OFF CAMPUS ACTIVITIES

REVIEWED: August 21, 2019

AMENDED: August 22, 2019

APPROVED: May 26, 2009

POLICY

The school recognizes that off-site activities can be valuable educational exercises that provide opportunities to supplement and enhance school programs. Our commitment to providing a safe learning environment at all times extends to off-site experiences. Off campus activities must be organized to maximize the educational benefit and protect the safety and well being of the participants.

GUIDELINES

SCHOOL:

1. Each field trip shall have a teacher designated as the lead teacher in charge. 2. Written parental permission is required for all local and international excursions. 3. In order to ensure informed consent, parents shall be provided by the lead teacher with the following information in writing:

- purpose or educational goal of the field trip
- proposed itinerary
- an indication of extraordinary or unusual hazards that may be encountered on the trip and safety procedures in place to deal with these hazards ● emergency procedures to be followed in the event of injury, illness, or unusual circumstances
- the need for additional travel insurance for international trips
- method of transportation used
- arrangements for supervision
- any special clothing/items necessary to participate in all activities

- cost to the student, including spending money if necessary

4. For school activities that involve more than one trip outside the boundaries of the school such as swimming lessons, physical education classes, outdoor education classes and interschool sports within a legal, a single parental permission will suffice.

5. A single parental permission will suffice for scheduled and unscheduled walking field trips in the neighbourhood of the school.

6. Parental permission forms must

- include consent from parents authorizing the supervisors to arrange for necessary medical treatment
- provide for parents to be able to consent to particular activities and withhold consent with respect to others in relation to the same field trip

7. While documented verbal permission by telephone may be obtained in very rare and emergent circumstances at the discretion of the principal, this practice is strongly discouraged.

8. Lead teachers should not entertain any significant deviations to the proposed itinerary, unless circumstances warrant it, once parental permission has been received.

9. Contingency plans must be in place in the event of cancellation, adverse weather, or other conditions that may require a change to the original itinerary.

10. The lead teacher should have appropriate/up-to-date emergency information available including:

- Student names and emergency contact names/numbers
- Details of any additional health/medical insurance for foreign travel ● Student health/medical concerns and medications, as necessary ● Contact numbers for a School administrator or alternate staff member

11. The lead teacher must be in attendance for the duration of all international and overnight trips. The lead teachers on all international trips will provide a daily update (if feasible) by phone, email, or web blog, which can be shared with or accessed by parents.

12. The lead teacher must ensure that supervision is available at all times and that assistant supervisors are prepared to deal with any emergencies that may arise. The supervisory arrangements will depend upon:

- The number, age, maturity, needs and ability levels of the students ● The inherent risk of the activity
- The duration of the trip

13. Overnight excursions involving both male and female students require at least one male and one female supervisor in attendance.

15. The principal may at any time cancel or alter any field trip.

16. It is the responsibility of the school to ensure that travel insurance as per DSEJ regulations is in place prior to the student excursion. The insurance coverage will be shared with parents. Parents may elect to purchase additional travel insurance through an insurance provider of their choosing and at their own expense.

17. All supervisors on the field trip must be fully aware of the travel insurance policy regarding coverage, limitations, and procedures.

PARENTS:

1. A parent information meeting or briefing must be held for all overnight and international off-site activities.

2. The student's parent or guardian must attend the parent meeting to discuss the off-site activity itinerary and the student's responsibilities related to the rules, expectations and conduct expected of students. If the student's parent of guardian does not attend the parent meeting, the parent must personally speak to the lead teacher about trip and the student's responsibilities at the lead teacher's convenience.

3. Parents and students are responsible for ensuring that they have passports with at least six months thereon before their expiry date on the last day of the excursion. Parents and

students are also responsible for obtaining any necessary visas required to enter the destination country and the School may help in obtaining these documents.

STUDENTS:

1. Each student participating in an off-campus activity must:
    - Comply with the school's expectations for students and the student code of conduct.
    - Account to the lead teacher for their conduct.
    - Cooperate fully with all supervisors, staff members, and volunteers at all times.
    - Fulfill all the preparatory requirements up to an appropriate level of performance.
    - Dress appropriately according to the nature of the activities involved.
    - Participate in a responsible and cooperative manner during the trip ● Respect the rights of others.
    - Carry out all follow up procedures in an appropriate manner.

2. Eligible students who are not participating in an off-campus excursion which occurs during school hours will be provided with meaningful in-school activities or, for international trips, a local excursion option.

3. The school can deny any child access to a particular activity.

FIELD TRIP PERMISSION FORM:

https://docs.google.com/document/d/17K_K3WC5zDfSafFHKJbcid8NTgTtGQwxbqz6afQIp8Q/edit?usp=sharing