



Student Travel Policy



Draft



Student Travel Policy

Policy

The Western School District recognizes and supports student travel for curricular and co-curricular activities and considers travel important for student learning, providing that the travel is linked to learning curricular outcomes or the travel is part of a recognized extra-curricular activity that contribute to the total development of students.

Rationale

This Board recognizes that travel is part of co-curricular and curricular activities and plays a vital role in our education system. An educationally sound curricular and co-curricular program will promote the physical, mental, social, emotional, and moral well being of all participants and will be a positive force in preparing youth for an enriched and vital adult life. For these reasons, and in an attempt to standardize procedures in its schools, the following regulations will apply to student travel conducted in schools within the jurisdiction of the Board.

Scope

This policy applies to all teachers, students, coaches, chaperones and billeting parents that are involved in transporting students to and from district recognized curricular and co-curricular activities.

Definition

Curricular

The courses offered by an educational Institution and/or a set of courses constituting an area of specialization.

Co-curricular

Being outside of but usually complementing the regular curriculum.

Chaperone

An older person, 19 years old and older, who accompanies students at curricular and co-curricular activities to ensure proper behavior.

Guidelines

1. In reviewing the proposed trip for possible approval, the principal and Board, if necessary will consider; the purpose and nature of the trip; the direct educational value of the trip to the students; the amount of instructional time lost; any factors related to the trip that may offset the loss of instructional time to the students; the supervisory requirements and arrangements for the trip, including billeting arrangements and any student travel arrangements; the means that have been planned for raising the necessary funds; and group or individual arrangements for insurance and medical coverage.
2. As with any school-sponsored event, the overriding requirement is that adequate supervision be provided at all times to ensure safety of all students. The level of supervision will vary with the type of activity and the age and maturity of the students involved.
3. Expectations commonly held for the conduct of students at school shall be operative on all excursions.
4. Students and chaperones understand that use of, or possession of, alcoholic beverages and/or illegal or non-prescribed drugs is prohibited while on school property or at any co-curricular activity regardless of where it occurs. .

Procedures

1. School Principals or designates are responsible for the approval of arrangements for the transportation of students by either of the following means:
 - 1.1 School Board buses or independent bonded carriers (taxis included), which have the approval of the School Board.
 - 1.2 Private vehicles in good working condition, driven by teachers, parents or responsible adults.
 - 1.3 Mini-buses hired from bonded rental agencies, which provide passenger hazard insurance coverage on their vehicles. Teachers driving 24 passenger or less mini-buses to transport students must have a Class 4 license.
 - 1.4 School owned and operated mini-buses, which are adequately insured and meet current safety standards. Teachers driving 24 passenger or less mini-buses to transport students must have a Class 4 license.
 - 1.5 **Schools are NOT permitted to use 15 passenger vans.**

Note: All drivers must submit to the principal a, Reliability of Auto form, stating their vehicle is in good working order with appropriate tires for the season. (winter tires for winter driving)

2. In preparation for transporting students the principal or designate will ensure that the following guidelines are followed:
 - 2.1 Vehicles used for the transportation of students shall be required to carry the appropriate Third Party Liability insurance in the amount of a minimum of \$1,000,000.00.
 - 2.2 **Students are not permitted to transport other students to and from school-sponsored events. (This applies to all travel including within city/town.)**
 - 2.3 If volunteer drivers are expected to be chaperones, this should be clearly communicated to them.
 - 2.4 Board employees or volunteers transporting students by means of rented mini-bus must have a valid driver's license of the proper class.
 - 2.5 When using mini-bus, private or rented cars, the number of students transported at any one time shall not exceed the number of seat belts available in the vehicle. **Students MUST wear seatbelts while traveling.**
 - 2.6 Particular concern must be given to weather conditions. The principal or designate will make the final decision as to whether or not a team will travel.
 - 2.7 Prior to students leaving the school the principal must be provided with a final itinerary for the trip, a list of chaperones, a proposed contact schedule between chaperones, the school, and the parents, and any other conditions deemed necessary.
 - 2.8 Chaperones must take a copy of each consent form with them on the trip.
 - 2.9 **The consequences of misbehavior on the part of students are clearly outlined to students and parents by principal or designate.**
 - 2.10 Students must be made aware that any inappropriate behavior in a school sponsored event may be sent home at the parents expense.
 - 2.11 There is a supervision plan appropriate to the activity and to the gender composition of the group.
 - 2.12 Each participating student will have a general statement of authorization signed by parents and retained on file in the school. The teacher/chaperone should be aware of any special medical problems, which certain students may have. When traveling outside of the community, the teacher/chaperone shall have a copy of the Board-approved permission form for each student (sample copy, Appendix A).
 - 2.13 Drivers are to avoid changing assigned designated routes without prior approval from principal.

- 2.14 The teacher/coach sponsor(s) accompanies the team during transit and is responsible for the supervision of the students for the duration of the trip.
- 2.15 All means of motor vehicle transportation must have a communication device, two-way radios or cell phones.

3. Passenger Loading List

For field trips, a passenger loading list with passengers' home telephone numbers and contacts **must be available both in the school and carried with the supervisor**. All student medical alert information should be included with the passenger-loading list. **Note:** When traveling on board owned buses the Transportation Division has to receive a list of passengers traveling on each bus.

4. Please note the following guidelines while in transit with students:

- 4.1 Driving is not permitted when road hazards or warnings have been issued by the RCMP, RNC and/or Department of Highways.
- 4.2 If a team has to move to a safe area to avoid a storm, the "the school board" will assist in covering the cost.
- 4.3 Driving is not permitted between 12:00am and 5:00am without permission from the Assistant Director of Programs.
- 4.4 If there is a mishap, parents/guardians, principals and School District are notified.

