

## AP 440.1: Extra and Co-Curricular Activities

### Purpose:

The Board of Education of School District No. 8 (Kootenay Lake) recognizes that extra-curricular and co-curricular activities are an integral part of school programs. In order to ensure an orderly procedure for approvals and to ensure student safety, the following regulations are to be implemented.

To support student travel needs, the Board shall establish an annual budget, to be distributed under the direction of the Superintendent of Schools.

### Regulations:

#### 1. Definitions:

- 1.1 Curricular activities mean any learning activity that may occur within the traditional classroom or outside the school facility and is specifically designed to teach the learning outcomes of the course (Ex. Golfing in PE 12 on the local golf course).
- 1.2 Co-curricular activities means any planned excursion away from the school taken by the students, under the direction or supervision of the teacher-in-charge to enrich and extend the classroom instructional program and create links between the school and the community, and to give students practical application of the ideas and theories that they are studying.
- 1.3 Extra-curricular activities means any planned excursion away from the school taken by the students under the direction or supervision or the teacher-in-charge in support of academics, athletics, performing or fine arts or other school-sponsored student activities.
- 1.4 Teacher(s)-in-charge means the teacher(s) responsible for the planning, coordination and implementation of the off-site activity.
- 1.5 Employee-in-charge: the Principal may approve an employee other than a teacher, to act as teacher-in-charge. This employee is responsible for the students on a particular team or excursion.

#### 2. Approval Within the Zone of School District No. 8 (Kootenay Lake)

- 2.1 Trips within the Zone must have the approval of the Principal of the school who shall ensure all school trip regulations are satisfied. The Zone is to consist of all of British Columbia and Alberta.
- 2.2 The following extra-curricular activities must be approved by the District Superintendent:
  - Fast flowing water activities
  - Ice climbing
  - Rappelling
  - Guided caving
  - Technical mountaineering
  - Firearm use for police camp

#### 3. Approval outside the Zone

- 3.1 The Superintendent's, or designate's, approval is required in addition to that of the Principal for activities outside the Zone.
  - 3.2 Trip approval requests must be received by the Superintendent of Schools or designate thirty (30) days in advance of the trip date and be accompanied by a detailed trip itinerary (see attached form Appendix G).
  - 3.3 Approval in principle must be gained prior to any financial commitments on the part of the student is undertaken.
  - 3.4 Trips approved by the Superintendent will be reported to the Board.
  - 3.5 At the discretion of the Superintendent, major activities may be brought to the Board for discussion.
  - 3.6 If the School Board acquires information indicating there is a reasonable foreseeable risk to students as a result of political unrest or any other unexpected concerns (e.g. student withdrawals, risk of financial loss, etc.) such that a prudent parent would not allow a child to travel, the School Board has an obligation to cancel the trip.
  - 3.7 In the event a trip is approved more than three (3) months in advance of the trip, the trip shall be reviewed at a Board Meeting prior to the trip."
4. Use of permission slips
- 4.1 Teachers are required to use the permission form that outlines potential risk and safety measures as part of the approval/notification process (Appendix F). The same form is to be used for individual trips as well as the blanket approval process.
  - 4.2 Permission forms are to be used as follows:
    - 4.2.1 Elementary Grades
      - 4.2.1.1 General curricular, co-curricular and extra-curricular trips within the community and departing/returning within the traditional school day are to be covered by notification sent to parents at the beginning of the school year. (e.g. Arena, other schools within the community, police station, and fire department) Details of each trip should be part of the regular home-school communication.
      - 4.2.1.2 Trips that are outside the community or outside the traditional school day require trip-specific permission forms to be sent and collected for each individual trip.
    - 4.3.1 Secondary Grades (Grades 8 - 12)
      - 4.3.1.1 Curricular and co-curricular trips within the community and departing/returning within the traditional school day are to be covered by parental notification by way of course outlines and through students. (e.g. PE classes to the rec. center or bowling alley)
      - 4.3.1.2 Extra-curricular and co-curricular activities with an established schedule for travel can be covered by one general permission form sent

to parents and collected at the start of the season. Notification of trip specifics (departure time, destination, hotel, costs etc.) should be sent home prior to each individual trip.

4.3.1.3 Additions/changes to the pre-season outline of activities would require additional permission forms.

4.3.1.4 Unique trips or destinations that have additional risks require trip-specific permission slips sent to parents and collected prior to departure such as downhill skiing/snow boarding.

