH SHORE REGIONAL SCHOOL BOARD
CHAPERONE INFORMATION SHEET**

Information for volunteers assisting with co-operated **curricular** and/or extra-curricular activities in schools operated by the South Shore Regional School Board:

1. The South Shore Regional School Board welcomes your willingness to help supervise activities for students in this district.
2. School Board Policy requires that volunteers be cleared through the Child Abuse Register and Criminal Records check.
3. The School Board requires that a professionally trained teacher supervise activities except in situations where a professionally trained teacher is unavailable. In those cases, the volunteer must fulfill the requirements of item 2 and must be approved by the school principal, be over the age of twenty-one (21) years, not be a student at the school, and have been instructed orally and in writing by the school principal on school expectations.
4. The principal has the right to allow or refuse the supervision of an activity, based on her/his judgment, and taking into consideration the age of the students, the level of supervision required, the nature of the activity, and the number of students involved. For all overnight activities, supervision by a professionally trained teacher and an appropriate number of volunteers is mandatory.
5. Volunteers must supervise students diligently, according to the expectations set by the school principal and the expectations set in the school discipline code, a copy of which will be provided to each volunteer. At minimum, this will involve:
 - accounting for the whereabouts of the students at all times;
 - ensuring the safety of all students;
 - upholding the good name and reputation of the school and school district;
 - ensuring good behavior;
 - ensuring sportsmanlike behavior; and
 - being able to contact parents/guardians if they are required to pick up their children.
6. On bus trips, the supervisor(s) must, in cooperation with the driver(s), assist in maintaining good discipline on the bus, return with the students to the school, and remain at the school with the student(s) until all have been picked up.

SOUTH SHORE REGIONAL SCHOOL BOARD
Application Form for
OUT-OF-PROVINCE STUDENT TRIPS
AND/OR
IN-PROVINCE OVERNIGHT TRIPS OF CONCERN TO THE PRINCIPAL

School: _____ Principal: _____

Places to be visited: _____

Departure Date: _____ Return Date: _____

Staff in Charge: _____ Number of Students: _____ Grade Level(s): _____

Chaperone(s): *Circle one: P/G = Parent/Guardian; T = Teacher; C = Community volunteer*

Please indicate name and gender of each chaperone, as well as their position in relation to the trip (P/G = Parent/Guardian; T = Teacher; C = Community volunteer).

Please indicate name and gender of each chaperone.

_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C
_____	P/G	T	C

Name	Gender	P/G	T	C
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____

Will there be a request for one or more substitute teacher(s)? _____

If yes, please indicate payment plan: _____

Please attach additional information as necessary.
Trip Objectives (must include linkage to outcomes):

Itinerary (Please provide specific daily activities below or attach Trip Itinerary as provided by trip organizer(s):

Date: _____ Location: _____ Site: _____
 Purpose/Description: _____
 Date: _____ Location: _____ Site: _____
 Purpose/Description: _____
 Date: _____ Location: _____ Site: _____
 Purpose/Description: _____
 Date: _____ Location: _____ Site: _____
 Purpose/Description: _____
 Date: _____ Location: _____ Site: _____
 Purpose/Description: _____
 Date: _____ Location: _____ Site: _____
 Purpose/Description: _____

Trip Participants:

Please include an attached list of the trip participants that includes:

1. Participant's Name (students and chaperones)
2. Date of Birth (students only)
3. Civic and Mailing Address
4. Parent's/Guardian's Names (students only)
5. Contact Home and Work Phone Number(s) (home, work, cell)

Approvals	
Signatures:	Dates:
School Principal: _____	_____
Director of Programs and Student Services: _____	_____
Date of approval, in principle, by Education Committee: _____	
Date of School Board approval: _____	

Form J
Nova Scotia Utility and Review Board
In the matter of the Motor Carrier Act
Confirmation and Undertaking respecting
Clause 42A(2)(a)

The undersigned,

Name: _____ (circle one) Parent Pupil Teacher Volunteer

Address: _____ City/Town: _____

Postal Code: _____ Phone: (h) _____ (w) _____

Motor Vehicle: Year _____ Model _____

hereby confirms that, in respect of the above described vehicle:

- (i) the undersigned possesses a valid motor vehicle liability policy of insurance,
- (ii) the undersigned possesses a current motor vehicle inspection for the vehicle,
- (iii) the undersigned possesses a valid driver's license for the class of vehicle to be operated,
- (iv) the manufacturer's designed seating capacity will not be exceeded,
- (v) each seating position is equipped with a seat belt assembly as prescribed in the Motor Vehicle Act,
- (vi) where a passenger vehicle is operated, seat belts will be worn by all passengers, and
- (vii) the driver is not less than 19 years of age and does not have the status of a newly licensed driver under the Motor Vehicle Act.

and hereby undertakes, in respect of the above-described vehicle:

to maintain the documents described in paragraphs (i), (ii), (iii) above and to notify the school board to which the undersigned provides the transportation service as to any cancellation, alteration or expiry of the documents.

Dated and Signed _____, 20__.

(Signature of person named above)

(Witness)

Pursuant to Section 51A of the Motor Carrier Act, the following vehicles are acceptable in transportation of students for extra co-curricular student transportation:

(a) passenger car (other than a convertible);

(b) a multipurpose passenger vehicle of the 1994 model year or subsequent model years (e.g.: SUV, truck, or van with a seating capacity of less than 9 passengers);

(c) a special transit facility of a designed seating capacity of 11 to 14 passengers (e.g.: vehicle designed to transport passengers with disabilities);

(d) a motor vehicle owned and operated by a parent of a pupil for whom the transportation service is provided, or owned by a parent of a pupil or the pupil, and operated by the pupil, that is only being operated for the purpose of providing transportation to that pupil; or

(e) a truck of the 1994 model year or subsequent model years (as defined below)

Definition of a “truck” means a vehicle:

1) having a designated seating capacity of 10 passengers or less, that is designed primarily for the transportation of property or equipment, but does not include a chassis cab, crawler-mounted vehicle, trailer, work vehicle or a vehicle designed for operation exclusively off the public highway, and

2) that is designated as a truck under CMVSS (Canadian Motor Vehicle Safety Standards), as identified by a label on the vehicle.

PLEASE NOTE:

THE VEHICLE MUST NOT BE A CONVERTIBLE NOR HAVE A REMOVABLE ROOF SECTION.