

Statement of Policy

The Greater Saskatoon Catholic Board of Education believes that learning activities which are scheduled outside the school must be considered as an integral part of the regular school program.

Rationale

The board believes that activities which can best be learned inside the classroom (should be provided for in that environment). Further to this, the board recognizes the value created when learning occurs through direct experiences outside the classroom. This learning may involve contact with the natural environment or places discernibly different than the classroom.

The board encourages activities which:

1. Provide students with personal experience in environmental education so that they will gain knowledge of and accept responsibility for the care and protection of our natural resources.
2. Develop the awareness of the outdoors as a resource of activities for a healthy lifestyle and provide the opportunities to learn and practice lifetime recreational skills.
3. Provide opportunities for students to develop self-reliance, initiative, responsibility and co-operative attitudes. Physical challenges and periods of reflection in the solitude of nature provide opportunities for learning about one's self.
4. Provide students with an opportunity to gain knowledge of the cultural, historical, geographical, scientific, industrial, social and physical aspects of life.
5. Provide opportunities for spiritual expression in the natural setting.
6. Provide opportunities leading to peer recognition and leadership roles for those students who, for various reasons, cannot experience these in the classroom.
7. Provide students with an opportunity to perform or to participate in events which stem from the school program.
8. Provide students with opportunities to gain firsthand knowledge of an area of study being pursued in their school program.

Authority

- The Education Act (1995), Sec 85, 109, 151, 175, 179, 231

Related Policy

- DCB Purchasing
- DKA Business Administration: Conflict of Interest
- HAD Number of Days of Instructional Time
- HBGA Student Travel: International Educational Tour Excursions
- HBO School Programs – Physical Education Safety Guidelines
- IAB Fundraising
- IFBA Administering of Non-Prescribed Medication

Procedures and Guidelines

General

1. Learning activities that occur through student excursions fall under Policy HBGA - Student Travel: International Educational Tour Excursions in addition to this policy.
2. The activity must be justified in terms of the school's educational program. The benefits accruable to the students must be comparable to, but not necessarily similar to, the benefits of regular school attendance for the same period.
3. All phases of the activity must be thoroughly planned. This includes preparation of the activity, the events occurring during the activity itself as well as follow-up activities.
4. All excursions are to be planned in accordance with the schedule of days of instruction as established each year.
5. Where aboriginal elders are approved by the board to lead an out-of-school excursion, they shall assume the responsibilities as outlined for a teacher in this policy.
6. Outdoor field trips to the following sites are pre-approved by the Board of Education:

All excursions within the city limits of Saskatoon, Biggar, Humboldt, Warman and Martensville are considered pre-approved and documentation to the Board Office is not required. Principal approval remains mandatory.

Where highway travel is required to a pre-approved location, a *Notification of Pre-Approved Excursion* form must be completed and forwarded to the Board Office.

- 6.1 Assessipi Ski Resort
- 6.2 Blue Mountain Outdoor Adventure Center
- 6.3 Camp Kadesh
- 6.4 Camp Kinasao
- 6.5 Camp Shekinah
- 6.6 Canadian Forces Base – Moose Jaw
- 6.7 Duck Mountain

- 6.8 Ed and May Scissons Outdoor/Environmental Education Center (Eagle Creek)
- 6.9 Fort Carlton/Batoche Historic Site
- 6.10 Legislative Building – Regina
- 6.11 Mission Ridge
- 6.12 Moose Jaw Tunnels
- 6.13 Pike Lake Naturalist Led Programs
- 6.14 Prince Albert National Park
- 6.15 RCMP Depot – Regina
- 6.16 Regina Science Centre
- 6.17 Seager Wheeler Farm
- 6.18 Table Mountain Ski Resort
- 6.19 Wanuskewin Heritage Park
- 6.20 Wapiti Ski Resort
- 6.21 Western Development Museum

Any SHSAA (Saskatchewan High Schools Athletic Association), WCHSAA (West Central High School Athletic Association) and HCAA (Horizon Central Athletic Association) sanctioned activities are pre-approved.