4.3.1.5 Unique trips that occur outside the community and/or outside the traditional school day require parental permission forms collected prior to departure.

4.3 Parents or guardians must be informed in writing of the following information about off-site activities before they occur:

4.4.1 The educational purpose.

4.4.2 The teacher-in-charge expectations and school and District rules.

4.4.3 The name of the teacher-in-charge and a contact telephone number.

4.4.4 The date, destination, and departure time.

4.4.5 The mode of transportation.

4.4.6 The return time and date.

4.4.7 Potential risks and safety precautions taken to minimize risks.

4.4.8 Names of all supervisors.

4.4.8 Date and time of parent meeting if required.

4.4.9 Alternatives for the student should the parent refuse permission to participate in the scheduled activity.

4.4 Parent meetings:

4.5.1 It is recommended that parent meetings occur prior to the beginning of a season of play/competition/performances.

4.5.2 Parent meetings must occur prior to the start of specialty courses, for international travel, for extra-ordinary trips.

4.5.3 The teacher-in-charge must keep a record of attendance at the parent meeting.

## 5. Staff Sponsors

Staff Sponsors must travel with the team or group of students except as per Policy 241-6.5 and:

- 5.1 Review the developed checklist prior to the start/departure of the trip (Appendix C).
- 5.2 Consult with and obtain the approval of the Principal before and during the planning of any off-site activity.
- 5.3 Have visited or received information from informed personnel regarding the conditions/location of the off-site activity prior to the trip.
- 5.4 Have the training and knowledge appropriate for leading the trip or work as a team leader with an approved trip resources person.
- 5.5 Where necessary, select appropriate volunteers for the activity and provide volunteers with direction as to the requirements of the trip and their responsibilities before the departure of the off-site activity.
- 5.6 Ensure that all supervisory volunteers are mature, responsible people approved by the Principal and with current criminal record checks where appropriate.
- 5.7 Ensure that additional supervision be considered for off-site activities involving large numbers of students, participation of students with special needs, crowded venues, or trips that are new to the school.
- 5.8 Over night stays require chaperones of the same gender as the students.
- 5.9 Use professional qualified resource people where appropriate or needed.
- 5.10 Ensure that the appropriate student information such as emergency numbers, medical numbers, and pertinent health information accompanies the teacher-in-charge on the trip.
- 5.11 Ensure that a precise attendance count is taken regularly, including prior to and during the trip at all points of departure.
- 5.12 Exercise or ensure that supervision is provided on a full-time basis and take whatever precautions are necessary to ensure the student conduct is appropriate and safety of students is ensured.
- 5.13 Recognize their position of responsibility and need to act accordingly the entire length of the activity so that their decision making process is never compromised. The use of alcohol or illegal drugs by any students or adults is prohibited during off site activities, and applies to all off-site activities regardless of the circumstances, the age of the participants or local laws, customs, and culture. Staff and volunteers are asked to refrain from smoking in the presence of students. (Cross Reference Policy 310 Code of Conduct and Policy 311 Use of Illegal Drugs and Alcohol).
- 5.14 The Sponsor-in-charge is in charge of the students (including discipline) during the trip, including on the bus, except during the loading and discharging of students and in the case of an emergency (accident, breakdown) where the driver is in charge under the Motor Vehicle Act and Regulations. It is expected that prior to the trip, the teacher-in-charge and the driver will discuss and agree about the expectations for student behaviour while on the bus.

- 5.15 In the event of a serious breach of school rules or board policy, the teacher-in-charge shall inform the offender(s) of the infraction, and the school administrator shall be contacted immediately. (Cross Reference as per 5.13)
- 5.16 Notify the Principal or designate at the earliest opportunity if there is a serious problem. (Cross Reference as per 5.13)
- 5.17 Ensure a minimum ratio of one adult to 15 students for all overnight trips.
- 5.18 Ensure that one teacher-in-charge is designated by the Principals of the schools involved where two or more schools go together on an excursion.
- 5.19 Be responsible for ensuring that alternative arrangements are in place for students who do not participate in an activity and that students' marks are not affected by non-participation.

