

The Council recognizes that educational travel student exchanges and activities of a cultural or sporting nature enhance student learning. Student excursions under the auspices of the school may include field trips within the community lasting part of the school day, day trips inside or outside the community, overnight trips during the school year, and student tours and exchanges.

The primary responsibility for organizing such events lies at the school level. When planning a student excursion, first consideration must be given to: (1) the educational value of the field trip; (2) the safety and welfare of the students; and (3) fair opportunity for all students to participate.

All student excursions must satisfy the regulations established by the Council.

### **REGULATIONS**

The Council authorizes student travel subject to the following:

#### **I. PLANNING AND APPLICATION**

Sponsors/Teachers who are planning student excursions shall apply to the school principal for approval in principle prior to the announcement or the proposal to the students and parents.

Principals may also require that proposals for student excursions involving overnight travel also conform to the attached *Proposal For Student Travel* application form (Appendix "A").

Completed and principal approved *Sponsored and Approved Student Excursions* forms are to be forwarded to the Education Council office and to Risk Management & Insurance, Department of Finance prior to all student excursions off school grounds.

- ❖ The exception to this is for routine excursions within town limits where no non-owned motorized vehicles are used, and provided the principal maintains a record of all such excursions and can provide such documentation in the event of a claim.

Student excursions should be appropriate to the age and interests of the students involved.

Where possible, student excursions will occur at times where there is minimal disruption to the students' regular school programs. Student excursions requiring more than 5 consecutive days should be planned adjacent to weekends and Christmas, Spring, or Easter breaks.

#### **II. SUPERVISION**

The principal is responsible for ensuring that adequate supervision has been arranged for all excursions involving students.

If adequate supervision cannot be provided by the classroom teacher for a class excursion, the principal will require that additional supervision be provided either by an education assistant, one or more suitable parent volunteers, or other trained individuals in the community, such as a School-Community Counselor, Recreation Co-ordinator or Rangers.

For overnight excursions, involving male and female students traveling together, the principal shall ensure that a supervisor of each gender accompanies the group. Single adult/child shared sleeping accommodations are not permitted.

The principal is responsible for ensuring that a successful criminal record and vulnerable sector check has been completed for any person assisting with school sponsored student excursions, or that any volunteers or chaperones who have not submitted satisfactory criminal records checks are not left alone with students at any time. No adult should be left alone with a child.

Chaperones will be advised to contact the principal or designate in the case of emergency or need for advice. Where possible and practical, principals will arrange for the ability to contact the chaperones (cell phone, satellite phone) if needed.

### III. TRANSPORTATION

Suitable local transportation is the responsibility of the school principal. Where private vehicles – cars, trucks, or boats - are used for transportation, a *Volunteer Driver Authorization* form shall be completed by the volunteer and held on file at the school. The driver of the vehicle is responsible for having liability insurance on the vehicle (\$1,000,000 [\$1 million] recommended). The principal is responsible for ascertaining from the driver that the vehicle has liability insurance and that all drivers have valid driver's license.

### IV. FUNDING

The schools and/or the District Education Authorities (DEAs) may choose to set aside an amount each year out of their annual operation and maintenance (O&M) allocations to assist with student travel requests.

Substitute teacher costs will be covered by the school. Alternately, staff may be temporarily reassigned by the school principal to minimize the need for substitutes.

### V. APPROVAL

All students participating in student excursions must have the written consent of a parent/guardian.

All students taking part in school sponsored or related travel shall complete and submit, with parent signature of approval, the prescribed 4-part *Parent Permission Form* (Appendix "B") prior to departure. Students not returning the completed forms will not be allowed to participate in the travel excursion in question.

The following priorities are recommended for school principals assessing proposals (applications) for student travel funding:

CRITERIA	PRIORITIES		
	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<i>Primary purpose of travel</i>	To increase students' knowledge of NWT	To increase students' knowledge of a language/culture other than English	Other trips related to "in school" curriculum and/or athletics
<i>No. of student participants</i>	More than 25	Between 10-25	Fewer than 10
<i>Total (Local) cost• per student</i>	Under \$100	Between \$100 and \$500	More than \$500
<i>Fundraising as a % of total trip budget</i>	Under 25%	Between 25-50%	Between 50-100%
<i>Nature of students' accommodations</i>	Student exchanges (billets with parents of other students)	Students reside with another family during part of trip	Students will reside in hostels, hotels or other commercial accommodations
<i>Student Supervision</i>	Supervised by at least one staff member and at least one parent volunteer - gender specific to the group.	Supervised by at least one staff member for each gender of the group.	Supervised by a volunteer who the school principal is confident will properly and safely supervise the students••

- Total (local) cost per student means all associated costs of the trip less specific grants received from either the Government of the NWT and/or the Government of Canada.
- The ultimate responsibility is on the principal to ensure adequate supervision and student safety during all school related events, including student travel/excursions.

All communication regarding the status and/or approval of student excursion applications shall only be between the sponsor/teacher and the school principal.

