



Policy on Field Trips and Trips for Athletic Events

Purpose

The intent of this policy is to clarify the role and responsibility of ~~Riverside School Board- schools and centres~~ the schools and centres of Riverside School Board with respect to field trips and trips for athletic events.

General

1. A field trip is any activity held away from the school, organized for a social, recreational, educational, cultural or athletic purpose by a staff member, or any other person authorized by the school or centre administration, and involving Riverside students who must leave the school or centre premises, during or outside of a regular school day.
2. According to the Education Act, all field trips, recommended by the school administration, must first be approved by the Governing Board of the school or centre. Field trips should may be presented to the Governing Board with in a yearly plan, but may be presented or on an individual basis. In the case of short outings within walking distance of the school, these outings should be approved by the Governing Board, through the general consent form, adopted by the Governing Board and developed for such outings. The school or centre must inform parents or guardians of the reasons, nature, details of all field trips including the purpose, type of activities, itinerary and cost of all field trips.
3. Parents or guardians must give their written permission for their minor son or daughter to participate in a field trip. This permission slip must be submitted to the designated authority prior to departure. Parents or guardians must complete a Parental Permission form for student participation in interscholastic sports prior to the student's first competition. This form covers only one sport for one season and is to travel with the person responsible for the team to each event for the entire season. Duplicates are to be kept on file at the school.
4. ~~At the beginning of each school year, parents or guardians must be asked to complete an emergency medical treatment form for each one of their children. This form must be taken on each field trip by the person responsible for the field trip organization, along with appropriate prescription medication(s) in their original containers. (This procedure is essential in order for the school board to be covered by liability insurance.)~~ It is the responsibility of the parent or guardian to advise the school of any change in the medical information provided to the school. As is the case in general, any required medication must be provided in its original container. An adult in charge will be responsible for all required medication.

5. In the event that students do not participate in a scheduled field trip they will be assigned to regularly scheduled classes at school.
6. All school board policies and school rules or regulations apply on field trips.
7. All volunteers, including chaperones and drivers involved in carpooling, Chaperones must have been approved by the school board further to the Declaration Concerning a Judicial Record (police background check). They should have an affiliation with the school and in all cases must be approved by the school administration.
8. ~~The Director of Finance will publish, in late August of each school year, a list of field trip activities not covered for liability by the school board insurance carrier.~~ Schools must verify with the Finance Department whether a chosen activity is covered for liability by the school board insurance carrier.
9. Public transportation or school buses are the recommended methods of transportation for field trips. Should car pools be organized, the driver must provide proof of registration, appropriate valid insurance coverage and a valid driver's licence license have to be assured. Parents must give their written consent for their child to be transported by carpooling. Car seats must be provided as legally required when being transported by carpooling.

Supervision

The following minimum adult per student ratios are recommended for field trips. It is also recommended that, regardless of these ratios, there be a minimum of two adults for any given field trip or event. ÷

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Secondary: 1 : 20 for a day trip
1 : 15 for an overnight or extended trip

Elementary: 1 : ~~5-6~~ ~~Pre-K, K and Cycle I~~ Preschool (4 year old and 5 year-old Kindergarten)

1:8 ~~Cycles II and III~~ Elementary cycle I

1:10 Elementary cycles II and III

Daycare: 1 : 8 Preschool (4 year-old and 5 year-old Kindergarten)

1:10 Elementary cycle I

1:12 Elementary cycles II and III

For any transportation by school bus, at least one staff member from the school must be present on the bus.

For students with special needs, it is recommended that the above ratios be reduced.

Mixed groups should always have at least one male and one female supervisor on overnight trips. ~~The Principal shall determine the minimum number of adult supervisors necessary for any given field trip.~~