## 6. The Principal

The Principal must be satisfied that:

- 6.1 The Sponsor-in-Charge understands policies and procedures defining the teacher's responsibilities and use of care.
- 6.2 The current safety guidelines have been met or exceeded. Appendix D offers experienced individuals that may be contacted to act as advisors to the Principal's decision.
- 6.3 The students, teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip.
- 6.4 Arrangements are in place for covering the financial matters.
- 6.5 Appropriate documentation is completed and on file.
- 6.5 Trips within the special approval list (see 2.3) are also approved by the school Superintendent.
- 6.6 Students travelling to the U.S.A. have adequate medical insurance for the trip, and that block medical coverage is purchased for all those on the trip. The parent may be charged for the reimbursement of the cost of the insurance. Proof of citizenship and parental consent forms are required.
- 6.7 Criminal record checks have been completed for all volunteer supervisors on ALL overnight trips. (Cross Reference Administrative Procedure 300.3: Volunteers, Clause 3.3.3).

## 7. The Superintendent

- 7.1 May provide advice and guidance to teacher and Principals regarding safety assessments of proposed trips
- 7.2 Must advise the Principal of the rationale for non-approval of trips.

7.3 Appendix D offers experienced individuals that may be contacted to act as advisors to the Superintendent's decision.

## 8. Student Responsibility

Students must:

- 8.1 Comply with the supervising employee's, school and District's code of conduct.
- 8.2 Fulfill all the preparatory requirements at an appropriate level of performance.
- 8.3 Dress appropriately according to the type of off-site activity.
- 8.4 Dress appropriately for the travel portion of the trip during winter weather in case of a transportation emergency.
- 8.5 Participate in a responsible and cooperative manner during the trip.
- 8.6 Carry out all follow-up procedures in an appropriate manner.

## 9. Transportation

- 9.1 Transportation will be arranged by the Sponsor-in-charge.
- 9.2 Schools will be notified re: the disposition of their requests.
- 9.3 In accordance with the requirements of the Motor Vehicle Act, a list of all students, staff and any supervisors participating in the trip will be prepared and given to the driver(s) prior to leaving the school or departure point, and a copy left at the school.
- 9.4 Student drivers will not be permitted to transport other students on school-approved trips, and may only transport themselves with prior approval of the Principal, parents/guardians, and teacher-in-charge.
- 9.5 Use of private vehicles and volunteer drivers shall be per the Collective Agreement and the following regulations.
- 9.6 When a group of more than 15 (fifteen) students is being transported, a school bus or commercial vehicle and a professional driver should be considered.
- 9.7 Groups using private vehicles must adhere to the Ministry of Transportation Standards & Guidelines ([www.gov.bc.ca/trans/](http://www.gov.bc.ca/trans/)).

## 10. Use of Private Vehicles

- 10.1 All vehicles and drivers must be approved by the Principal or designate, who shall ensure that volunteer drivers are familiar with the policy and Collective Agreements related to travel.
- 10.2 The school Principal must retain on file:
  - 10.2.1 driver's information form for "each" trip;

- 10.2.2 a photocopy of the volunteer's current driver's license;
  - 10.2.3 driver's abstract;
  - 10.2.4 vehicle registration;
  - 10.2.5 list of students to be transported in the vehicle. A copy of this list must be maintained in the vehicle and at the school.
- 10.3 The vehicle must be licenced for B.C. and have a minimum of one million dollars (\$1,000,000) liability insurance.
- 10.4 If a private vehicle is used for transportation on extra-curricular or curricular trips, the Principal or designate must satisfy himself/herself that the owner of the vehicle carries adequate insurance coverage, as per ICBC recommendations. A copy of the registration is to be filed with the school.
- 10.5 The vehicle must be driven by a driver who is 21 years of age or older, who shall possess a valid driver's license which is neither a learner nor novice license.
- 10.6 The Principal or designate shall conduct a visual inspection of private vehicles and shall deny use of a vehicle which has obvious safety deficiencies (i.e. bald tires, lack of seat belts, and does not comply with booster seat requirements which came into effect July 1, 2008.)
- 10.7 If the Principal deems it necessary, he/she may request a vehicle inspection prior to the commencement of the trip, at no cost to the Board.
- 10.8 The vehicle shall have an approved restraint for each person in the vehicle, which shall not exceed fifteen (15) passengers excluding the driver (note: District owned vehicles may transport a maximum of five (5) students per vehicle). The vehicle will have space that meets the criteria for safe placement of booster seats.
- 10.9 Every student who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device which shall be properly adjusted and securely fastened.
- 10.10 No child under the age of thirteen (13) or weighing less than 40 kg., shall be transported in a front passenger seat equipped with an air bag.
- 10.11 Private vehicle drivers are to observe a zero tolerance for the use of alcohol, drugs, or medications which may cause drowsiness.
- 10.12 The Board of Education will not be responsible for physical damage or repairs to the individual's vehicle or for the loss of use or safe driver discount resulting from the use of the vehicle on school business.