5. Upon arrival to the host venue or site, the following guidelines are to be followed with respect to accommodations:

- 5.1 Students that are staying in hotels/motels must abide by all rules set by event organizers and/or supervisors and must be properly supervised by chaperones.
- 5.2 A teacher/chaperone should be on site at all times.
- 5.3 Under no circumstances are rooms to be shared by students of the opposite gender.
- 5.4 All students are to obey curfew hours if set by organizers or supervisors.
- 5.5 An activities outline/schedule should be outlined to students, teachers, parents and chaperones.
- 5.6 When district students are being **billeted**, the host principal or designate should be asked to provide to the incoming school a list of billeting parents. Each billeting parent must sign a form indicating that they will be attendance for the billeting period and will be providing transportation when needed. A list of the host billet students including their name, address, and telephone number will be provided to the supervisor. The supervisor must provide the host teacher sponsor with the following:

- a. Medical insurance information for each participant
- b. Additional coverage for out-of province/country travel.
- c. List of students taking medication and the procedures for administering the medication.
- d. List of students with allergies, including the nature of the allergy.
- e. Written parental consent if medicine may need to be administered.
- f. A complete list of contact numbers for parents, school authorities and supervisors that a traveling with the students.

5.7 All students staying with family or relatives have to have written permission from their parents and submitted to the school prior to the trip with proper authorized pickup.

6. Before teachers and students participate in student exchange programs, cruises, or other forms of extended travel, the principal must seek the tentative approval of The Director of Education to proceed. Such approval must be received before any such trips are initiated.
7. Principals must review this policy with teachers as early as possible during each school year and have copies available to present to volunteer chaperones.
8. Any teacher of the Board may travel as the teacher in charge of students of any school of the Board, upon written permission of the Principals of all schools involved.
9. All information pertaining to a trip must be maintained in a file at the school for a minimum of six months.



STUDENT TRAVEL FORM

_____ **School** _____ **Date**

TO: _____
Parent/Guardian

Please be advised that _____ will be attending school
Son/Daughter

activities with the _____. The event will take place
Organization

in _____ on _____. He/she will be
Location Date

accompanied by _____.
Supervisor

Departure: _____
Time Date

Return: _____
Time Date

Permission is granted to attend: YES NO

Signature of Parent/Guardian Date

Student's MCP Number: _____

Telephone Number: _____

Emergency Contact : _____
(Include Number)

Additional Comments/Medical



Billeting Form

I _____ will provide accommodations and transportation for
Parent/Guardian

_____ for the following dates. _____
_____ to _____.
Student Name(s) Date(s)

My address is: _____ Phone #: _____
_____ Cell # : _____

In doing so, I will be at home during the event ensuring billets are properly supervised at all times and will not be left unsupervised for extended periods of time (ie: overnight). Students will be transported by an adult to and from my home to the site of the event for which I am billeting. I, and the members of my household, understand the responsibilities that go along with being a billet and I will do my utmost to ensure that students meet no harm.

I will ensure as well that students abide by all curfews associated with the event.

The school is very grateful to you for accepting the responsibility caring for a billet. If you have concerns about the behavior or conduct of your billet, please contact the school at once. _____.

School Contact/Number

Parent Guardian Signature

Date



Reliability of Auto

I, _____ am using a _____,
Name Year

_____, _____, to
Make Model

transport students from _____ to
School/Destination

_____.
Event Destination

Please check if applicable:

_____ To the best of my knowledge my vehicle is mechanically sound and reliable. My vehicle is also equipped with good quality tires, suitable for highway travel for the current season. (Winter tires for the winter season)

_____ I carry Third Party Liability Insurance in the amount of a minimum of \$1,000,000.00

Signature

Date

CODE OF ETHICS FOR ATHLETES

The Responsibilities of the Coach

The Coach bears the greatest burden of responsibility for sportsmanship. His influence upon the attitudes and behavior of the players, the student body and the community are unequalled. Specifically, it is recommended that the coach:

1. Always set a good example for others to follow.
2. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
3. Instruct the players in their sportsmanship responsibilities.
4. Discipline those students who display unsportsmanlike behavior; if necessary, through consultation with the principal; forfeit their privilege of representing the school.
5. Be a perfect host to opponents, treat them like guests.
6. At every opportunity remind the student body that the opposing team is their guest and that as host they should be polite and courteous.
7. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
8. Select only officials who have demonstrated the highest ethical standards.
9. Respect the officials' judgment and interpretation of the rules. Public protests can only lead to similar behavior by the players and spectators.
10. Publicly shake hands with the officials and opposing coach before and after the contest.

The Responsibility of the Students

The students' frequent role, as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship, which reflect upon the reputation of their school. It is recommended that students:

1. Instill at all times and demonstrate the fundamentals of sportsmanship.
2. Respect, co-operate and respond enthusiastically to cheerleaders.
3. Expect and promote suitable behavior from fellow students.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when he/she is removed from the contest.
6. Do not applaud errors by opponents or penalties inflicted upon them.
7. Do not heckle, jeer, or distract members of the opposing team.
8. Never criticize the players or coach for the loss of a game.
9. Respect the judgment and strategy of the coach. Refrain from being a second guesser.
10. Avoid profane language and obnoxious behavior, which are anti-ethical to good sportsmanship.

The Responsibility of the Chaperones

1. Always set a good example for others to follow.
2. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
3. Instruct the players in their sportsmanship responsibilities.
4. Discipline those students who display unsportsmanlike behavior; if necessary, through consultation with the coaches/supervisors.
5. Act as a prudent parent in dealing with students.
6. Provide proper supervision as required by the team travel supervisor.