

Code H: Curriculum and Instruction

POLICY TITLE AND CODE

STUDENT TRAVEL: LEARNING ACTIVITIES OUTSIDE THE SCHOOL

HBG

STATEMENT OF POLICY

The Greater Saskatoon Catholic Board of Education believes that learning activities which are scheduled outside the school must be considered as an integral part of the regular school program.

RATIONALE

The Board believes that activities which can best be learned inside the classroom (should be provided for in that environment). Further to this, the Board recognizes the value created when learning occurs through direct experiences outside the classroom. This learning may involve contact with the natural environment or place discernibly different than the classroom.

The Board encourages activities which:

1. Provide students with personal experience in environmental education so that they will gain knowledge of and accept responsibility for the care and protection of our natural resources.
2. Develop the awareness of the outdoors as a resource of activities for a healthy lifestyle and provide the opportunities to learn and practice lifetime recreational skills.
3. Provide opportunities for students to develop self-reliance, initiative, responsibility and co-operative attitudes. Physical challenges and periods of reflection in the solitude of nature provide opportunities for learning about one's self.
4. Provide students with an opportunity to gain knowledge of the cultural, historical, geographical, scientific, industrial, social and physical aspects of life.
5. Provide opportunities for spiritual expression in the natural setting.
6. Provide opportunities leading to peer recognition and leadership roles for those students who, for various reasons, cannot experience these in the classroom.
7. Provide students with an opportunity to perform or to participate in events which stem from the school program.

8. Provide students with opportunities to gain firsthand knowledge of an area of study being pursued in their school program.

AUTHORITY

The Education Act 1995, Sec 85, 109, 151, 175, 179, 231

RELATED POLICY

HBGB Student Travel: Excursions
DCB Purchasing
DKA Business Administration: Conflict of Interest
HAD Number of Days of Instructional Time
HBO School Programs - Physical Education Safety Guidelines
IAB Fund Raising
IFBA Administering of Non-Prescribed Medication

REGULATIONS AND PROCEDURES

GENERAL

1. Learning activities that occur through student excursions fall under Policy HBGA, Travel: Excursions in addition to this policy.
2. The activity must be justified in terms of the schools' educational program. The benefits accruable to the students must be comparable to, but not necessarily similar to, the benefits of regular school attendance for the same period.
3. All phases of the activity must be thoroughly planned. This includes preparation of the activity, the events occurring during the activity itself as well as follow-up activities.
4. All excursions are to be planned in accordance with the schedule of days of instruction as established each year.
5. Where aboriginal elders are approved by the Board to lead an out-of-school excursion, they shall assume the responsibilities as outlined for a teacher in this policy.
6. Outdoor field trips to the following sites are pre-approved by the Board of Education.

*All excursions within the city limits of Saskatoon are considered pre-approved and documentation to the Board Office is not required. Principal approval remains mandatory.

**Where highway travel is required to a pre-approved location, a *Notification of*

Pre-Approved Excursion form must be completed and forwarded to the Board Office.

- 6.1 Assessipi Ski Resort**
- 6.2 Blue Mountain Outdoor Adventure Center**
- 6.3 Camp Kadesh**
- 6.4 Camp Kinasao**
- 6.5 Camp Shekinah**
- 6.6 Ed and May Scissons Outdoor/Environmental Education Center (Eagle Creek) **
- 6.7 Fort Carlton/Batoche Historic Site**
- 6.8 Legislative Building – Regina**
- 6.9 Moose Jaw Tunnels**
- 6.10 Pike Lake Naturalist Led Programs**
- 6.11 Prince Albert National Park**
- 6.12 RCMP Depot – Regina**
- 6.13 Regina Science Centre**
- 6.14 Stoney Lake Bible Camp**
- 6.15 Seager Wheeler Farm**
- 6.16 Table Mountain Ski Resort**
- 6.17 The Blackstrap Outdoor/Environmental Education Center**
- 6.18 Wapiti Ski Resort**
- 6.19 All City of Saskatoon Leisure Centers*
- 6.20 All of University of Saskatchewan Facilities*
- 6.21 Forestry Farm and Zoo*
- 6.22 Meewasin Valley Authority Programs*
- 6.23 St. John Bosco Camp*
- 6.24 St. Joseph Natural Landscape Area*
- 6.25 Wanuskewin Heritage Park*
- 6.26 Western Development Museum – **Moose Jaw and *Saskatoon