## 11. Severe Weather

- 11.1 During severe weather or poor driving conditions, Principals, teachers-in-charge and drivers must discuss conditions and determine whether travel for students is safe. Once the trip has started, the driver can delay or cancel based on road conditions.

11.2 Off site activities may not take place if any one or more of the following exist:

- 11.2.1 The RCMP or the local regulatory body has issued a warning against travel on any route highway.
- 11.2.2 The road is closed.
- 11.2.3 The temperature is below -30 degrees Celsius at departure time.

\*Special Note: Outdoor activities should use extreme caution for cold weather safety and no outdoor activity should take place if the temperature is -20 degrees Celsius unless special arrangements have been made such as the use of warming huts.

## 12. Activities:

12.1 Off-site activities are not permitted where travel time would be too long and a similar site is available at a closer distance.

12.2 Off-site activities that require inordinate expense or excessive absence from school should be carefully considered. (e.g. Costs of over \$1000/student and/or absences in excess of 5 school days)

12.3 Prohibited Activities: the following activities are unacceptable. The list is not exclusive.

- Gladiator style events
- Auto racing, not including drag racing
- Motorcycle riding/racing
- Boxing or kick boxing
- Bungee jumping
- Demolition derbies
- Hang gliding
- Paragliding,
- Parachuting
- Sky-diving
- Horse jumping
- Hot air balloon rides
- Mechanical bull riding
- Motorized watercraft operation and racing



- Rifle ranges or other activities involving firearms (except as part of 'Police camp)
- Rodeos
- Trampoline or trapeze work
- Biathlon with firearms
- Scuba diving with bottled air
- In addition: areas that are too isolated, have no easy exit points and have similar, safer, closer experiences should not be considered. (e.g. Earl Gray Pass)

## APPENDIX A - ACTIVITIES

Expectations for activities: these appendices have the force of Policy and spell out the expectations for all participants in these specific activities.

### 1. Water sports

- 1.1 All water activity planners/supervisors should use extreme caution. Qualified lifeguards are to be used for all school swimming activities. The only exceptions being the Adventure tourism program and Wilderness Program which have an established level of competency prior to entry.
- 1.2 Water sport field trips are better suited for the fall due to more stable weather conditions and significantly warmer water temperatures in the area.
- 1.3 Canoeing/kayaking lessons should only occur in still/protected water. The activity should avoid deep water, open water (large lakes), moving water for students under grade 9 where their lack of size, body strength and maturity could increase risk.
- 1.4 Canoeing/kayaking lessons should be conducted by a qualified instructor.
- 1.5 Destination canoeing/kayaking trips on large bodies of water should be of concern at any time regardless of age of student.
- 1.6 Any open water canoeing/kayaking is not recommended for students under grade 9. For older students supervisors should attempt to keep canoers within 50m of shore.
- 1.7 Shoreline should have beach access for easy water exit and avoid cliff faces.
- 1.8 Personal flotation devices must be worn at all times.
- 1.9 Destination trips need to include flexible scheduling to compensate for strong winds, waves and extreme weather.

### 2. Bicycle Travel

- 2.1 General bike safety and road awareness instruction should be provided at all elementary schools.
- 2.2 Elementary students that are exposed to bike programs should not be on any 'steep' gradients, or arterial highways.
- 2.3 Hazards need to be checked and evaluated prior to determining a routes' appropriateness. For example: unprotected trestles, cliffs, and cable baskets over water are areas that elementary students should not be exposed to.
- 2.4 Bike trips for elementary students on the Galena Trail or the Svoboda trails behind LVR should not be considered or other trail riding with drops and stunts.

### 3. Rappelling

- 3.1 Selection of area is important to decrease risk. This type of activity needs to be limited to mature students and qualified instructors and where the educational purpose is clear. This is not an activity to step into lightly and special permission from the Superintendent of the District needs to occur.

