
TCSA Policies & Procedures

Section 4: Programs & Services / Education

Reference: 4.310

Policy Title:

Student Excursions

Policy Statement:

The TCSA recognizes that school sponsored student excursions provide students with real life experiences that are not available in the classroom while parents expect quality, safe education for their children. For this reason, student safety must be a priority when planning student excursions.

Purpose:

The purpose of this policy is to ensure the safety of students on field trips by providing planning guidelines and requirements for school staff.

Procedures:

The principal shall ensure that all staff planning and implementing student excursions follow these requirements:

1. A lead teacher must be identified for each school trip;
 2. When planning a school sponsored student excursion every reasonable effort shall be made to accommodate the special needs of every learner in a manner that allows all students to safely and effectively participate in the event;
 3. Appropriate transportation and/or accommodations must be arranged prior to a student excursion in addition to making sufficient arrangements to cover all costs pertaining to the event;
 4. A GNWT Risk Management Student Excursion form shall be completed and submitted to the superintendent by the principal or designate prior to any student excursions that transport students by any type of vehicle. The signing of the Risk Management Student Excursion form notes the principal's approval of the event;
 5. Excursions outside of the Northwest Territories require pre-approval from the superintendent in addition to his/her signature on the Risk
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Management Student Excursion form;

6. A parent-guardian consent form is required for each student participating in a school sponsored student excursion;
7. A principal may provide parents with a local field trip consent form that covers all local field trips within the community for a period of one school year for school sponsored student excursions that do not require the transportation of students and still require notification to the parents in advance of any such event;
8. A consent form is required for each volunteer that participates in a school-sponsored excursion;
9. A travel form is required for each staff member that supervises or otherwise participates in a school sponsored excursion that takes place in whole or in part outside of regular operational hours, and/or for a staff member that provides his or her own transportation to and/or from a school sponsored excursion;
10. Except in the event of an emergency, students and/or staff participating in a school sponsored excursion shall only be transported with school owned vehicles and/or privately owned vehicles that are identified on a GNWT Risk Management Form, with a copy of the insurance policy submitted to the principal. Privately owned vehicles used for student transportation shall have a minimum of one million dollars in liability insurance. The principal, designate or lead teacher on site shall determine if an emergency is sufficient to warrant the transportation of a student in a privately owned vehicle that does not meet the requirements as set forth in this policy;
11. A principal must revoke approval for a school-sponsored excursion if circumstances change and/or new information become evident that calls into question the safety of the participants;
12. A principal may exclude a student from a school sponsored excursion on a case-by-case basis in circumstances pertaining to safety concerns.

Authorities: TCSA Act 13; Education Act.

Approval Dates: June 17th, 2009.
