

## **STUDENT CO-CURRICULAR AND EXTRA-CURRICULAR TRIPS**

### **GOVERNANCE POLICY**

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#### **1.0 PRINCIPLES**

- 1.1. The South Shore Regional School Board (SSRSB) supports the concept of co-curricular and extra-curricular activities as part of a total education program.
  - 1.1.1. The SSRSB understands that there are trips of various lengths and destinations and provides specific procedures for schools to follow.
  - 1.1.2. Day trips and trips that occur within the province require permission from the school principal only, in accordance with the Administrative Procedures that accompany this policy.
- 1.2. This policy applies to the following:
  - 1.2.1. Co-Curricular Trip – an activity or trip that falls within the realm of the normal school curriculum or program of study.
  - 1.2.2. Extra-Curricular Trip – an activity or trip that falls outside the realm of the normal curriculum of a school.
  - 1.2.3. Class Field Trip – a principal-approved trip of a local nature that usually involves walking short distances. “Class Trip” implies a regular complement of students.
  - 1.2.4. In-Province Day Trip – a school-sponsored co- or extra-curricular trip that occurs outside the school, usually involves transportation, and requires principal approval, but does not include an overnight stay (i.e.: sports, museum visits, etc.).
  - 1.2.5. In-Province Overnight Trip – a school-sponsored co- or extra-curricular trip that occurs outside the school, usually involves transportation, includes an overnight stay within Nova Scotia, and requires principal approval (i.e.: sports, museum visits, etc.).
  - 1.2.6. Out-of-Province Trip – a school-sponsored co- or extra-curricular trip that occurs outside Nova Scotia, includes an overnight stay, and requires SSRSB approval.
  - 1.2.7. International Trip – a school-sponsored co- or extra-curricular trip that occurs outside Canada and requires SSRSB approval and special insurance.
  - 1.2.8. Exchange Trip – a school-sponsored co- or extra-curricular trip or an extended educational exchange facilitated by an outside agency that involves an SSRSB student, and requires SSRSB approval and possibly special insurance, depending upon circumstances.
- 1.3. Any school trips that are not described above, such as short trips on or off school property, must be approved by the principal with reasonable measures and procedures followed. Each school is expected to develop their own procedures and communication process.

## **2.0 POLICY FRAMEWORK**

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
  - 2.1.1. SSRSB Policy 370: Co-Curricular Bus Trips
  - 2.1.2. Motor Carrier Act of the Province of Nova Scotia
  - 2.1.3. Canadian Motor Vehicle Safety Standards
  - 2.1.4. Department of Education Safety Guidelines
  - 2.1.5. SSRSB Policy 310: Student Transportation
  - 2.1.6. Provincial School Code of Conduct Policy
  - 2.1.7. SSRSB Policy 228: Child Abuse and Neglect
  - 2.1.8. SSRSB Policy 620: Background Records Checks

## **3.0 AUTHORIZATION**

The Superintendent is authorized to issue procedures in support of this policy.

## **STUDENT CO-CURRICULAR AND EXTRA-CURRICULAR TRIPS**

### **ADMINISTRATIVE PROCEDURES**

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#### **1.0 GENERAL**

- 1.1. 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), Appendix “E” (Form J), and Appendix “F” (Sample Letter for Use by Teachers for Travel Tour Companies Both Inside and Outside Canada) ) are distributed and completed as required.
- 1.2. Students and families involved in a school trip shall complete and submit an Activity Release Form (Appendix “A”).
- 1.3. Appropriate selection of students and chaperones shall be the responsibility of the principal. All chaperones are required to provide a satisfactory criminal records check and Child Abuse Register check, as per SSRSB Policy 620: Background Records Checks.
- 1.4. Trips that involve swimming or aquatic activities, such as, but not limited to canoeing, kayaking, scuba diving, tidal rafting, and white-water rafting, shall have a certified lifeguard on site to supervise the activity.
  - 1.4.1. Schools must arrange for lifeguards while students are using hotel pools.
- 1.5. Trips that involve skiing, snowboarding, and/or snow blading 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.
- 1.6. Students must wear a CSA approved helmet for skating and/or hockey.
- 1.7. The principal shall issue a copy of this 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. If the principal deems necessary, he/she will meet with the teacher in charge and chaperones prior to each trip.