### 4. Winter sports

- 4.1 Skating on natural ice is a concern. Extreme caution should be used when skating or cross country skiing on natural ice. An ice thickness needs to be assessed and should be 8 centimeters thick as a minimum guide. A rescue procedure needs to be in place with rescue retrieval items such as ropes, ladders, handles etc. on hand, a warm up area, emergency contact etc.
- 4.2 No group should be on ice over moving water at any time excluding established snow bridges.
- 4.3 Lessons are mandatory for all snow boarding and skiing trips except in the specialty program areas where a level of competency must be established prior to enrollment e.g. out door wilderness and adventure tourism programs.
- 4.4 Students participating in snowboarding activities must wear appropriate safety equipment including helmets and wrist guards.

### 5. Activities to remote areas

- 5.1 Teacher-in-charge must have visited the location of the activity prior to the trip and be familiar with the proposed route. Visitation should occur within the same season as travel with the intent that the visitation occurs as close to trip departure time as possible.
- 5.2 Use qualified guides where appropriate or as directed.
- 5.3 Establish and communicate class safety and emergency procedures to all participants. Students should be taught whistle communication skills prior to departure.
- 5.4 Ensure that appropriate communication devices are taken such as two-way radios for in-group communication and satellite phones for communications with safety support.
- 5.5 Be familiar with the nearest accessible medical stations and points of exit.
- 5.6 Obtain what ever permits might be necessary (fire, fishing, travel etc.).
- 5.7 Self-propelled travel (hiking, biking) should access areas with pre-built shelters. This is preferable for students under grade 9 to prevent them having to carry tenting gear.
- 5.8 Equipment lists should be established in advance and provided to all participants to ensure preparedness.

## APPENDIX B - EMERGENCY PROTOCOLS

### 1. Responsibilities of the Teacher-in-charge

In the event of life threatening illness/injury, missing student or death, the teacher-in-charge must:

#### 1.1 Contact required emergency group such as:

- RCMP or local police
- Ambulance services

#### 1.2 Be prepared to deal with the Provincial Emergency Program (PEP) and/or Search and Rescue where a person is missing or the casualty can't be moved due to difficult terrain.

#### 1.3 Be prepared to provide the following information:

- i. Location, including grid coordinates, elevation etc.
- ii. Extent of injuries
- iii. Number of people injured
- iv. Potential difficulties in access for rescue personnel
- v. Potential landing sites for helicopter or rescue boat
- vi. Potential evacuation via logging road etc.

#### 1.4 Contact the school administrator as soon as possible.

#### 1.5 Maintain a level of safety and calm with the remainder of the school group.

#### 1.6 Maintain a level of contact with school administrator as on-site circumstances change and to identify follow up plans.

#### 1.7 Have prepared students with basic emergency training prior to departure such as: use of satellite phones if available, avalanche rescue and getting help should the injured person be the supervising teacher.

### 2. The school administrator

#### 2.1 Should notify Superintendent.

#### 2.2 Should notify parents and establish a communication plan with parents.

#### 2.3 Should act as the communication liaison between the teacher-in-charge and the parents.

- 2.4 Should establish with the Superintendent who the media liaison person will be.
  - 2.5 Discuss continuation or termination of the trip/activity with the teacher(s)-in-charge.
3. The Superintendent
- 3.1 Should discuss with the Principal necessary support such as trauma counselors etc.
  - 3.2 Should review the incident in addition to the policies and procedures pertinent to this specific case following the event.
  - 3.3 Make recommendations following the follow up.

