

# **STUDENT PERSONNEL**

**Island Catholic Schools**



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### FIELD TRIPS OFF SITE-EXPERIENCES

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#### **D. Outside of Provincial boundaries**

The Principal will present the request to the Local School Council for approval. This request must be approved by the Local School Council prior to finalizing arrangements with respect to travel, fund-







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same way as if they were at school. The Teacher is to ensure students with legal alerts are kept safe in the same way as if they were at the school.

The Head Teacher shall be responsible to ensure that all students on the excursion are delegated to a specific vehicle.

Roll call to identify each student by name and sight shall be taken as often as deemed necessary by the Head Teacher. A head count shall not be considered sufficient to identify students.

The name and number of all students shall be logged and copied to the office. Any changes on route shall be logged.

The Head Teacher shall remain at the terminus of the excursion until all returning students are accounted for.

### B. Supervisors

Schools are encouraged to use parents to assist in supervising field trips and schools should, whenever possible, have **a minimum of one supervisor for each ten students;**

A supervisor may be a teacher, parent, or responsible adult volunteer approved by the Principal;

An adult supervisor must be over 21 years of age;

A supervisor is subject to all policies, guidelines, and procedures of the Board of Directors and the school, and the statutes of B.C. and Canada during the time the supervisor is responsible for students. This includes the time from departure to return of extended field trips;

A supervisor must act "in loco parentis" (in place of parent), making wise and judicious decisions that are in the best interest of the students;

When a specified training certification is required as part of an educational field studies excursion, the Principal shall ensure that the instructor / supervisor possesses such a designated certificate;

A supervisor shall attempt to contact the school and / or students' parents in a case of an accident but, failing to do so, shall take whatever steps are necessary to care for the students;

A supervisor shall report all accidents to the Principal at the earliest possible opportunity;

A minimum of one supervisor per school bus must be provided when students are being transported to and from the field trip destination; and





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If there are no flights available, the group will stay at the hotel and remain together at all times.

The nearest Canadian Embassy or Consulate is to be contacted by the trip sponsor and directions for getting home are to be requested.

Lines of communication

- o Principal to parents with direction from Superintendent and Board of Directors if need be
- o Superintendent and Principal to the Local School Council
- o Superintendent to the Board of Directors

<p>Reference:          Youth Safe Resource Manual          Off-Site Experience Proposal Form A- Low risk          Off-Site Experience Proposal Form B- High risk          Detailed Trip Plan -Form C          Teacher/Leader Readiness -Form D          Itinerary Card –Form E          Off-Site Activity Consent /Acknowledgement of Risk- Form F          Off-Site Activity Consent/ Acknowledgement of Risk- Form G          Teacher/Leader Competency – Form H          Volunteer Driver – Form I          Passenger List – Form J          Contingency Plan and Exit Strategy – Form K</p>	<p>Approved</p> <hr/> <p>Date Approved: April 1998</p>
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Cross-reference:  
 Policy 524 Athletics  
 Policy 904 Fundraising