- 1.8. Organizers of school-sponsored student travel shall:
  - ensure that chaperones, parents/guardians, and participating students are familiar with and comply with this policy and Administrative Procedures;
  - ensure that participating students have CSA approved equipment appropriate/necessary for intended activity.
- 1.9. Parents/Guardians or students nineteen years of age or over shall:
  - complete, sign, and submit the Activity Information and Permission slip (and Responsibility Waiver as required);
  - attend any meeting (called by the school) regarding school-sponsored travel wherein their child is a participant;
  - ensure that student has required health/travel insurance and records (health cards, etc.);
  - ensure that student has sufficient funds to cover essentials (e.g.: meals) as determined by school; and,
  - acknowledge that luggage and accommodations (overnight trips) are subject to inspection and search by travel supervisors/chaperones.
  - make an informed decision as to whether they are comfortable with the child participating in the activity/trip before they sign the release.
- 1.10. Participating students shall:
  - participate in planning/fundraising for school-sponsored travel as requested by school;
  - conduct themselves in an orderly manner at all times;
  - respect and follow the directions of chaperones;
  - obey all regulations/rules of the school and the host organization; and,
  - acknowledge that student luggage and accommodations (overnight trips) are subject to inspection and search by travel supervisors/chaperones.
- 1.11. All approved chaperones, including the teacher(s) in charge, shall:
  - conduct themselves as though they were “on the job” (no drinking/smoking in the presence of students, etc.);
  - supervise participating students with the degree of care and concern that would be expected of a prudent parent/guardian; and,
  - acknowledge that, while they may be a parent/guardian of a participating student, the supervising SSRSB employee (teacher/administrator) has general authority/responsibility for student behavior, care, and supervision.
  - remain free of non-prescription drugs, alcohol, and/or any substances that may cause impairment during the trip.
- 1.12. This policy must be followed for all school-sponsored trips that occur outside the regular school year.

## **2.0 RESTRICTIONS**

- 2.1. Participation in the following activities is strictly prohibited:
  - American Gladiator style events
  - Auto racing
  - Bungee jumping
  - Horse jumping
  - Hot air balloons
  - Ice climbing

- Car rallies
  - Demolition derby
  - Drag racing
  - Dunk tank
  - Extreme sports
  - Hang gliding
  - Mechanical bull riding
  - Motorcycling of any nature
  - Racing of watercraft
  - Rifle range or other activities involving fire arms
  - Sky diving
- 2.2. The teacher-in-charge must ensure that certified/competent personnel are used to organize and supervise the following high risk activities:
- Aerial gymnastics
  - Bicycle Motocross BMX
  - Bobsledding
  - Boxing
  - Caving
  - Fencing
  - Gymnastic pyramid building
  - Helicopter rides
  - Inflatable bouncing play structures
  - Luge
  - Mountain biking
  - Mountain climbing
  - Non-commercial planes
  - Paintball / Laser tag
  - Power cheerleading
  - Private planes
  - Rappelling
  - Rock climbing
  - Skateboarding
  - Trampoline
  - Wall climbing

### **3.0 RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

- 3.1. The principal, as the person in charge of the school, is responsible for the safety and welfare of students and staff while on school trips and must approve, at the school level, the planning, preparation, and carrying out of all trips.
- 3.2. The objectives and educational merits of any proposed trip shall be discussed with the principal, or the principal's designate, before any initiatives are taken by teachers to organize a trip.
- 3.3. The principal, in consultation with the teacher-in-charge of the trip, is responsible for approving all teachers/chaperones/supervising adults for all trips.
- 3.4. The principal, in consultation with the teacher-in-charge of the trip, must obtain certificates of insurance verifying that travel tour companies both inside and outside of Canada carry the appropriate minimum amounts of coverage required by the Nova Scotia School Insurance Program (see Appendix "F").
- 3.5. The principal, in consultation with the teacher-in-charge of the trip, is required to consult with a representative of the School Insurance Program to ensure that all the necessary coverage is in place for out-of-province and international travel.
- 3.6. The principal, in consultation with the teacher-in-charge, is required to ensure that students and families are fully aware of the requirement and cost of all insurance requirements.
- 3.7. The principal must ensure that all trips have a designated school staff person (teacher or administrator) in charge who must be a participant on the trip, even in instances where leadership and expertise comes from a community person. The exceptions are those instances in which a non-staff coach travels regularly with a team, with approved chaperones as required. In such instances, the coach is in charge.