## APPENDIX C - TEACHER-IN-CHARGE TRIP CHECKLIST

<p><b>PLANNING</b></p> <ul style="list-style-type: none"> <li>• Obtain trip permission _____</li> <li>• Fund raising _____</li> <li>• Schedule transportation _____</li> <li>• Coordinate with other supervisors _____</li> <li>• Schedule facilities _____</li> <li>• Identify alternate venue _____</li> <li>• Arrange accommodations _____</li> <li>• Trip information to parents _____</li> <li>• Permission form generated/given out _____</li> <li>• Parent meeting (take attendance) _____</li> <li>• Student emergency info gathered _____</li> <li>• Emergency contacts for site identified _____</li> <li>• Equipment/clothing/financial needs identified to students/parents _____</li> <li>• Itinerary to students/parents/office _____</li> <li>• Review supervisor-student ratio with the Principal _____</li> <li>• Obtain entry checks, tickets, visas, permits _____</li> <li>• Familiarize self with destination, verify safety, terrain etc. _____</li> <li>• Communicate/articulate behavior expectations to students and parents _____</li> <li>• Obtain driver's abstracts, criminal records checks, copies of vehicle insurance etc. _____</li> </ul>	<p><b>PRE-DEPARTURE</b></p> <ul style="list-style-type: none"> <li>• Collect permission forms _____</li> <li>• Generate attendance list for driver, self, Office _____</li> <li>• Ensure student emergency info with you _____</li> <li>• Check availability of first aid kit, fire extinguisher _____</li> <li>• Check student traveling clothing appropriate for weather conditions _____</li> <li>• Check satellite phone or cell phone _____</li> <li>• Discuss road conditions with driver _____</li> <li>• Make decision re: venue and alternate venue _____</li> <li>• Check equipment or students/group _____</li> <li>• Take attendance, for large groups consider the numbering off strategy _____</li> <li>• Go over travel rules _____</li> <li>• Review day's itinerary _____</li> </ul>
<p><b>DURING THE TRIP</b></p> <ul style="list-style-type: none"> <li>• Establish supervision model to provide 24 hour monitoring _____</li> <li>• Establish meeting times, buddy system, curfew, identify restricted areas and activities, establish limits _____</li> <li>• Establish rule that no one leaves group area without personal contact with supervisor _____</li> <li>• Touch in with the school as necessary _____</li> <li>• Review educational goals of trip _____</li> <li>• Coordinate with other supervisors _____</li> <li>• Keep written records of any problems or concerns _____</li> <li>• Provide students with feedback regarding behavior and performance _____</li> </ul>	<p><b>RETURN</b></p> <ul style="list-style-type: none"> <li>• Discuss travel conditions with driver prior to leaving _____</li> <li>• Check all hotel rooms and group areas for lost items, damage, leave no trace, etc _____</li> <li>• Deal with bills and receipts _____</li> <li>• Thank host/organizer _____</li> <li>• Thank support people _____</li> <li>• Notify community of approximate arrival time home _____</li> <li>• Provide feedback to students re: performance/performance _____</li> <li>• Thank driver(s) _____</li> <li>• Evaluate trip and make notes re: areas of concern or needing change to consider for next outing _____</li> </ul>

## APPENDIX D - ADVISORS

The following individuals are prepared to act as advisors to Principals and the Superintendent to provide feedback on potential dangers or considerations for wilderness trips within the local region. The purpose of this advice is to help individuals make the necessary decisions regarding trip approval.

Adams, Laura	commercial guide	365-7292
Kaufmann, Pierre	retired	226-7968
Marechal, Sean	WEG	355-2212
Marshall, Graham	LVR	352-5538
Ridge, Howie	retired	354-4909

## APPENDIX E - DRIVER INFORMATION FORM

- I have a valid Class \_\_\_\_\_ Driver's License No. \_\_\_\_\_ (copy attached)
- My Driver's Abstract dated \_\_\_\_\_ is attached or on file.
- I have not had any moving violations, impaired driving charges, or criminal charges related to a motor vehicle since my last drivers abstract (copy attached).
- Vehicle Make, Model and Year \_\_\_\_\_
- Vehicle License Number \_\_\_\_\_
- The vehicle has \$1,000,000 Third Party Liability Insurance \_\_\_\_\_
- The vehicle will be maintained in a safe operating condition and will be equipped with tires appropriate for the season.
- The vehicle has \_\_\_\_\_ operating seat belts.
- The vehicle has space that meets the requirement for safe placements of booster seats.
- I agree to wear a seat belt and require all passengers to wear a seat belt.
- I agree that I will not permit a child under 13 years of age or under 40 kg to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag unless the air bag is turned off.
- I agree to operate the vehicle in a safe and legal manner.

