

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

POLICY

NO: 5020

DATE: 1998-02-24

REVISED: 2008-08-26

2015-05-12

SUBJECT: **CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR
ACTIVITIES**

The Board realizes the importance of curricular/co-curricular and extra-curricular activities in the total educational program of the school and will give support and encouragement for such activities, provided that the activities are not permitted to interrupt to any considerable extent the time scheduled for regular classes, and provided that the necessary funds are available.

It is understood that students participating will govern their behaviour in accordance with school rules and any special rules determined for the occasion by the Principal, teacher sponsor and/or chaperone. Specific reference should be made to District Policy No. [7400](#), Student Involvement with Alcohol, Intoxicants or Illegal Drugs.

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

REGULATIONS

NO: 5020 R

DATE: 1998-02-24

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SUBJECT: **CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

1. Definitions

a) Curricular

Refers to activities that occur as a direct result of specific educational program goals emphasizing a curriculum instructional focus. Class field trips, physical education class trips, band and drama class trips, and swim programs, are examples of this type of travel.

b) Co-Curricular

Refers to activities that supplement specific programs and objectives of the school, normally involving school time. Activity days, special events and cultural travel would be examples of this type of involvement.

c) Extra-Curricular

Refers to activities that are in addition to the school instructional program, and are normally held outside of school time. Inter-school sport activities and club travel would be examples of this type of involvement. Please note that although many of these activities involve travel/participation during school time, the base of the organization for meeting and practice are held outside of the school timetable.

d) Potential Safety Hazard

Potential safety hazards are trips involving school sanctioned student-driving, white water rafting, skiing and snowboarding, back country hiking, winter survival trips, flight activities, and any other trips determined by the principal to be of higher risk.

2. Approval

The Board expects that matters such as loss of formal instructional time, relative value of individual activities, and budget priorities will be considered before approval is sought. Approval may be obtained as follows:

a) School-sponsored trips of up to two days' duration or less may be approved by the Principal.

b) School-sponsored trips of more than two days must be approved by the

Superintendent and referred to the Board of Education for information.

- c) Out of country trips with potential safety hazards:

The Board will review and provide final approval within at least 30 days of the departure date.

The following information must be provided:

- Identification and communication of the potential safety hazards and risks to parents and students
- Development of action plans to minimize risk
- Levels of caution (Canadian Foreign Affairs website); trips will not be approved if a high degree of caution is suggested
- Documentation of safety precautions provided by the tour company
- Documentation of safety and security measures provided for accommodation and work site (if applicable)

Where a school-sponsored trip requires travel outside Canada, the Principal must ensure that each participant, including staff members, has additional medical insurance in the minimum amount of two million dollars (\$2,000,000.00).

3. Planning

- a) Curricular, Co-curricular and Extra-Curricular activities must be well planned.
- b) The Principal must ensure that the parent/guardian gives written consent for the student's involvement.

The information notice to parents/guardians must clearly list the method of travel; any special activities the student will be expected to undertake; request any pertinent student medical problems; and disclose any known element of risk. (A sample parent consent form is provided.)

- c) Routine activities of less than three hours in the general vicinity of the school and not involving any method of mechanical transportation require less formal parental notification. A form of notice (i.e. classroom newsletter, letter home to parents, email or app notification) indicating intended trips is required.
- d) An itinerary of each activity, a time schedule and a list of participants must be available in the school office.
- e) No student shall be prevented from taking part in a curricular/co-curricular/extra-curricular related activity for financial reasons.

4. Supervision

- a) All extra-curricular activities must be supervised by at least one teacher or by an approved community volunteer. Principals will screen volunteers for appropriate knowledge, skill and attitudes to ensure student safety.
- b) Activities involving potential safety hazards require a higher ratio of supervisors to students with relevant training and experience, and appropriate

certification where necessary (see attached ratios as per Administrative Procedures).

- c) Principals shall ensure the provision for safety, competent instruction, and supervision of students. All volunteer activities fall within the responsibility of the principal and vice-principal(s) to ensure consistency and compliance with all Board policies and procedures.
- d) Where the sponsor(s) requires special qualifications, such must be documented on the travel approval forms ([Policy #5025](#)).

5. **Transportation**

- a) Parents/guardians must be informed of the method of transportation involved in any curricular/co-curricular/extra-curricular activity (refer to [District Policy #5025](#))
- b) Travel safety precautions must include reasonable consideration of:
 - i) number of adult drivers
 - ii) storage of baggage
 - iii) provision of seating
 - iv) vehicle condition
 - v) weather and road conditions
 - vi) other local concerns
- c) Where a private vehicle is used, in addition to considerations listed in b) above, minimum requirements must also include two million dollars (\$2,000,000.00) liability insurance, a valid driver's license, and seat belts for all passengers carried. A passenger list must be left with the school office.
- d) Private vehicles must be equipped with a CSA-approved booster seat for each student who is younger than 9 years of age and less than 145 cm (4 feet, 9 inches) in height. The provision of a booster seat is the responsibility of the child's parent/guardian.
- e) No 15-seat passenger vans are to be used to transport students.
- f) For extra-curricular travel, the School Principal or designate will pre-approve all drivers and vehicles according to District Policy #5025.

6. **Specialized Equipment**

Students, staff and volunteers will be expected to wear and/or utilize standard specialized equipment for activities involving potential safety hazards. This includes mandatory wearing of CSA approved helmets for skating, skiing, snowboarding, curling, rock-wall climbing, and other high risk activities.