References: Replaces the policy Student Transportation in Private Vehicles (EEAE)  
Policy GCEA – Criminal Record Checks for Staff and Volunteers

Date: June 2001

Amended: June 2006  
November 2016  
September 2017  
November 2023

**APPENDIX A  
PROPOSAL FOR STUDENT TRAVEL**

APPLICATION DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

NAME(S) OF TEACHER(S)/SPONSOR(S): \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DEPARTURE DATE AND TIME: \_\_\_\_\_

RETURN DATE AND TIME: \_\_\_\_\_

ITINERARY OF TRIP: \_\_\_\_\_

EXPECTED NO. OF PARTICIPANTS: \_\_\_\_\_

AGE/GRADE OF STUDENTS: \_\_\_\_\_ GENDER: \_\_\_\_\_

CRITERIA FOR STUDENT SELECTION: \_\_\_\_\_

NATURE OF STUDENTS' ACCOMMODATIONS (hotels, host family, etc.):

NAME(S) OF TEACHER CHAPERONS: \_\_\_\_\_

NAME(S) OF OTHER CHAPERONS: \_\_\_\_\_

**ANTICIPATED COST OF TRIP:**

Travel Costs:	_____
Meals:	_____
Registration Fees:	_____
Accommodations:	_____
Other (explain):	_____
Total Cost Per Student:	_____

PROPOSED SOURCE(S) OF FUNDING:

School/DEA Student Travel Budget:

\_\_\_\_\_

Participant's Personal Contribution:

\_\_\_\_\_

Fundraising:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other (explain):

\_\_\_\_\_

\_\_\_\_\_

PROPOSED METHOD OF FUNDRAISING:

(List specific project(s) and estimate amount(s) to be raised, attach sheet if necessary.)

TRANSPORTATION:

(Particulars of mode(s) of travel, deposit commitments, deposit dates, etc.)

TEACHER(S)/SPONSOR(S) SIGNATURES:

CONTACT PERSON & NUMBER:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRINCIPAL'S ENDORSEMENT OF PROPOSAL (Approval in Principle):

Amount Recommended/Committed from School Budget: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B**  
**PARENT PERMISSION FORM (4 part)**

**A: PARENT/GUARDIAN ACKNOWLEDGEMENT OF RISKS AND RESPONSIBILITY**

I, \_\_\_\_\_ give permission for \_\_\_\_\_ to participate  
(Print Parent/Guardian Name) (Print Student Name)  
in (the) \_\_\_\_\_, and related events and activities.  
(Program/Activity)

I UNDERSTAND AND AGREE WITH THE FOLLOWING STATEMENTS:

1. I believe that my child is physically and mentally able to fully participate in this program and as such have given my permission for them to take part.
2. I am familiar with, and have discussed with my child the rules for participation in this program and agree that they are appropriate.
3. My child's equipment is in good working order and suitable for use in this program.
4. I understand that at all times during my child's participation in this program, they have shared responsibility for their safety.
5. I understand that this activity has greater risks than an in-school activity and that by signing this form I agree not to blame the chaperones, staff, school, DEA, Council & GNWT in the case of an accident.
6. I understand and agree that my child's luggage or clothing may be searched prior to departure. No one must submit to this search if their luggage or person remains behind.
7. I understand and agree that my child's luggage or clothing may be searched during the trip. If refused the police may be contacted.
8. I understand that if my child disobeys the rules, and it is of a serious nature, during this trip they will be sent home by the chaperone(s), and that I will be responsible for paying all associated costs.

I HAVE READ THIS STATEMENT OF RISKS AND RESPONSIBILITIES – I UNDERSTAND AND AGREE WITH WHAT I HAVE READ AND I CHOOSE TO SIGN.

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date Signed)

**B. PARTICIPANT'S ACKNOWLEDGEMENT OF RISKS AND RESPONSIBILITY**

I wish to participate in the \_\_\_\_\_ program, related events and activities.

I UNDERSTAND AND AGREE WITH THE FOLLOWING STATEMENTS:

1. I understand that this activity has greater risks than an in-school activity.
2. My parents and I believe that I am physically and mentally able to fully participate in this program.
3. I am familiar with, and will follow, all the rules for participation in this program.
4. My equipment is in good working order and suitable for my use in this program.
5. I understand that at all times during my participation in this program, I share responsibility for my safety.
6. If, during the course of my participation in this program:
  - a) I learn, or become aware, of a change in my health, physical, emotional or mental condition, or
  - b) I feel unsafe or threatened for any reason, or
  - c) I notice anything unsafe about the program,

I WILL IMMEDIATELY STOP PARTICIPATING and INFORM THE NEAREST OFFICIAL.

7. I understand that if I break the rules during this trip I may be sent home by the chaperone(s), and that I, or my parents, will be responsible for paying all related costs.

I HAVE READ THIS STATEMENT OF RISKS AND RESPONSIBILITIES – I UNDERSTAND AND AGREE WITH WHAT I HAVE READ AND I CHOOSE TO SIGN.

\_\_\_\_\_  
(Print Participant's Name)                      \_\_\_\_\_ (Participant's Signature)                      \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Print Witness' Name)                      \_\_\_\_\_ (Witness' Signature)

**NOTE: PARENT/GUARDIAN PERMISSION FORM MUST ALSO BE SIGNED**

**C: MEDICAL INFORMATION/RELEASE**

I, \_\_\_\_\_, hereby authorize:  
(Print Parent/Guardian Name)

\_\_\_\_\_, or  
(Print Chaperone Name)

\_\_\_\_\_, or  
(Print Chaperone Name)

\_\_\_\_\_  
(Print Chaperone Name)

to arrange emergency medical treatment for \_\_\_\_\_ as  
required. (Print Student's Name)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date Signed)

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PLEASE PROVIDE THE FOLLOWING INFORMATION:

NWT Health Care Number: \_\_\_\_\_

Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any medical conditions/concerns that the chaperones should be aware of:

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

Emergency Contact(s):

\_\_\_\_\_  
(Name & Phone Number(s))

\_\_\_\_\_  
(Name & Phone Number(s))



**D: SPECIFIC EXCURSION INFORMATION**

Description/Times & Dates:

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Material/Equipment List:

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If you have any questions regarding the excursion please don't hesitate to contact us.

\_\_\_\_\_  
(Chaperone)

\_\_\_\_\_  
(Chaperone)