



## POLICY STATEMENT 348

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**SUBJECT:** OVERNIGHT EDUCATIONAL TRIPS

**AUTHORITY:** EFFECTIVE: September 1, 2004

**RESPONSIBILITY:** Principal REVISED: November 29, 2013

**REFERENCE:** PAGE: 1 of 2

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### Statement:

The Superintendency recognizes that at times school trips may require staying overnight. The Superintendency supports these trips if they are educationally valuable and meet curricular objectives.

- 348.1 Overnight trips should be scheduled so that students and teachers miss the least amount of class time possible – maximum three school days.
- 348.2 The school principal shall contact the Senior Education Officer (in writing) for tentative approval of an overnight trip. Requests should be made at least one month prior to a trip within the province, two months prior to a trip outside the province and three months prior to a trip outside North America.
- 348.3 Before formal approval is given, the following information shall be provided in writing prior to the trip:
- The educational purpose of the trip and the link to curriculum.
  - A brief outline of planned orientation and follow-up to the trip.
  - A copy of the itinerary, including dates and accommodations.
  - The method by which the trip is funded.
  - A list of the students involved.
  - A list of chaperones-provided both male and female chaperones as appropriate.
  - Evidence of adequate supplementary health insurance if the trip is outside of Canada.
  - If transportation is provided by a tour company, a contract, which addresses insurance and certification of the driver, must be completed and signed.
- 348.4 Prior to the trip, a written parent consent form must be signed. For trips out of the province, there should be a parent information session offered for parents and students explaining clearly what activities are involved, who will be on the trip, expectations for behaviour, and consequences. Provide the information in writing so there is less chance of misunderstanding. It is important to provide complete disclosure to parents of all activities and their associated risks.

- 348.5 A list of student participants, chaperones, cellular number, detailed itinerary and contact points must be left at the school. There should be a plan of action for notifying parents in the event of an emergency.
- 348.6 A first aid kit must be on board the vehicle. It is important to identify if any teachers and/or chaperones have first-aid training-this is strongly recommended.



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: \_\_\_\_\_
Signature

Date: \_\_\_\_\_

Principal \_\_\_\_\_
Signature

Date: \_\_\_\_\_

Director of Schools: \_\_\_\_\_
Signature

Date: \_\_\_\_\_