The following locations are pre-approved for St. Dominic - Humboldt, St. Augustine - Humboldt as well as St. Gabriel - Biggar:

6.27 West Central District Communities:

- Beechy
- Davidson
- Dinsmore
- Eatonia
- Elrose
- Eston
- Kenaston
- Kindersley
- Kyle
- Loreburn
- Lucky Lake
- Marengo
- Outlook
- Plenty
- Rosetown
- Lake Lenore

- Muenster
 - Lanigan
 - Annaheim
 - Quill Lake
 - Kelvington
 - St. Brieux
 - Bruno
 - Cudworth
 - Viscount
 - Wakaw
 - Wadena
 - Watrous
 - Strasbourg
 - Wynyard
 - Middle Lake
 - Englefeld
 - Watson
- 6.28 Other Communities
- Asquith
 - North Battleford
 - Perdue
 - Unity
 - Wilkie
- 6.29 Any communities within a 45 minute radius

Under no circumstance is it permissible for any member of GSCS, including students, to partake in the following activities:

- Apex Trampoline Park
- Go-carts
- Anything pertaining to firearms (this includes paintball and soft pellet)

FINANCIAL SUPPORT BY THE BOARD OF EDUCATION

The Board will not provide any financial assistance.

TRANSPORTATION

1. In all instances it is recommended that public conveyance be used for the transportation of students.
2. Where it is found to be impractical to use public means of transportation the principal may authorize the use of private vehicles. In such instances, Private Vehicle Transportation form must be completed and kept on file.
3. When private transportation is being used, every child must have and use a seat belt.

4. Where the principal authorizes the use of bicycles as the means of transportation, all cyclists must wear a helmet approved by the Canadian Standards Institute (ANSI) or Snell Memorial Foundation.
5. Bicycle excursions for students in grades kindergarten to grade 3 are not recommended.

EXCURSION PRACTICES

1. The excursion coordinator is to ensure religious services are scheduled for excursions that extend over a Sunday.
2. Where the field trip is conducted by an external agency, the teacher should be familiar with the location and program.
3. Students should be involved in formulating rules for safety and conduct on the way to the activity, during the activity, and on the return trip for the activity.
4. Roll call shall be taken at departure from school and at departure from the location of the activities.
5. When the field trip involves the use of the natural environment, the teacher is expected to develop emergency routines and procedures which are to be reviewed by the principals. A person qualified in first-aid must be in attendance. (A nurse or someone with current knowledge of Red Cross/St. John Ambulance first-aid procedures will satisfy this condition).
6. The Board reserves the right to request that chaperones take inservice training prior to the trip. Typically, this requirement would be related to safety.
7. Teachers must provide an emergency protocol, have knowledge of medical facilities and available assistance at the location of the trip. This shall include access to telephones and knowledge of the telephone numbers of the local doctors.
8. On all trips involving use of the natural environment, a first-aid kit must be taken along all trips.

FIELD TRIPS NOT EXCEEDING 1 DAY IN DURATION

1. All field trips are subject to principal approval.
2. The following information must be provided to parents well in advance of the trip:
 - 2.1 Date
 - 2.2 Departure and return times
 - 2.3 Purpose of trip and itinerary
 - 2.4 Method of transportation
 - 2.5 Arrangements for supervision

- 2.6 All other pertinent data (i.e. medical)
 - 2.7 Parental Informed Consent & Waiver forms for trips outside the city
 - 2.8 Estimate of costs (Expenses)
3. A completed Parental Informed Consent & Waiver form must be received on behalf of each student scheduled to take part in the trip. Such forms must be kept on file at the school. The Child Health form must be completed for each child and be in possession of the supervisor on the field trip.
 4. The teacher must accompany the class on the field trip and assume the responsibility of Supervisor. A supervision ratio of one adult to 15 students (1:15) shall be provided. A minimum of two adults (one male/one female) should accompany all trips out of the city.

DESIRABLE PRACTICES

1. Teachers should be familiar with the location of the activity.
2. Students should be involved in formulating rules for safety and conduct on the way to the activity, during the activity and on the return trip from the activity.
3. Roll call shall be taken at departure from school and at departure from the location of the activities.