Name of driver: \_\_\_\_\_ Date: \_\_\_\_\_

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

**LIST OF STUDENTS ON BACK**



**APPENDIX F - NOTIFICATION FORM**

**Parent Information/Consent Form  
School District No. 8 (Kootenay Lake)  
School Name  
School Address  
School Phone Number**

Activity/Club: \_\_\_\_\_

Educational Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

Trip Destination/Location: \_\_\_\_\_

Departure Time/Date/Place: \_\_\_\_\_

Approximate Return Time/Date/Place: \_\_\_\_\_

Teacher(s)-in-Charge: \_\_\_\_\_

Alternative Activities: \_\_\_\_\_

Some Examples of Potential Trip Hazards/Risks	Examples of Steps to Make Trip Safer

- All School/District rules apply on all trips
- Contact the school for further information

I have read the information provided above and I request that my son/daughter

\_\_\_\_\_ be permitted to participate.

\_\_\_\_\_

parent's/guardian's signature

\_\_\_\_\_

date

## APPENDIX G

**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)**

**PLANNING DOCUMENT**

**STUDENT EXCURSIONS  
OUTSIDE OF KOOTENAY LAKE ZONE  
(ZONE INCLUDES ALL OF BRITISH COLUMBIA AND ALBERTA)  
DISTANT OR OVERSEAS**

1. Excursions of this nature should have an Excursion Planning Committee whose membership would include member(s) of the school's teaching and administrative staff, plus parent representation.
2. This planning document must be completed and forwarded to the Superintendent of Schools two (2) weeks prior to the info being placed on the Board Meeting Agenda.

PLANNING DOCUMENT  
STUDENT EXCURSIONS  
OUTSIDE OF KOOTENAY LAKE ZONE  
(ZONE INCLUDES ALL OF BRITISH COLUMBIA AND ALBERTA)  
DISTANT OR OVERSEAS

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1. EXCURSION DESCRIPTION

a) Sponsoring school(s):

\_\_\_\_\_

b) Destination:

\_\_\_\_\_

c) Dates of Excursion:

\_\_\_\_\_

d) Number of school days used, if any: \_\_\_\_\_

e) Number & Grade level of students: \_\_\_\_\_

f) Names of Supervisors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. APPROPRIATE USE OF INSTRUCTION/LEARNING TIME

a) What specific section of the curriculum is related to this excursion?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) What are the learning outcomes planned for this excursion?

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\_\_\_\_\_ d \_\_\_\_\_  
\_\_\_\_\_  
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c) How will the students' success in achieving the outcomes be measured?

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d) Describe the educational preparation students will receive prior to the excursion.

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e) What followup educational activities are planned for the students?

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f) What monitoring activities are planned during the excursion to assure that students are achieving the educational experience intended?

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3. APPROPRIATE USE OF STAFF TIME

a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended?

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- b) If students regularly assigned to supervising staff will not be participating in the excursion, what measures will be taken to assure that the quality of instruction these students will receive during staff absence is suitable?

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4. APPROPRIATE STUDENT ACCESS

- a) What are the qualifying factors (if any) required of participating students?

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- b) Will any students be excluded because of an inability to pay for the excursion?

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- c) If not, what arrangements will be made for students who require financial assistance?

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- d) If substitute time is required, how will the cost be borne?

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5. APPROPRIATE FUNDING PRACTICES

- a) What is the total per student cost for the excursion? \_\_\_\_\_  
b) Of the total anticipated per student cost, how much will each student be required to pay?  
\_\_\_\_\_

- c) How much will each supervision staff member be required to pay? \_\_\_\_\_

- d) If a tour or travel agency is being used to assist in the arrangements, what is the name of that agency and who is the contact person?

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- e) If other agencies will be contributing to costs of the excursion, please identify these agencies and their estimated contributions.

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6. APPROPRIATE LIABILITY COVERAGE

What arrangements will be made to ensure that all students and supervising staff have:

- a) accident insurance? \_\_\_\_\_  
b) health insurance? \_\_\_\_\_  
c) cancellation insurance? \_\_\_\_\_

7. APPROPRIATE TRAVEL/ACCOMMODATION ARRANGEMENTS

Describe the arrangements:

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8. APPROPRIATE SUPERVISION ARRANGEMENTS

- a) What will be the ratio of supervisors/students? \_\_\_\_\_  
b) What strategies will be planned to assure the safety and appropriate supervision of the students?

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9. PREVIOUS EXCURSIONS

List out-of-province excursions sponsored by the school over the past two (2) school years:

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10. NAMES AND SIGNATURES OF EXCURSION PLANNING COMMITTEE

Names	Signatures

11. \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature