



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

7.4 Travel for Student Activities

The Revelstoke Board of Education recognizes the educational value of student travel related to curricular field trips, athletic competition, co-curricular activities and special events. The safety of students participating in these activities is of paramount concern.

Guidelines

1. Categories of Travel

The three categories of student travel, other than the regular transportation of students to and from school, are as follows:

- 1.1 Curricular travel relates directly to the instructional program and is generally carried out during school hours or by extending the school day. Participation is mandatory.
- 1.2 Co-curricular travel involves activities designed to enrich the students' school experience. It is an optional extension of the instructional program and participation is voluntary. These trips involve regular school time travel, overnight stays, student exchange and extended education travel.
- 1.3 Extra-Curricular travel involves activities primarily related to club or team activities and inter-school competitions and will occur generally after school hours or during weekends. Participation is voluntary. Overnight stays may be necessary.

2. Application and Approval of Travel Requests

- 2.1 The Board grants the Principal the authority to approve all day travel within the region provided that all the necessary conditions outlined in this policy are met.
- 2.2 Overnight travel, three nights or less, must receive the approval of the Superintendent of Schools. Such trips will be reported to the Board of School Trustees.

- 2.3 Overnight travel, in excess of three nights, must receive the approval of the Board of School Trustees.

3. Travel Procedures

- 3.1 Most travel should be by school bus or vehicles licensed to carry students. All provisions of Board Policy 5.2 apply regarding transportation.
- 3.2 Both students and parents/guardians must be supplied with full details of the activity.
- 3.3 Consent forms with parents/guardians signatures must be on file in the Principal's office prior to departure.
- 3.4 The Principal must maintain accurate passenger lists.
- 3.5 When students walk or bicycle to destinations they are to be under the direct supervision of a staff member.
- 3.6 Same gender chaperones for students are required on overnight trips.