

Policy Statement:

The Eastern School Board will recognize and encourage school-related activities as a supplement to classroom learning and instruction. These opportunities provide valuable learning experiences for students which supplement the formal in-school learning.

Rationale:

Students often travel away from their schools to participate in athletic events, co-curricular activities, fieldtrips, excursions and educational tours, etc. The Eastern School Board is committed to creating a safe and caring environment for its students, including occasions when they are away from school attending school related events. The purpose of this policy is to ensure that proper care is taken in the transportation of students to events such as those listed above.

Scope:

This policy is applicable to all students, school groups and schools within the jurisdiction of the Eastern School District.

Procedures:

1. The Eastern School District will establish Administrative Regulations that govern the application of this policy.
2. The Administrative Regulations will be reviewed by the CEO/Director of Education in collaboration with District Administrative Staff.
3. For the purpose of this policy, Student Travel includes the following categories which require different levels of regulations as outlined in the Administrative Regulations:
 - Field Trips: those activities which take students away from school, but are less than a full-day in duration.
 - Excursions/Tours/Sport Trips: those activities which take students away from school for overnight
4. Student trips outside the province require the prior approval of the CEO/Director of Education (or designate).

5. Schools must ensure that appropriate supervisory assistance is arranged in accordance with the location, purpose and conditions of the proposed event, keeping in mind the age and maturity level of the students involved. Supervision Guidelines are listed in the Administrative Regulations.
6. Overnight trips require the presence of a teacher chaperone. The Principal shall approve the selection of chaperones for all overnight school trips.
7. All student travel requires signed parental/guardian consent including acceptable status of student health for travel or participation in a given activity.
8. Expectations relative to student conduct, site conditions and safety measures should be thoroughly discussed with all participating students and supervisors prior to any student travel.
9. All requests for student travel shall be reviewed considering the following criteria:
 - The connection between the curriculum outcomes, course requirement, classroom instructional priorities and the proposed event
 - The loss of instructional time, and
 - Frequency of such activities for the particular class and teacher.
10. The use of fifteen passenger vehicles for the purpose of transporting students to and from school sponsored events is strictly prohibited. This includes any vehicles that are donated or are hired for service.
11. Under no circumstances shall students be transported to events when weather/road advisories are issued for any portion of the territory to be travelled or when the school has been closed due to poor road or weather conditions.
12. The use of alcoholic beverages and/or illegal drugs by students and chaperones is prohibited (regardless of age of consent or the law in visiting countries).
13. It is the preference of the District not to billet students. However, the District realizes that this is not always possible and thus when students are billeted, a high standard of care is required. Guidelines are listed in Administrative Regulations.
14. Educational trips, which are not directly related to curriculum outcomes or are not related to travel of a school team/group representing the school at an approved event, shall be planned for vacation periods such that instructional time is not impacted or at most minimally impacted.
15. This travel policy overrides any other policies by other outside agencies involved in providing travel services for students.

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| <i>Authority:</i> | <i>Eastern School Board</i> | <i>Date Approved by the Board: August 17, 2005</i> |
| <i>Legal Reference:</i> | | <i>Date of Amendments: November 6, 2006</i> |
| | | <i>Date of Amendments: September 17, 2008</i> |
| <i>Cross Reference:</i> | <i>The Schools Act, 1997</i> | <i>Date of Amendments: June 16, 2010</i> |