



POLICY STATEMENT 347

SUBJECT: EXTRA AND CO-CURRICULAR TRIPS/ACTIVITIES

AUTHORITY: EFFECTIVE: September 1, 2004

RESPONSIBILITY: Principal REVISED: November 29, 2013

REFERENCE: PAGE: 1 of 2

Statement:

The Superintendent recognizes that valuable learning experiences may be gained by students on planned educational trips and /or activities and therefore supports such ventures. It is expected these trips and/or activities will have educational value and are conducted in a safe and secure manner. Policy Statement 347 Appendix A must be completed three weeks in advance and submitted to the school's Senior Education Officer for approval.

- 347.1 Trips may be for one day, or because of distance or the itinerary involved, may require that students be away for one or more nights. Trips can be taken at any time of the year.
- 347.2 It is recognized that there are several venues in the Moncton and surrounding areas, which are appropriate for educational daytrips. Trips to water and amusement parks are not considered educational in nature. Trips should promote and/or enhance curriculum.
- 347.3 If District transportation is required, the school must submit an Application for Co/Extra Curricular Trips ([Bus Planner Trips](#)) and forward it to the Transportation Department. If special needs transportation is required, please indicate on the form. This form must be sent three weeks prior to the trip to allow sufficient time for processing. A copy of the form will be shared with the community supervisor by transportation. The form must indicate the direct relationship between the trip and curriculum outcomes. Specific curriculum outcomes should be cited.
- 347.4 Parent Consent forms must be completed. It must be signed and dated by the parent for each trip and kept on file at the school. Consent forms must include information on the nature and purpose of the trip, location, transportation arrangements, cost, items needed, and a reminder to let the school know of any relevant medical conditions in case there is a change not reflected in the student record.
- 347.5 Supervision for trips must use the following adult to student ratio:
Kindergarten at 1:5
Grades 1 – 5 at 1:10
Grades 6 – 12 at 1:15
(Consideration should be made for gender balance where possible at all levels).

- 347.6 A first aid kit must be in the vehicle, and the teacher must have all necessary medications for students.
- 347.7 A list of all students, Medicare numbers and telephone numbers must always be with the teacher, and a copy left at the school in case of emergency.
- 347.8 Participation in an educational trip is at the discretion of the school. If for any reason the school believes a student should not participate, alternate activities should be provided.



ANGLOPHONE EAST SCHOOL DISTRICT
POLICY 347/348 ASD-E APPENDIX A
EDUCATIONAL TRIPS – OVERNIGHT/DAY TRIPS

SCHOOL: _____ GRADE: _____

DESTINATION: _____

DEPARTURE DATE: _____

SCHOOL DAYS MISSED: _____ NUMBER OF STUDENTS: _____

*LEAVE FORM REQUIRED FOR ALL OVERNIGHT OR OUT OF PROVINCE EDUCATIONAL TRIPS
even if no replacement is required. (New)

METHOD OF TRANSPORTATION: _____

METHOD OF FUNDING THE TRIP: _____

EDUCATIONAL PURPOSE OF THE TRIP AND FOLLOW-UP ACTIVITIES:

LIST OF ALL CHAPERONES (Teaching and non-teaching):

Table with 2 columns and 5 rows for listing chaperones, numbered 1 through 10.

Copy of itinerary attached? Yes [] No []

List of students attached? Yes [] No []

List of chaperones attached? Yes [] No []
(teaching and non-teaching)

Parent consent obtained? Yes [] No []

Leave forms attached if applicable? Yes [] No []

Information completed by: _____ Date: _____
Signature

Principal _____ Date: _____
Signature

Director of Schools: _____ Date: _____
Signature