- 3.8. The principals shall ensure that, when students are travelling overnight and are billeting in private residences, all adults (18 years of age and older) living in the household must have a satisfactory Criminal Records and Child Abuse Register search completed.

#### **4.0 INSURANCE AND RELATED MATTERS**

- 4.1. 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 applicable for travel outside of Canada. Trip organizers should ensure that all teachers, chaperones, and students have medical coverage for outside of Canada.
- 4.1.1. SIP insurance policies exclude injuries, damages, losses, and associated legal and investigation costs contributed to or caused by declared or undeclared war or any act thereof. This includes student accident insurance.
- 4.2. Coverage through SIP for schools and school boards that involves transporting students on water is very limited and must be approved by SIP's excess insurers. All activities that involve students being transported on water, such as, but not limited to, whale watching, tidal bore rafting, or a harbor cruise, must be referred to SIP well in advance of the activity.
- 4.2.1. A "Watercraft Application" can be obtained by contacting the SIP office at 1 (855) 480-2170.
- 4.3. 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 (i.e.: a grade 12 student who graduates at the end of June).
- 4.4. 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:
- Student to supervisor ratios are not adequate.
  - Age, maturity, and ability level of the students require more attention.
  - 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.
  - Other circumstances related to an activity are present (e.g.: crowded locations, students with special needs, new off-site activities are piloted).
- 4.5. Any time a student trip is cancelled, there shall be no cost to the SSRSB.
- 4.6. Any time a student is sent home, either due to illness or inappropriate behavior, there shall be no cost to the SSRSB.

#### **5.0 STUDENT DISCIPLINE ON TRIPS**

- 5.1. 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.
- 5.2. All SSRSB and school policies, guidelines, and regulations shall be in full force for all trips.

- 5.3. In the event of unacceptable student behavior while on a trip, the staff member in charge will ensure that appropriate disciplinary action is taken, in accordance with the Provincial School Code of Conduct Policy.
- 5.4. 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.
  - 5.4.1. 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.
  - 5.4.2. 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.
  - 5.4.3. Students who do not participate in a day trip for whatever reason shall be provided with appropriate schoolwork.

## **6.0 TRANSPORTATION**

- 6.1. Students on a school trip shall travel by transportation arranged by either the school principal or trip coordinator.
- 6.2. Transportation shall be arranged as per the SSRSB's transportation rules and regulations. In accordance with Policy 370: Co-curricular Bus Trips, the number of buses available for trips may be limited, so schools should request bus reservations early.
- 6.3. Student Transportation in Private Vehicles
  - 6.3.1. The SSRSB encourages, wherever possible, the use of school busses for the transportation of students.
  - 6.3.2. The SSRSB recognizes the need for some school employees to use their own automobiles or to occasionally rent vehicles for school purposes.
- 6.4. To safeguard students, employees, and the SSRSB in matters of liability, particularly as this relates to an employee transporting a student or students, the following will be observed:
  - 6.4.1. All transportation of students will be in accordance with the Motor Carrier Act. Students enrolled within the SSRSB shall not be permitted to operate vehicles for the purpose of transporting students on co-curricular or extra-curricular trips.
  - 6.4.2. SSRSB employees, designates, 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 SSRSB recommends the amount of coverage be a minimum of \$2,000,000.
  - 6.4.3. 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.

## **7.0 CLASS FIELD TRIPS**

- 7.1. Each class field trip on or off school property must be accompanied by the regular teacher.
- 7.2. The teacher is to be accompanied by at least one other responsible adult.
- 7.3. If several classes are participating in the same activity, each class must have the same supervision standards as above.
- 7.4. All schools are to have their own policy and procedures that clearly outline age-appropriate expectations so families and students are aware of the rules, as well as their responsibilities.

## **8.0 IN-PROVINCE DAY TRIPS**

- 8.1. For each trip, the principal is required to complete a Student Trips – Principal’s Checklist (Appendix “B”). This checklist is to be kept secured in a file at the school until at least the first teaching day of the next school year for insurance and administrative purposes.
- 8.2. Chaperones shall be secured as follows:
  - 8.2.1. For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to every ten students.
  - 8.2.2. For all grade 7 to 12, trips there shall be a minimum ratio of one chaperone to every twenty students.
  - 8.2.3. Where boys and girls are participating, at least one female and one male chaperone will be present.
  - 8.2.4. 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.
  - 8.2.5. Each chaperone is to have completed, and filed at the school, a Child Abuse Register Request for Search form and criminal records check.
- 8.3. Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix “C”).

