



Attachment A

Policy No. 330 – Co-Curricular and Extra-curricular Activities/Field Trips Planning and Approval Application

School _____
 Field Trip Activity _____
 Date(s) _____
 Transportation _____
 Cost to Student(s) _____
 Sponsor Teacher(s) _____
 Application Date _____

(Please answer the following questions for this field trip providing details to support the answer.)

1. Has sufficient information been provided to parent to allow them to make an informed decision about a student's participation?

Guidelines:

- Educators must not decide on the level of risk acceptable to a parent
- Detailed information and possibly briefings are relevant information
- Consent waivers should only follow appropriate briefing
- Waivers do not waive the right to sue

2. Are levels of available supervision adequate?

Guidelines:

- Must be determined activity by activity
- Experience and training of supervisors is relevant

3. Can access to prohibited or restricted areas be controlled as necessary?

Guidelines:

- Awareness is not sufficient
- Extra supervision and a zero tolerance of rule breaking may be necessary
- Small supervised groups and group identification may be required

(over)

4. Should student's skill levels be assessed and formal instruction provided prior to the start of or at the beginning of the field trip?

Guidelines:

- The nature of the activity will affect this factor
- Students and parents need to know how and when this assessment will be done
- Students and parents may be involved in the assessment
- Is instruction available or mandatory?

5. Have the risks of the particular trip been assessed on a trip-by-trip basis?

Guidelines:

- Travel conditions, weather, and other risks can change

6. Should safety equipment be mandatory? Should safety equipment be recommended? Is it provided? Is it available?

Guidelines:

- If safety equipment would reduce the risk of injury, mandatory use should be considered
- Examples are helmets for biking, skating, and skiing

7. Are all involved school district staff and volunteers aware of and do they act in compliance with district field trip policies and procedures?

Guidelines:

- Yearly orientation may be necessary

Approved: _____

Not Approved: _____

Principal Signature

Date

Superintendent Signature (as appropriate)



Attachment B

Policy No. 330 – Co-Curricular and Extra-Curricular Activities/Field Trips

Downhill Skiing/Snowboarding Excursions Planning Framework

Statement of Purpose:

School excursions for downhill skiing/ snow boarding activities are intended to:

- Provide students with a positive, safe, growth-oriented winter sports experience
- Enhance individual skiing or snowboarding skills
- Develop student knowledge of safe and responsible conduct for the sports of skiing and snowboarding
- Develop appropriate student attitudes that respect mountain conditions and the safety and well-being of self and others while skiing or snowboarding

Planning Framework:

When planning for downhill skiing/snowboarding excursions, schools will ensure that:

1. Parents receive a briefing document containing both general information about downhill excursions and particulars of the planned excursion as part of the consent form package;
2. The parent consent form includes a space where parents can indicate the current skill level/lesson level of their child (beginner/intermediate/advanced);
3. Schools, in cooperation with the ski resort operator, hold voluntary briefing sessions for parents prior to completion of permission forms;
4. The RESPECT video be viewed by all students prior to the start of each ski day and that safety instruction form part of in-class preparation;
5. The adult supervisor ratio not be greater than 1:15;
6. The lead supervisor carries a cellular phone throughout the day and that resort officials are provided with the cellular number;
7. Students are aware that use of the half pipe, terrain park and out of bounds areas is prohibited on school excursions, and that willful failure to follow this rule will lead to the immediate loss of skiing/snowboarding privileges;
8. Student participation in ski school lessons is mandatory and regulated, that those lessons will be scheduled based on skill levels, and that instructors be directed to restrict lift access (passes) as appropriate;
9. Helmet use be recommended to parents, be part of the parent briefing, and part of the parent information package;
10. Indication of the interest in renting a helmet be part of the registration process for the ski program.

POLICY

POLICY #330 Co-Curricular and Extra-Curricular Activities/Field Trips

RATIONALE

The Board of School Trustees recognizes that co-curricular activities, field trips, inter-school visits, competitions, festivals and excursions enhance the programs of its schools and the education of its students.

POLICY

The Board desires that fairness, protection of instructional time, safety and the well-being of students be primary considerations in the planning and conduct of co-curricular and extra-curricular activities.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004
Statutory Reference:

REGULATIONS AND PROCEDURES

POLICY #330 Co-Curricular and Extra-Curricular Activities/Field Trips

1. All safety factors including consideration of all parent consent and safety considerations contained in the Field Excursion Application Form (attachment 'A') shall be considered when approving field trips. Teachers organizing activities shall include appropriately trained adult chaperones where necessary. In all cases of outdoor life experience trips, one of the adults present shall be skilled in first aid.
2. Events should be scheduled for out-of-school time whenever possible and students should not be absent from regular classes for more than five days.
3. A "Consent for Travel" (available at the board office) must be signed by the parent/guardian who wishes his/her child to participate in such activities. Principals will exercise discretion in obtaining additional consent forms for specific trips.
4. Approvals:
 - a) Principals may approve day trips and, for grades 8 to 12 students, overnight excursions.
 - b) The superintendent may approve all other B.C. trips up to three days duration.
 - c) The Board may approve out-of-province travel and trips exceeding three (3) days in duration.
 - d) Principals will retain copies of the completed applications.
5. All requests for travel described in 4b) and 4c) above must include full details of the excursion and the consent process, itineraries, and a copy of the completed application form (Attachment 'A'). Where practical, this application package should be submitted at least three (3) months before the anticipated departure date.
 - i) For student trips over five days and involving overseas travel, approval in principle from the Board of School Trustees must be obtained at least six months in advance.
6. The Government of Canada through the Department of Foreign Affairs issues travel bulletins warning of countries with travel safety concerns. Student travel that is arranged to countries that subsequently are identified through travel safety warnings by the Government of Canada shall not be visited during the period of such warning unless the Board of School Trustees approves such travel.
7. Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in loss of funds. Travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety threat. When travel agents are used for any travel, they must be covered by the travel Assurance Fund recognized by a provincial or federal government agency.

- i) Prior to committing to the payment of student travel involving international airline travel, the purchase must be reviewed by the school district's purchasing department.
 - ii) The school district will take reasonable precautions with the payment of funds for student travel. Should payments for travel arrangements be lost due to the financial difficulties of travel agents or airlines such losses will be the responsibility of a student's parents/guardians.
8. Costs of extra-curricular travel are normally borne by the student and/or raised through fundraising events, etc. (see Policy #201 Fundraising). Under usual circumstances, a student's inability to pay for an activity shall not prevent his/her participation.
9. Activities will normally require not more than five days of the services of a teacher-on-call per participating teacher.
10. All such activities shall be conducted in a manner which will bring credit to the school and/or the district.
11. Senior secondary students, with the permission of the principal and the parent/guardian, may transport themselves on authorized school trips within the boundaries of School Districts No. 53 (Okanagan-Similkameen) and No. 67 (Okanagan Skaha). The parent/guardian and the registered vehicle owner must complete the appropriate consent form (available at the board office).
12. The supervising teacher will ensure that Motor Vehicle Act and Regulations are met (e.g. seatbelts, valid driver's license, valid insurance policy). The Board will maintain excess liability insurance for non district owned vehicles in accordance with Ministry of Education requirements.
13. Seatbelts shall be worn in all vehicles so equipped.
14. Student drivers are prohibited from transporting other students as passengers on school approved field trips.