In the case of curling, helmets will be worn during instructional time. Helmets are not required during competitive curling events.

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PROCEDURES

NO: 5020 P

DATE: 1998-02-24

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2015-05-12

SUBJECT: **CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

Administrative Procedures: Instructional Arrangements

These administrative Procedures specify requirements regarding field trips:

1. The Principal shall ensure that parents/guardians have been notified of details of the field trip and have given approval for their children's participation.
2. Notification to parents/guardians should include the following information:
 - class(es) or group(s) involved (including grade level)
 - purpose and objectives of the trip, including curricular learning outcomes where relevant
 - teacher's names and supervision arrangements (e.g. ratio or number of supervisors anticipated)
 - key activity(ies) involved
 - potential known risks
 - existence of a safety plan
 - existence of an emergency plan in the event of injury, illness or other problem
 - that the school will secure emergency transport to medical services
 - in the event that a student is injured, the parents/guardians will be responsible for any costs associated with such transport
 - student conduct expectations and consequences
 - what to bring (e.g. types of clothing, water, food)
 - financial arrangements (i.e. cost to the students, when fee is due)
 - an alternative activity will be provided for students unable to attend the trip
 - school contact name and number for more information
 - transportation/travel arrangements
 - destination, including address or nearest locatable center
 - date(s) and times of departure and return

3. The number of adult supervisors accompanying each trip shall be determined by the principal. All higher care trips shall have a minimum of two adult supervisors. Suggested guidelines provided for the supervision of youth groups are:

| <u>Grade</u> | <u>Ratio of Adults to Students</u> |
|-------------------------------|------------------------------------|
| Kindergarten/primary students | 1:6 |
| Intermediate students | 1:8 |
| Secondary students | 1:12 |
| Outdoor Leadership Activities | 1:10 |

It is recognized however, that circumstances for each trip vary and the principal will determine the appropriate level of adult supervision by considering factors such as:

- the age of the pupils
 - the number of pupils with disabilities
 - the nature of the trip (skiing vs. instruction in formal setting)
 - the duration (partial day, overnight, several days)
 - for overnight trips, the appropriate level of adult supervision
4. All adult supervisors are required to provide a satisfactory Criminal Record Check in accordance with [Policy #6507](#)
5. The supervisory person must ensure that the transportation of pupils is in accordance with Board [Policy #5025](#). Passenger and vehicle loading lists must be available in the school and with the supervisory person.
6. Pupil conduct on the trip is expected to be in compliance with District and School Code of Conduct ([Policy #7007](#)).
7. Field Trips are considered to be an extension or enrichment of the prescribed curriculum and therefore, require teachers to complete the appropriate forms (see attached).



PARENT CONSENT FORM

As the parent or legal guardian of: _____ Birthdate: _____
(Student's Name)

I request that he/she participate in the following school field trip:

Purpose:

Description of Activity:

Destination:

Vehicle/School Bus:

or: if vehicle other than school bus is used, an additional form must be completed

Date/Time of Departure:

Date/Time (Est.) of Return:

(Attach supporting documentation.)

I wish to bring to your attention the following special/medical needs of my son/daughter:

Consent and Acknowledgement of risk:

1. I accept the mode of transportation for this activity.
2. I acknowledge my right to obtain as much information as required about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
3. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury arising from his/her participation.
4. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors, and supervisors over all phases of the program/activity.
5. In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements and I will be responsible for any costs associated.
6. I acknowledge that it is my duty to advise the Lead Teacher of any medical/health concerns of my child that may affect his/her participation.
7. I acknowledge that the board may choose to cancel the trip if travel conditions are deemed unsafe (e.g. weather, health advisory). I accept that the Board will not be liable for any costs associated with such a cancellation.
8. I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such services.
9. Based on my understanding, acknowledgement, and consents as described herein, I agree that:

I give my permission for _____ to participate on the field trip and I clearly understand the potential risks.

Date: _____

Name: (Please Print) _____

Signature: _____

(Parent/Guardian)

Signature: _____

(Student)

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

**PARENTAL PERMISSION AND RELEASE FORM - PRIVATE CARS
FOR SCHOOL SANCTIONED EXTRA-CURRICULAR ACTIVITIES**

_____, who is in Grade _____ at
(Name of Student)

_____, has my permission to participate
(Name of School)

in the following school sanctioned extra-curricular activity:

I further give my permission and consent for _____
(Name of Student)

to ride in the private pre-approved automobile(s) for the purpose of travel to and from events related to this specific activity.

I have read and understand the *Motor Vehicle Act* Child Seating and Restraint Systems legislation on the reverse of this form and where required have provided a booster seat to be used in the transportation of my child in accordance with the *Motor Vehicle Act*.

(Signature of Parent/Guardian)

(Date)

Excerpt from the Motor Vehicle Act, Division 36 – Child Seating and Restraint Systems

Definition:

“**child**” means a person under age 9

Booster seats and seat belt assemblies

36.06 (1) A child must be fastened on a booster seat, specified by the manufacturer to be appropriate for the child’s height and weight, using the vehicle’s seat belt assembly until the child reaches a height of 145 cm (4 feet, 9 inches) or more.

Restraint systems for children with special needs and children with mobility impairments

36.08(2) Despite sections 36.05 to 36.07, a child who weighs 9 kg or more and who has mobility impairments may be fastened in a vehicle using a restraint system for disabled persons that is specified by the manufacturer to be appropriate for the child’s height and weight.

Reference:

Order in Council 485/2007, June 21, 2007, Division 36 *Motor Vehicle Act Regulation* amendments