## **9.0 IN-PROVINCE OVERNIGHT TRIPS**

- 9.1. 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.
- 9.2. Chaperones shall be secured as follows:
  - 9.2.1. For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to every ten students.
  - 9.2.2. For all grade 7 to 12, trips there shall be a minimum ratio of one chaperone to every twenty students.
  - 9.2.3. Where boys and girls are participating, at least one female and one male chaperone will be present.
  - 9.2.4. 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.
  - 9.2.5. Each chaperone is to have completed, and filed at the school, a Child Abuse Register Request for Search form and criminal records check.
- 9.3. The principal shall then carefully review all details of the proposed trip and, when satisfied, shall approve the trip.
  - 9.3.1. 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 seek advice



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.

- 9.4. Permission to announce the trip may proceed only when the principal is satisfied all details have been finalized and appropriately filed.

## **10.0 OUT-OF-PROVINCE TRIPS**

- 10.1. 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:
- 10.1.1. School and number of students participating.
  - 10.1.2. Chaperones, number, and breakdown of males and females.
  - 10.1.3. Mode of travel.
  - 10.1.4. Departure date and home arrival date.
  - 10.1.5. List of activities and how they relate to curriculum outcomes.
  - 10.1.6. Linkages to curriculum.
  - 10.1.7. This form is to be forwarded to the Director of Programs and Student Services at least two months in advance of the trip commencing.
  - 10.1.8. 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.
- 10.2. Chaperones shall be secured as follows:
- 10.2.1. For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to every ten students.
  - 10.2.2. For all grade 7 to 12, trips there shall be a minimum ratio of one chaperone to every twelve students.
  - 10.2.3. Where boys and girls are participating, at least one female and one male chaperone will be present.
  - 10.2.4. 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.
  - 10.2.5. Each chaperone is to have completed, and filed at the school, a Child Abuse Register Request for Search form and criminal records check.
- 10.3. Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix “C”).
- 10.4. The principal shall monitor the full details of the trip from the time of approval until the completion of the trip.
- 10.5. The principal has permission to announce that the trip may proceed only after the Director of Programs and Student Services has granted approval.
- 10.6. At least one month prior to departure, the principal shall provide the Director of Programs and Student Services with:
- List of chaperones;
  - List of the on-site contact person(s); and
  - Names, addresses, and telephone numbers of all participating students.

10.7. The principal shall ensure that Activity Release Forms (Appendix “A”) are signed by all parents/guardians and students.

10.7.1. The only students who can sign their own Activity Release Forms are those who have reached the age of majority.

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

## **11.0 LATE APPLICATION FOR OUT-OF-PROVINCE TRIPS**

11.1. 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 in accordance with all other requirements of this policy.

11.2. 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.

## **12.0 INTERNATIONAL TRIPS**

12.1. 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:

- School and number of students participating.
- Chaperones, number, and breakdown of males and females.
- Mode of travel.
- Departure date and home arrival date.
- List of activities and how they relate to curriculum outcomes.
- Linkages to curriculum.
- This form is to be forwarded to the Director of Programs and Student Services at least two months in advance of the trip commencing.
- 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.

12.2. Chaperones shall be secured as follows:

12.2.1. For all grade primary to 6 trips, there shall be a minimum ratio of one chaperone to every ten students.

12.2.2. For all grade 7 to 12 trips, there shall be a minimum ratio of one chaperone to every twelve students.

12.2.3. Where boys and girls are participating, at least one female and one male chaperone will be present.

12.2.4. 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.

12.2.5. Each chaperone is to have completed, and filed at the school, a Child Abuse Register Request for Search form and criminal records check.

12.3. Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix “C”).

