

**SCHOOL TRIPS****Category:** Transportation**Effective:** August 2017**Policy Statement**

Recognizing the valuable learning experiences which may be gained by students, Anglophone West School District supports planned trips of an educational nature which, because of the distance or the itinerary involved, require that students be away for one or more days (to a maximum of 3).

Procedures

1. Trips should be scheduled so that students and teachers miss the least amount of class time possible to a maximum of 3 days in any academic year. Reasonable attempts must be made to follow the approved itinerary.
2. No school trips shall occur during the first week of school.
3. Based on the initial plan and preliminary outline, the principal of the school shall contact the Director of Schools for formal approval of an overnight trip. Requests for tentative approval should be made no less than:
 - a. 20 teaching days prior to a trip within the province,
 - b. 40 teaching days prior to a trip outside the province (Atlantic Canada, etc.)
4. School sponsored class trips will only be approved for within Atlantic Canada, Quebec, Ontario, or Northeastern United States. Special circumstances may warrant consideration by the Superintendent.
5. Before formal approval of a trip may be given by the Director of Schools, the following information shall be provided:
 - a. the educational purpose of the trip
 - b. a brief outline of planned orientation and follow-up to the trip
 - c. a detailed itinerary, including dates, arrangements for travel and accommodations – there must be a reasonable attempt made to follow the itinerary
 - d. the methods by which the trip is to be funded
 - e. a complete list of the students involved, including grade levels, Medicare number, phone numbers for parents/guardians, and supplementary health insurance numbers if the trip is outside the country
 - f. a list of chaperones/supervisors that have been approved by the Principal, providing male and female chaperons as appropriate
 - g. budget outline
6. The Principal shall ensure that every student be supervised/chaperoned by an individual of their own gender (can be a community member).



POLICY NO. ASD-W-550-5

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7. The following supervisor to student ratios are considered to be appropriate guidelines:

School Trip	Gr K-2	Gr 3 – 5	Gr 6 to 8	Gr 9 - 12
Day Field Trip	1:5	1:8	1:12	1:15
Overnight Field Trip	Not relevant	1:5	1:8	1:10
High Risk / Out-of-Province Trips	Not relevant	Not relevant	1:5	1:8
Canoe Trips / Watercraft	See Policy	See Policy	1:2	1:5

8. The "[Individual/Group Out-of-Province Travel](#)" and "Request for Absence" forms must be completed.
9. Prior to departure, written permission must be obtained from the parent(s) or guardian(s). Parents/guardians shall receive a detailed itinerary.
10. A list of student participants, chaperones, detailed itinerary, and contact points must be left at the school, a copy filed with the Office of the Superintendent, and a copy kept in the glove compartment of the vehicle(s) being used to travel.
11. School employees are not permitted to promote, organize, or supervise a class trip for students within a school that has not received the prior approval as outlined in the above policy of the School District.
12. Trips promoted by organizations outside of school may not be organized, advertised, or sanctioned by the school.
13. All approved curricular/extra-curricular trips are considered to be an extension of the regular school program. Therefore, the expectation of student behaviour is equivalent to the expected behaviour in regular school programs.
14. The consequences of unacceptable behaviour on the part of students should be clearly outlined to students and parents by staff prior to the activity taking place.

Reference

- Department of Education and Early Childhood Development [Policy 709: Student Physical Activity Safety Standards](#)
- Department of Education and Early Childhood Development [Policy 513: Transportation to and From Off-Site School-Related Extra-Curricular Activities](#)

Appendices

- [ASD-W Policy 113-1A: Out of Province Travel Form](#)