Under no circumstance is it permissible for any member of Greater Saskatoon Catholic Schools, including students, to partake in the following activities:

- Apex Trampoline Park
- Go-carts
- Anything pertaining to firearms (this includes paintball and soft pellet)

Financial Support by the Board of Education

The board will not provide any financial assistance.

Transportation

Please refer to Transportation Policy/Guidelines

Excursion Practices

1. All field trips are subject to principal approval.
2. A completed Parental Informed Consent & Waiver form must be received on behalf of each student scheduled to take part in the trip. Such forms must be kept on file at the school. The Child Health form must be completed for each child and be in possession of the supervisor on the field trip.
3. The following information must be provided to parents well in advance of the trip:
 - a. Date
 - b. Departure and return times
 - c. Purpose of trip and itinerary
 - d. Method of transportation
 - e. Arrangements for supervision
 - f. All other pertinent data (i.e. medical)

- g. Parental Informed Consent & Waiver forms for trips outside the city
 - h. Estimate of costs (Expenses)
4. The excursion coordinator is to ensure religious services are scheduled for excursions that extend over a Sunday.
 5. Where the field trip is conducted by an external agency, the teacher should be familiar with the location and program.
 6. Students should be involved in formulating rules for safety and conduct on the way to the activity, during the activity, and on the return trip for the activity.
 7. Roll call shall be taken at departure from school and at departure from the location of the activities.
 8. When the field trip involves the use of the natural environment, the teacher is expected to develop emergency routines and procedures which are to be reviewed by the principals. A person qualified in first aid must be in attendance.
 9. A first aid kit must be taken along on all trips.
 10. The board reserves the right to request that chaperones take in-service training prior to the trip. Typically, this requirement would be related to safety.
 11. Teachers must provide an emergency protocol, have knowledge of medical facilities and available assistance at the location of the trip. This shall include access to telephones and knowledge of the telephone numbers of the local doctors.

Field Trips Not Exceeding 1-Day in Duration

The teacher must accompany the class on the field trip and assume the responsibility of Supervisor. A supervision ratio of one adult to 15 students (1:15) shall be provided. A minimum of two adults (one male/one female) should accompany all trips out of the city.

Field Trips Exceeding 1-Day in Duration

Procedures

1. The Designated Superintendent of Education must authorize all overnight field trips except those as listed in the **General** section which are pre-approved by the Board of Education. Pre-approved field trip locations do require the approval of the school principal.
2. Application for approval must be submitted to the designated Superintendent of Education at least fifteen (15) days prior to the date of the trip. The authorization will be in writing and must be kept on file at the school.
3. The teacher assuming the role of supervisor must arrange for adequate supervision taking into account the type of activity. The chaperone/student ratio shall be a minimum of 1 adult to 15 students.

4. Detailed itineraries of the trip must be submitted to the designated Superintendent of Education.

Field Trips to a Natural Setting and/or Involving Water Activities

Procedures

1. The Designated Superintendent of Education must authorize all field trips to a natural setting and/or involving water activities except those as listed in the **General** section which are pre-approved by the Board of Education. Pre-approved field trip locations do require the approval of the school principal.
2. Application for approval must be submitted to the designated Superintendent of Education at least two weeks prior to the date of the trip. The authorization will be in writing and must be kept on file at the school.
3. The teacher assuming the role of supervisor must arrange for adequate supervision taking into account the type of activity. For overnight trips in the natural environment, the chaperone/student ratio shall be a minimum of 1 adult to 8 students to best provide for adequate supervision and safety.
4. Detailed itineraries of the trip must be submitted to the designated Superintendent of Education.
5. Refer to Policy HBO – School Programs: Physical Education Safety Guidelines in instances where students are expected to take part in water activities.

Date Approved

June 28, 1982

Amended

March 26, 1986
August 26, 1987
April 9, 1992
October 16, 1994
June 8, 1999
March 21, 2000
January 16, 2003
April 18, 2011
November 10, 2016
March 12, 2020