- 12.4. The principal shall monitor the full details of the trip from the time of approval until the completion of the trip.
- 12.5. The principal has permission to announce that the trip may proceed only after the Director of Programs and Student Services has granted approval.
- 12.6. The principal or Teacher in Charge must obtain certificates of insurance from all trip operators arranging tours, hotels, and transportation. (Please refer to Appendix “E” for a sample letter to be used by teachers for travel tour companies both inside and outside of Canada.)
- 12.7. 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.
- 12.8. 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 travelers is 1-800-267-6788.
- 12.9. At least one month prior to departure, the principal shall provide the Director of Programs and Student Services with:
  - List of chaperones;
  - List of the on-site contact person(s); and
  - Names, addresses, and telephone numbers of all participating students.
- 12.10. The principal shall ensure that Activity Release Forms (Appendix “A”) are signed by all parents/guardians and students.
- 12.11. If these are not provided, the principal accepts that permission is not granted.

### **13.0 EXCHANGE TRIPS**

- 13.1. 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.
- 13.2. 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.
- 13.3. If possible, students who participate in an exchange trip should make an attempt to host visiting students.
- 13.4. 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.
- 13.5. 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.
- 13.6. The principal is to ensure that billets are matched as best as possible with a host family.
- 13.7. The principal is to ensure that sufficient information is provided to both host families to ensure a positive stay.

### **14.0 RESPONSIBILITIES**

It shall be the responsibility of the Superintendent to ensure these administrative procedures are followed.

## Appendix "A"

### 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: \_\_\_\_\_ School: \_\_\_\_\_

Child's Health Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

**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 organizing teacher(s).***

**Appendix "B"**

**PRINCIPAL'S CHECKLIST**

Name of School: \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Length of Trip (include departure and return dates): \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Mode(s) of Transportation: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Name(s) of Chaperone(s): \_\_\_\_\_

\_\_\_\_\_

Supervising Teacher(s): \_\_\_\_\_

Will signed Activity Release Forms be on file at the school?      Yes     No

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

Yes     No

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?

Yes     No

Will the school have contact phone number(s) and e-mail address(es), through which to reach the supervising teacher?      Yes     No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix “C”

### CHAPERONE INFORMATION

Information for volunteers assisting with co-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 Provincial School Code of Conduct Policy, 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 acceptable behavior 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.

Appendix "D"

APPLICATION FOR  
OUT-OF-PROVINCE STUDENT TRIPS  
and/or  
IN-PROVINCE OVERNIGHT TRIPS OF CONCERN TO THE PRINCIPAL

School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Places to be visited: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

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

Chaperone(s): 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).

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

Will there be a request for one or more substitute teacher(s)? Yes  No

If yes, please indicate how many days and the payment plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix "D"**

**Please attach additional information as necessary.**

Trip Objectives (must include linkage to outcomes):

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**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 a 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 Phone Number(s) (home, work, cell)

<b>Approval Signatures:</b>	<b>Date:</b>
School Principal: _____	_____
Director of Programs and Student Services: _____	_____



Appendix "E"

**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)

## Appendix “F”

### SAMPLE LETTER FOR USE BY TEACHERS FOR TRAVEL TOUR COMPANIES BOTH INSIDE AND OUTSIDE CANADA

Dear Tour Operator:

Our school, \_\_\_\_\_ of the South Shore Regional School Board, is interested in starting the process of planning a trip for our students to \_\_\_\_\_.

Please send us the information you have on this destination. Student safety is of vital importance to our School Board. As part of the risk management process we need our tour operator to partner with us in obtaining documents to meet the requirements of our School Board and the Nova Scotia School Insurance Program. At this early stage, we will need certificates of insurance for all vessels, tour bus companies, and your organization for the dates of the trip. Failure of you to provide this documentation could result in cancellation of the planned trip.

You have our permission to supply this letter to the vendors you would use for this trip. Please have the vendors send this letter to their insurance brokers and forward the requested documentation as soon as possible. Do not send documentation that does not cover the dates of the trip. Certificates from other countries may take several weeks to process. **Please do not leave this until the last minute.**

Certificates of Insurance should be made out to:

Nova Scotia School Insurance Program

Attention: Risk Management

Suite 150 – 11 Akerley Blvd

Dartmouth NS B3B 1V7

Vessel – Tour Company is to coordinate the completion of the watercraft application with the teacher in charge (attached). Provide a certificate of insurance for **protection and indemnity insurance** in the amount of \$5,000,000.

Tour Bus – Provide a certificate of insurance for **automobile insurance** for \$5,000,000.

Tour Company – Provide a certificate of insurance for **commercial general liability insurance** for \$2,000,000.

The itinerary for the trip may require additional certificates of insurance. You will be advised if this is the case.

Thank you,

Teacher-in-Charge