FIELD TRIPS EXCEEDING 1 DAY IN DURATION

PROCEDURES

1. The Designated Superintendent of Education must authorize all overnight field trips except those as listed in the **General** section which are pre-approved by the Board of Education. Pre-approved field trip locations do require the approval of the school principal.
2. Application for approval must be submitted to the designated Superintendent of Education at least fifteen (15) days prior to the date of the trip. The authorization will be in writing and must be kept on file at the school.
3. The following information must be provided to all parents well in advance of the trip:
 - 3.1 Date
 - 3.2 Departure and return time
 - 3.3 Purpose of the trip and itinerary
 - 3.4 Method of transportation
 - 3.5 Arrangements for supervision
 - 3.6 Other pertinent data (i.e. medical)
 - 3.7 Parental Informed Consent & Waiver Forms
 - 3.8 Estimate of costs (Expenses)

4. A completed Parental Informed Consent & Waiver form must be received on behalf of each student scheduled to take part in the trip. Such forms must be kept on file at the school. The Child Health form must be completed for each child and be in possession of the supervisor on the field trip.
5. The teacher assuming the role of supervisor must arrange for adequate supervision taking into account the type of activity. The chaperone/student ratio shall be a minimum of 1 to 15.
6. Detailed itineraries of the trip must be submitted to the designated Superintendent.

FIELD TRIPS TO A NATURAL SETTING AND/OR INVOLVING WATER ACTIVITIES

PROCEDURES

1. The Designated Superintendent of Education must authorize all field trips to a natural setting and/or involving water activities except those as listed in the **General** section which are pre-approved by the Board of Education. Pre-approved field trip locations do require the approval of the school principal.
2. Application for approval must be submitted to the designated Superintendent of Education at least fifteen (15) days prior to the date of the trip. The authorization will be in writing and must be kept on file at the school.
3. The following information must be provided to all parents well in advance of the trip:
 - 3.1 Date
 - 3.2 Departure and return time
 - 3.3 Purpose of the trip and itinerary
 - 3.4 Method of transportation
 - 3.5 Arrangements for supervision
 - 3.6 Other pertinent date (i.e. medical)
 - 3.7 Parental Informed Consent & Waiver Forms
 - 3.8 Estimate of costs (expenses)
4. A completed Parental Informed Consent & Waiver form must be received on behalf of each student scheduled to take part in the trip. Such forms must be kept on file at the school. The Child Health form must be completed for each child and be in possession of the supervisor on the field trip.
5. The teacher assuming the role of supervisor must arrange for adequate supervision taking into account the type of activity. For overnight trips in the natural environment, the chaperone/student ratio shall be a minimum of 1 to 8 to best provide for adequate supervision and safety.
6. Detailed itineraries of the trip must be submitted to the designated Superintendent.
7. The following conditions shall prevail in instances where students are expected to take part in water activities:

- 7.1 A student shall never canoe, boat, swim or fish alone. A “Buddy” system must be used at all times. This also means one pair in a canoe acts as a “buddy” to another pair in another canoe.
- 7.2 Where students are permitted swimming activity at a beach or swimming pool that is not supervised, a teacher/supervisor with a Lifeguard Certificate is required.
- 7.3 Swimming at private swimming pools is not allowed under any circumstances.
- 7.4 Everyone involved in canoeing or boating must wear a Department of Transport approved personal flotation device. The PFD jacket must support the weight of the student, be a proper fit and be fastened when worn.
- 7.5 The Supervisor must be in possession of information pertaining to each child’s swimming ability.
- 7.6 It is expected that canoeing, boating and sailing activities will not involve students below the sixth grade.
- 7.7 Supervisors must have a current Small Craft Safety Certificate.
- 7.8 Supervisors of excursions to remote areas must make provisions for emergency communication.
- 7.9 Supervisors must register their trip plans with local authorities prior to departure.

DATE APPROVED

June 28, 1982

DATE AMENDED

March 26, 1986

August 26, 1987

April 9, 1992

October 16, 1994

June 8, 1999

March 21, 2000

January 16, 2003

April 18, 2011

November 10, 2016