



Board Approval Date: November 12, 2012

## **Class Trip Policy**

Hope Academy encourages class trips as they offer children wonderful first-hand experiences to complement various units of study. Class trips may also be a time of enjoyment, celebration, and building community as a group. When class trips are planned, a notice will be sent home providing details of the trip and requiring a parent's signature to approve of their child's participation. A teacher or administrator will be present on all school class trips to ensure proper supervision and to ensure that all school policies and procedures are being implemented.

The Principal must be notified by the teacher of any proposed class trip by completing the appropriate Class Trip Form at least two weeks prior to the proposed trip. The Principal must approve trip. Depending on the activity, parents may be asked to contribute to some of the cost of the class trip.

A minimum of 1 adult chaperone per 4 students in Kindergarten, and 1 adult chaperone per 6 students in Grades 1-5 is required for supervision. The teacher will personally chaperone any student who has been identified on the Medical Alert Board at Hope Academy and ensure that an up-to-date epipen/medication is available if needed. The teacher will bring a First Aid Kit on the class trip to be readily available. The teacher will also personally chaperone any student who is considered to be in need of special supervision care.

For all class trips, the teacher will bring a copy of each student's School Registration Form, including health, and emergency information to be available if required.

## **Student Trip Transportation**

Government legislation requires that all children who weigh less than 36 kg (80 pounds), are younger than 8 years old, and stand less than 145 cm (4 feet nine inches) tall, being transported by a personal vehicle, must be in a booster seat. A seatbelt may be worn alone when one of the above three criteria have been met. (Note: Children under age 13 are safest in the back seat away from any potential point of impact). All students in Grades JK through 5 must wear a seatbelt when being transported by a personal vehicle other than a bus. All teacher/volunteer drivers must have a minimum \$2,000,000 auto insurance coverage and be a minimum of 21 years of age. As part of the Class Trip Form, the Principal will approve all teacher/volunteer drivers and vehicles and ensure that government legislation is made clear to all drivers and followed.