

ADMINISTRATIVE REGULATIONS

TITLE: EXTENDED EXPERIENCES
CATEGORY: EDUCATION
NUMBER: 1130

I. Rationale:

Opportunities for students to learn outside the school enrich and deepen access to the curriculum including the development of Core Competencies. Ensuring that these activities take place safely and in an educationally sound way supports excellence in education.

II. General:

- A. Instructional objectives for the experience shall be explicitly defined.
- B. No student shall be prevented from participating for financial reasons.
- C. At least one teacher must supervise each extended experience and the adult to student ratio shall be at least: 1:6 (primary) 1:10 (Grades 4-7) 1:13 (Grades 8-12).
- D. Each student participating shall fulfill all the preparatory requirements at an appropriate level of performance, shall participate during the trip in a responsible way, and shall carry out satisfactorily all follow-up procedures required.
- E. Students shall be assessed and evaluated in terms of expected learning outcomes for the experience.
- F. Parents must give written approval in advance of the trip unless the activity within the “walking permission form” perimeter established by the principal.
- G. All forms must be given to and approved by the principal before embarking on the experience.
- H. Checklist must be submitted to the Superintendent or designate for all travel outside of province or an overnight stay in excess of three nights in the province.

III. Funding:

- A. The school shall provide financial support for extended experiences through the annual operating budget funds allocated to each school. Additional funding may be requested of parents or raised through other fund raising initiatives.
- B. Students shall not be excluded from extended experiences unless required through their Individual Education Plan (IEP).



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- C. The principal shall ensure that complete funding is in place prior to the trip so that no further financial obligations will be placed on the school.
- D. The school is expected to cover the costs for those students who are required to attend but are unable to cover the expenses required for the trip.

IV. Out-of-Country Experiences:

- A. The opportunity to participate in the experience must be made available to all qualifying students who meet the academic and behavioural standards.
- B. The participation of students must be voluntary.
- C. At least one teacher must supervise each extended experience and the adult to student ratio should be at least: 1:6 (primary) 1:10 (Grades 4-7) 1:13 (Grades 8-12). Additional adult chaperones may accompany the trip subject to the principal's approval.
- D. Students from other schools may accompany the trip subject to the approval of both principals.
- E. Insurance coverage must be confirmed with the Secretary-Treasurer.
- F. Parents shall be made aware of the refund policies of the travel agent before fares, etc. are paid.
- G. Informational meetings for parents shall include discussion of the potential risks including any governmental advisories (<https://travel.gc.ca/travelling/advisories>)
- H. Every effort shall be made to ensure that the destination will be free of potentially dangerous circumstances such as political strife or active natural phenomena. (<https://travel.gc.ca/travelling/advisories>)
- I. In the case of a deteriorating political or natural situation, the principal shall consult with the Superintendent or designate and with parents prior to deciding whether to cancel or to proceed with the trip.
- J. If parents try to continue the trip after school support is withdrawn, the principal shall send a letter to each parent noting the reasons for the withdrawal of school support and outlining the shift of responsibility to the parent.

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K. The Extended Experience Checklist must be submitted to the principal and then to the Superintendent at least eight weeks prior to the departure date. Failure to meet this deadline may result in cancellation of the intended experience.

V. Class Outings, Day Hikes and Overnight Outdoor Education Trips:

A. The overall plan for each trip must be approved by the principal of the school at least four weeks prior to the trip.

B. The principal shall designate a person to be “in charge” of each activity. When appropriate to the risk level of the activity, a principal may require a person designated as being “in charge” to have successfully completed an in-service or other training program or have recognized certification appropriate to this activity.

C. Advance written communication to parents is required for each class outing i.e. events or activities to be held off the school property beyond the walk limit perimeter established by the principal.

For any outdoor education trip involving boating activities, the person “in charge” must meet the requirements and follow the guidelines in the most recent Safe Boating Guide issued by Transport Canada. (<https://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>)

D. For any trip involving swimming, Regulation #1360 regarding swimming must be fully followed.

E. For any outdoor education trip involving hiking, snowshoeing, skiing, or cross-country skiing in wilderness situations where there is a potential for students becoming dispersed, or where there is a safety factor that must be considered, there must be a responsible adult leader for:

1. each 6 students at the primary level;
2. each 10 students in Grades 4-7;
3. each 13 students in Grades 8-12.

F. Students with specific physical needs shall be provided with additional supervision/ assistance appropriate to the student and the activity.

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G. For overnight outdoor education trips, a person with a valid St. Johns Ambulance standard first aid or SOFA (Safety Oriented First Aid) certificate or equivalent training as outlined in *YouthSafe Outdoors* shall be present at the camp. This requirement shall also apply for those day outings where risk of injury or distance from emergency assistance renders it necessary.

H. Accidents or injuries shall be reported promptly to the appropriate authorities and the parent/guardian.

I. If a recreational company is hired, a written contract must be completed, which includes the indemnification of the school district.

Internal Forms:

1. Extended Experience Checklist Involving Travel Outside the Province or an Overnight Stay in Excess of Three Nights in the Province
2. Field Trip Consent Form
3. Walking Field Trip form
4. Consent and Waiver Form for student participating in High Risk Activity
5. Excerpt from YouthSafe Outdoors 2005 pg. 68-72 (**Copyright permission pending**)
6. Snowboarding/Ski Trip form

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References: