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General:

1. The administration of these procedures is the responsibility of the Director of Programs and Student Services (or designate).
2. These procedures apply to all students registered in the Strait Regional School Board.
3. The Principal is responsible and accountable to ensure that all requirements outlined in each section of these procedures and supporting policy are strictly adhered to and implemented prior to any student travel.
4. Student travel includes the following categories which require different levels of regulations:
 - (a) School Wide Events: Annual or one-time activities which are brief in duration (less than half a day) where the entire school or class(es) participates, and which take place away from school.
 - (b) Curriculum-Based Events/Field Trips/Tours/Sports Trips: Those activities which take students away from school, but are no more than a full-day in duration.
 - (c) Curriculum-Based Events/Field Trips/Tours/Sports Trips: Those activities which take students away from school overnight.
5. All school wide events, curriculum-based events, field trips, tours and sports trips that take place off school property require the prior approval of the Principal.
6. Prior to approving the curriculum-based events/field trips/tours/sports trips, the Principal requires the following information:
 - (a) Arrival and departure dates and times;
 - (b) A complete travel itinerary;
 - (c) Contact information (address, phone number) for each place of lodging;
 - (d) A list of special clothing, equipment or gear required;
 - (e) Estimate of out of pocket expenses if applicable; and
 - (f) Medical and special transportation needs.

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7. All school administrators should be very familiar with the NSSAF Regulations, especially with the following: *Regulation IV - Student Eligibility, Regulation XI - Suspensions, Regulation XII - Responsibilities of Member Schools, and Regulation XIII A - Behaviour.*

8. Parents/guardians are to be notified, in writing, and provided with the travel itinerary whenever students are attending any event off school property. Signed parent/guardian consent is required whenever students are participating in a curriculum based event, field trip, tour or sports trip. The school must obtain written consent prior to the beginning of the curriculum based event, field trip, tour or sports trip in order for the student to participate. Please refer to Appendix A: Parent/Guardian Consent Form for Student Travel on Page 20.

As a general guideline for school-wide events where the entire school or class(es) participate, and which take place away from school, a general information letter to parents/guardians should be provided two weeks in advance of the event.

9. For International students as outlined in the 2013 Nova Scotia International Student Program Application Form, the following applies to student travel (excerpt from Participant Terms):

Travel within Nova Scotia—I understand with the permission of my host family, I can travel throughout the province with them, a student group or other family.

Travel outside of Nova Scotia—I understand I require approval from the NSISP to travel outside the province with a group or my host family. All travel of this kind must be chaperoned by a responsible adult and requires written approval, in English, from my family. I will also advise the NSISP at least two weeks prior to my departure of my plans to travel.

10. For all sports teams, Parent/Guardian Consent Forms for student travel should be obtained at the beginning of the regular season, with the season schedule attached to the consent form. This Consent Form will apply for the duration of the season.

11. For independent student-learning activities in the community, for example the Co-op Education and Options and Opportunities Programs, completion of a Risk Assessment and parent/guardian consent is required prior to any work placements. This Assessment and consent form must be kept on file for six (6) years as outlined in the provincial Community-Based Learning Policy.

12. a) The signed parental consent forms must be kept by the school in a central file for a minimum of six (6) full school years following the year of the trip or activity. It is recommended that these forms be maintained for a further four (4) years.

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- b) If an incident occurs during a trip or activity, the original consent form for any of the student(s) involved should be removed from the central file, replaced with a copy and the original attached to and filed with the incident report. A copy should also accompany the incident report sent to the SIP office. These consent forms should not be purged or destroyed until ten (10) years past the student's nineteenth (19th) birthday.
13. As a general guideline, parents/guardians are to be notified in writing two weeks' in advance of any school wide events or one day curriculum-based events, field trips, tours and sports trips, and 30 days' in advance of curriculum-based events, field trips, tours and sports trips involving an overnight stay.
 14. All student travel is to take place during the school year (September to June).
 15. All student travel for elementary students (Grades Primary to 6) are limited to within Nova Scotia.
 - (a) Exceptions for elementary students travelling outside of Nova Scotia may be made for special events and must be approved by the Director of Programs and Student Services (or designate).
 16. All student travel for junior high students (Grades 7 to 9) is normally limited to within Canada.
 - (a) Exceptions for junior high school students travelling outside of Canada may be made for special events and must be approved by the Director of Programs and Student Services (or designate).
 17. Senior High School students (Grades 10 to 12) may participate in student travel outside of Canada.
 18. Barrier free accessibility when planning and determining curriculum-based events, field trips, tours and sports trips destinations is to be considered.
 19. Student travel should not occur during professional development days.
 20. Student travel should be arranged to keep loss of instructional time to a minimum.
 21. Student travel will not interfere with normal school operation for remaining students.
 22. Student travel must be inclusive and planned from a social justice perspective to ensure the activity is accessible to all students.

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23. The school Principal/designate can terminate curriculum-based events, field trips, tours and sports trips early for an entire group or individual if regulations are not followed or if conditions require a group to leave a destination for safety reasons.
24. The school administration will notify teachers when students are missing their classes to attend an event away from the school.
25. Student absences due to school and Board-sponsored events will be recorded as a school-based activity (ACT) in PowerSchool.
26. Students are responsible for all work missed due to time away from school for curriculum-based events, field trips, tours and sports trips.
27. Curriculum-based events, field trips, tours and sports trips within Nova Scotia, up to a maximum of three (3) days of missed instructional time, may be approved by the Principal. Please refer to Appendix A: Parent/Guardian Consent Form for Student Travel on Page 20, which must be completed prior to the activity.
28. Curriculum-based events, field trips, tours and sports trips within Nova Scotia, exceeding three (3) days of missed instructional time, to a maximum of five (5) days, must be approved by the Director of Programs and Student Services. Please refer to Appendix B: Requesting Approval for In-Province Student Travel Exceeding Three (3) Days on Page 24.
29. Curriculum-based events, field trips, tours and sports trips outside Nova Scotia/Canada, to a maximum of five (5) missed days of instructional time, requires the prior approval of the Director of Programs and Student Services. Application for approval to the Director of Programs and Student Services for all out of Nova Scotia/Canada student travel must be made by the Principal prior to any travel arrangements being booked, money collected or before, where appropriate, school fundraising begins. Please refer to Page 17 for application requirements.
30. For curriculum-based events, field trips, tours and sports trips outside of Canada, the school principal shall submit an online School Trip Information Form to the School Insurance Program, including attaching the itinerary, for their review and approval. Please log in to www.sip.ca and access the *Teachers/Staff* tab then the *Trips* tab (<http://sip.ca/teachers-staff/trips/>).
31. Trip insurance is required for any trip outside of Nova Scotia and/or Canada and must be purchased through the School Insurance Program (SIP).
32. Schools will adhere to the Nova Scotia School Athletic Federation guidelines for NSSAF events. Please refer to <http://nssaf.ednet.ns.ca>.

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33. In addition to the above-noted procedures, all high risk activities including ski and snowboarding trips must adhere to the following recommendations:
- a) The school shall not sign any waivers, releases, hold harmless or indemnity agreements from a ski facility.
 - b) The school shall ensure that the Nova Scotia Physical Education Safety Guidelines (<http://safety.ophea.net>) are followed.
 - c) The school shall request the ski facility to provide a certificate of insurance naming the school board as a certificate holder and showing commercial general liability limits of \$2 million. This Certificate must be forwarded to the School Insurance Program for review.
 - d) For further risk management recommendations, schools should access www.sip.ca.
34. In accordance with Policy IX-B-1, Cancellation of School Bus Service due to Weather or Road Conditions, extra- and co-curricular activities shall be cancelled on the days when classes are cancelled or schools are closed due to weather conditions. Exceptions may be made under unusual circumstances with the approval of the Superintendent of Schools.

Transportation

1. All travel of students to school-sponsored events must be organized and approved by the school administration.
2. Parents/guardians, or their designate, who wish to transport **their own child** to school-sponsored events, independent of travel organized by the school, may do so. Completion of Form J, a Child Abuse Register Check, and Vulnerable Sector Check (formerly Criminal Record Check), are not required if parents/guardians choose to transport their own children. Parents/guardians shall notify the school administration in writing of this travel arrangement.
3. If a parent/guardian, or their designate, wishes to transport a student other than his/her own child they must be registered as a volunteer driver with the school.
4. A volunteer driver, excluding an employee of the Strait Regional School Board, is someone who has completed the required documentation including the Form 'J' Amended", a Vulnerable Sector Check, a Child Abuse Register Check and the Teacher/Chaperone Consent Form and is therefore registered as an official volunteer with the school following the Volunteers in the School Policy VI-C-1 and supporting procedures, PRO VI-C-1.

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5. Transportation arrangements in support of school wide events, curriculum-based events, field trips, tours and sports trips are subject to regulations by the Department of Transportation and Infrastructure Renewal, Motor Carrier Division, the National Safety Code and other applicable policies and supporting procedures of the Strait Regional School Board.
6. The Regulations under the Motor Carrier Act also permit the use of privately owned, or board-owned, leased, controlled or contracted vehicles. It is recognized, however, that there may be cases where students must be served by a contracted transportation service.
7. When utilizing private motor carrier/bus providers, the Principal shall contact and use only those operators who meet the specifications as approved by the Operations Department.
8. The Principal shall first consider the utilization of regular school bus vehicles, whether board owned or privately owned, to transport students on school wide events, curriculum-based events, field trips, tours and sports trips.
9. The Principal shall submit an online request via the Extra-Curricular Database when school bus service is required two (2) weeks prior to the planned travel for school wide events, one day curriculum-based events, field trips, tours and sports trips as well as travel involving an overnight stay. Exceptions to this timeframe may be approved at the discretion of the Director of Operations.
10. Transportation arrangements shall be confirmed prior to the notification to parents/guardians.
11. School buses will be used for the transportation of students if arrangements can be made without disrupting the regular transportation system and if the necessary financial support is available.
12. Provisions outlined in the Handbook for the Transportation of Students with Special Needs must be adhered to when transporting a student who uses a wheelchair/mobility aid.
13. When schools involve adults (teachers, parents/guardians, coaches, volunteers, etc.) to provide transportation for students to school events using private vehicles, the Principal shall ensure that, on an annual basis, all owners of private vehicles to be used to provide co-curricular and extra-curricular transportation have completed, signed and are in compliance with the provisions contained in Appendix C: Form 'J' Amended: Adapted From the Nova Scotia Utility and Review Board on Page 26.
14. Any driver approved by the Principal to transport students should contact his/her insurance company to confirm that transportation of students to such activities does not violate his/her insurance policy.

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15. Any private vehicle used to transport students must be equipped with snow tires for the winter driving season. (November 1 – April 30).
16. Any driver transporting students is expected to transport students directly to the school event and directly back to the school or, if appropriate, to the students' home or other previously agreed upon location en route to the student's home, with written parental permission provided to the school administration.
17. The Strait Regional School Board will not sanction any unauthorized side trips, detours or diversionary stops. It is the responsibility of the driver to obtain written parental consent and provide it to the school administration for any unauthorized side trips and they assume liability if any incident occurs.
18. **Requirements of the Motor Carrier Act:** The Principal shall ensure a process is in place to inform all owners of private vehicles to be used to provide co-curricular and extra-curricular transportation, that only the following types of vehicles will meet the requirements of Section 51 and 51A of the ***Motor Carrier Act Regulations***. These vehicles are restricted to:
 - a passenger car;
 - a multipurpose vehicle, van, SUV or truck of the 1994 model year or subsequent model years; and
 - any licensed vehicle owned and operated by a parent/guardian of a pupil for whom the transportation service is provided, or owned by a parent/guardian of a child or the pupil, and operated by the pupil, that is only being operated for the purpose of providing transportation to that pupil.
19. The vehicle must not be a convertible.
20. The use of 15 passenger vehicles for the purpose of student travel is strictly prohibited.
21. The Principal shall ensure that a designated staff member maintains a centrally located file that shall include the following information for each trip:
 - Parent/Guardian Consent Form for Student Travel, refer to Appendix A on Page 20;
 - Trip Passenger Lists;
 - Private Vehicle Travel Record Form, refer to Appendix D on Page 28;
 - Teacher/Chaperone Consent Form;

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- Vulnerable Sector Check;
- [Child Abuse Register Check](#); and
- Form 'J' Amended, refer to Appendix C on Page 26;

The principal shall ensure that these files are stored and managed in a secure, centralized location to avoid unauthorized access, use, alteration, disclosure or disposal of personal information.

22. Reimbursement for fuel costs may be available to volunteers who transport students. Such reimbursement is not considered by the SRSB to constitute compensation or fees for services. Nevertheless, volunteer drivers who intend to accept reimbursement must check with their insurance companies to ensure that accepting reimbursement for fuel costs will not affect their insurance coverage.
23. In cases where a wheel chair school bus is not available, transportation may be provided in accordance with Policy IX-C-1 to IX-C-4, Contract Services (Private Conveyance Transportation).
24. Notwithstanding #2 above, students are expected to use school-sponsored transportation at all times unless there is prior approval by school administration.
25. With the prior approval of the school administration, students are permitted to transport only themselves and their siblings on school-sponsored events independent of travel organized by the school. Parents/guardians shall notify the school administration in writing of this travel arrangement.
26. Students are NOT permitted to transport other students on school-sponsored events.
27. Students are not permitted to rent or operate motorized vehicles of any kind while on a school field trip/excursion/tour/sports trip or excursion/tour/sports trip.
28. The Strait Regional School Board does not permit ground transportation of students between the hours of midnight and 5:00 a.m. In extenuating circumstances, approval must be granted by the Director of Programs and Student Services (or designate).
29. Parents/guardians and the school Principal shall be notified as soon as possible regarding medical issues or student incidents that occur during a school trip.
30. If a group, due to no fault of its own, incurs extra expenses (e.g. weather problems, travel problems, etc.), parents/guardians are responsible for the extra costs.

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Roles and Responsibilities

School Principal

1. The Principal shall inform anyone including teachers, coaches, parents/guardians, volunteers, etc., who is involved in the transportation of students of the conditions outlined in the Student Travel Policy and supporting procedures. This information shall be provided at the beginning of the school year for all participants known at that time, and on a case by case basis for participants becoming involved during the course of the school year.
2. The Principal shall ensure that travel for curriculum based events, field trips, tours and sports trips, whether single day or multi-day, shall conform to current guidelines for chaperone/student ratio for the type of trip in question as noted in #4 below.
3. The Principal must consider the age and numbers of students involved in events away from the school and ensure that sufficient chaperones are assigned to accompany them.
4. School-wide events will generally require lower ratios than curriculum based events, field trips, tours and sports trips. Ratios are not required for school-wide events, curriculum-based events, field trips, tours or sports trips that take place in your local school community.
5. As a general guideline, for curriculum based events, field trips, tours and sports trips, the following ratio should be followed:

Grades P-3	One (1) adult supervisor for every six (6) students
Grades 4-12	One (1) adult supervisor for every ten (10) students
Grades 6-12 (outside of province trips)	One (1) teacher for every 6-8 students

6. A lead chaperone shall accompany each student group participating in a curriculum based event, field trip, tour or sports trip. The Principal shall ensure that the lead chaperone is a teacher, school official or a volunteer specifically trained by the school who has

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demonstrated knowledge of applicable SRSB policies, procedures, safety procedures, and relevant legislation.

7. Additional supervision may be necessary for those students who have been identified as requiring support for personal care and/or behavioral needs through the program planning process.
8. The Principal shall ensure that chaperones are made aware of the type of activity and potential hazards associated with a given activity such that participants and chaperones have the necessary knowledge, skill and care to safely participate.
9. The Principal shall ensure that chaperones are informed of specific medical needs and procedures for the students in their care.
10. The Principal shall ensure that an appropriate level of chaperones are certified in Basic CPR/First Aid as dictated by the type of activity. It is recommended that at least one chaperone be certified in Basic CPR/First Aid.
11. If students are involved in a curriculum-based event, field trip, tour or sports trip, it is the responsibility of the Principal to ensure:
 - Written parental consent is received from all parents/guardians prior to the commencement of the activity;
 - For sports team, written parental consent shall be obtained at the start of the season and would apply to all regular league play and provincials, if applicable;
 - Copies of the student's Medical Emergency Plan, as maintained on TIENET are completed and provided to the lead chaperone;
 - Passenger lists contain the name of the student, health card number, the name and contact information for the parent or guardian of the student, and an emergency contact and telephone number;
 - Satisfactory arrangements have been made to replace the staff members involved;
 - Insurance is arranged for all participants through the School Insurance Program for all trips outside of Nova Scotia and/or Canada;
 - Private Vehicle Travel Record Form – refer to Appendix D on Page 28;
 - Required documentation, including a Vulnerable Sector Check and Child Abuse Register Check, is on file for each chaperone associated with the curriculum-based event, field trip, tours or sports trip. For the Vulnerable Sector Check, please refer

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to Appendix F on Page 31 for a copy of the letter for support of volunteers in the Strait Regional School Board; and

- All owners of private vehicles have completed, signed and are in compliance with the provisions contained in Form J.
 - All lists provided to the chaperone(s) shall be returned to the school administration following the activity.
12. The Principal shall provide and review with all chaperones the Allegations of Sexual Misconduct Involving Students Policy V-B-7 and supporting procedures, PRO V-B-7.
 13. When an incident occurs involving the students of more than one school, the administrators of those schools shall communicate, with respect to the consequences of unacceptable student behaviour, prior to making a decision. This should lead to equitable treatment of all students.

Chaperones (Teachers, Volunteers and Coaches, etc.):

1. All chaperones shall actively supervise students in accordance with these procedures and supporting Policy IV-B-6.
2. Active supervision entails the frequent movement of chaperones among students to make their presence known, to monitor student behaviour and to positively interact with students.
3. Bus drivers are not part of the student-to-chaperone ratio.
4. All chaperones must complete and sign the Teacher/Chaperone Consent Form. Please refer to Appendix E on Page 29.
5. Chaperones are expected to respect the privacy of the students and are required to maintain confidentiality at all times. As such, chaperones shall sign a confidentiality agreement prior to providing service. Please refer to Appendix G on Page 33.
6. For all sports teams, Teacher/Chaperone Consent Forms may be obtained at the beginning of the season for coaches and those who drive on a regular basis, with the season schedule attached to the consent form. This Consent Form will apply for the duration of the season. Parents/guardians will be notified of any unexpected changes to this schedule in advance.
7. Chaperones shall have an up-to-date Vulnerable Sector Check and [Child Abuse Register Check](#) on file at the school.

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8. It is the responsibility of all chaperones to advise the Principal immediately of any changes to the status of his/her Vulnerable Sector Check or Child Abuse Register Check.
9. Chaperones of different genders are required if the school-wide event, curriculum-based event, field trip, tour or sports trip involves students of different genders.
10. In extenuating circumstances, if the gender representation is disrupted due to a medical emergency or serious incident, consultation with the Director of Programs and Student Services (or designate) is required.
11. To ensure student safety and not compromise chaperones/drivers, a chaperone/driver should never travel **alone** with one student unless it is his/her own child when possible.
12. The organization of drivers, students and drop-off points should be done to maximize student safety and minimize the risk of compromise for chaperones/drivers.
13. To support gender sensitivity, the school administration shall consider the specific needs of students when making transportation arrangements. Students who require alternate arrangements are encouraged to speak with school administration.
14. Before and, if necessary, during the trip, chaperones participating in the trip shall promote an attitude of cooperation and safety awareness among students.
15. The lead chaperone who is responsible for the group while travelling shall obtain a copy of the appropriate list and shall strike out the name of any student on the list who is not participating in the trip, or add the name of any student not already on the list, and shall verify that all emergency contact numbers remain current.
16. When multiple vehicles are used, the lead chaperone shall indicate on the passenger list the vehicle in which each student is travelling.
17. The lead chaperone shall leave a copy of the passenger list(s) in a centrally designated location in the school office, and shall give a copy of the list to each vehicle driver, including the school bus driver (s).
18. Chaperones must apprise themselves of any student medical needs and adhere to all provisions outlined in the student's Emergency Medical Plan.
19. Chaperones traveling on school-sponsored travel must understand that school rules governing behavior are in effect during such trips as well as adherence to the respective collective agreement and applicable School Board policies.
20. During travel, chaperones shall report issues related to student behavior.

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Pupil Transportation Management

In addition to the Transportation procedures outlined above, the following procedures apply:

Bus Driver

1. The bus driver is ultimately responsible for the safe operation of the vehicle, including but not limited to:
 - Vehicle inspection;
 - Fueling;
 - Safe loading and unloading of passengers from the school bus;
 - Securing the vehicle; and
 - Securing all luggage and equipment transported in the vehicle
2. The bus driver is responsible for ensuring that luggage or equipment which is transported is secured in vehicle designed stowage areas. Where stowage areas are full, luggage or equipment may be secured under and on seats to the height of the seatbacks only.
3. The bus driver must ensure accurate passenger list(s) are being held by the lead chaperone. (Please refer to Page 12, #15).
4. The bus driver must work cooperatively with the lead chaperone.
5. The bus driver is responsible for and must ensure all required documentation is completed and submitted including:
 - Hour of service log book;
 - Pre-trip inspection report; and
 - Bus trip summary.
6. The bus driver is responsible for the timely report of any vehicle related incidents or accidents to Transportation Administration.
7. The bus driver must adhere to regulations by the Department of Transportation and Infrastructure Renewal, Motor Carrier Division, National Safety Code and other applicable policies and supporting procedures of the Strait Regional School Board.

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Transportation Administration

1. The transportation manager shall review the online extra/co-curricular bus trip requests upon submission, and if approved is responsible for the:
 - Calculation of hours of service, as per the National Safety Code;
 - Assignment of a bus driver;
 - Assignment of a school bus;
 - Assignment of a replacement/spare driver, if necessary;
 - Assignment of a fuel card;
 - Response to vehicle breakdown;
 - Monitoring of bus travel on GPS program, when required;
 - Communicating with the driver; and
 - Monitoring compliance with regulations.
2. The transportation manager is responsible for maintaining records of all documentation pertaining to extra/co-curricular bus trips for a minimum of two years in accordance with legislation and regulations.

Students

1. Students shall be responsible for demonstrating an attitude of courtesy, cooperation and safety awareness and adhere to the Provincial School Code of Conduct Policy.
2. In order to participate in student travel, students must be in attendance at school the day of the event unless an excused absence has been granted by the school administration.
3. Students must be in attendance the day of and the day after an activity, event or game in which he/she is involved unless he/she has been excused by the administration. When an absence is unexcused, students who do not attend classes the day of an activity, event or game will not be permitted to participate. When an absence is unexcused, students who do not attend classes the day after an activity, event or game will not be permitted to participate in the next scheduled activity, event or game.
4. If a student is involved or associated with activities in the community that have an adverse effect on the school or reflect badly on the school (e.g., illegal activity, etc.), a student may

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be prohibited from participating in student travel at the discretion of the Principal in consultation with the Director of Programs and Student Services (or designate).

5. Any breach of the School Code of Conduct or the Nova Scotia School Athletic Federation (NSSAF) Code of Ethics and Regulations shall be reported to the Principal and investigated.

Curriculum-based Events/Field Trips/Tours/Sports Trips: Overnight

In addition to the previous procedures, the following procedures are specific to overnight trips:

1. Whenever students are travelling on school-sponsored activities that require an overnight stay, they must be accompanied by a teacher employed by the Strait Regional School Board. This requirement may be waived for certain out-of-province trips that are endorsed by federal or provincial organizations (e.g., when students attend the Forum for Young Canadians or Encounters with Canada).
2. For overnight trips, parents/guardians must be informed in writing, by the Principal or designate, of the details of the trip including:
 - Arrival and departure dates and times;
 - A complete travel itinerary;
 - Contact information (address, phone number) for each place of lodging;
 - A list of special clothing, equipment or gear required; and
 - Estimate of out of pocket expenses if applicable.
3. Overnight trips require the presence of a teacher supervisor. Completion of Appendix E: Teacher/Chaperone Consent Form on Page 29 is required.
4. Teacher supervisors are required to remain in contact with the Principal or designate on a regular basis during any overnight trips. The Principal must have an emergency contact number for all supervisors.
5. Supervision by adults of both genders is required if the activity involves students of both genders and involves an overnight stay. For a single gender group involved in an overnight stay, the adult supervisor must be of the same gender.
6. The Strait Regional School Board does not allow the billeting of students.

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7. The following guidelines apply to student travel organized by agencies external to the school for commercial purposes.

- The Principal must approve the school's participation and list of chaperones;
- Only companies with established reputations in the student travel business should be used;
- Chaperones must include teachers employed by the Strait Regional School Board, preferably from the school offering the program;
- Chaperones are aware and agree to responsibilities outlined in Appendix E on Page 29;
- Information to parents/guardians about travel programs must be under school letterhead and signed by the Principal;
- Fundraising activities will not be permitted to support school trips/tours that do not directly relate to the specific curriculum outcomes for students involved in a particular grade level or prescribed course from the Department of Education and Early Childhood Development. Schools shall adhere to the Board's School-based Funds Policy, VII-A-3 and supporting procedures, PRO VII-A-3;
- All schools planning out of province trips/tours must apply to the Superintendent of Schools (or designate) for approval for out-of-province travel prior to the beginning of any fundraising activities; and
- Educational tours shall be conducted during school vacation periods where instructional time is not affected or minimally impacted.

Student Travel Outside of Nova Scotia/Canada:

1. Student travel outside of Nova Scotia/Canada requires the prior approval of the Director of Programs and Student Services (or designate).
2. At the earliest possible date and no later than three (3) months prior to curriculum-based events, field trips, tours and sports trips outside of Canada, the school principal shall submit an online School Trip Information Form to the School Insurance Program, including attaching the itinerary, for their review and approval and to determine if adequate insurance is provided through their Program.
3. At the earliest possible date and no later than three (3) months prior to the date of the school trip, a written request for permission to plan must be completed and submitted to

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the Director of Programs and Student Services (or designate) for consideration. The written request for permission to **plan** must contain the following:

- Duration - anticipated dates of departure and return;
 - Destination(s) and tentative outline of itinerary;
 - Mode(s) of transportation/travel agent, if involved.
 - Description of trip's relationship to curriculum outcomes;
 - Grade level(s) and approximate number of student participants;
 - Name of Teacher Coordinator and list of chaperones of the trip. Please ensure that required documentation, including a Vulnerable Sector Check and [Child Abuse Register Check](#), is on file for each chaperone associated with the curriculum-based event, field trip, tour or sports trip.
 - Breakdown of budget/anticipated costs (fares, meals, accommodations, events, fees, etc.);
 - Source of funds and methods of fundraising;
 - Contingency plans for funding in the event of delays, emergencies or unexpected changes in itinerary;
 - Specifics of amount of class time lost and plans for student work to be maintained;
 - Plans to cover the assignments of staff chaperones;
 - Validation of appropriate insurance (in-country, out-of-country); and
 - PLUS any other information that may be relevant.
4. Application for approval to the Director of Programs and Student Services (or designate) for all outside of Nova Scotia/Canada student travel (Grades 7-12) shall be made by the Principal prior to any travel arrangements being booked, money collected or before, where appropriate, school fundraising, begins.
 5. Exceptions to the three (3) month approval requirement may be approved at the discretion of the Director of Programs and Student Services on a case-by-case basis.
 6. Approval will not be given for student travel to countries that are listed in the "Exercise High Degree of Caution" category or anything above this rating. Thus, outside of Nova

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Scotia/Canada student travel will only be approved to countries that fall into the “Exercise Normal Security Precautions” category. Foreign Affairs and International Trade Canada provides travel advisory information through the following website: http://www.voyage.gc.ca/countries_pays/menu-eng.asp

7. All students travelling on curriculum-based events, field trips, tours or sports trips outside of Canada must obtain out-of-country medical insurance coverage through the School Insurance Program.
8. Students are only eligible to participate in travel outside of Canada if they are in compliance with the Provincial School Code of Conduct Policy, have valid travel documents and are legally able to enter and exit the applicable country or countries. It is the responsibility of students and their parents/guardians to ensure they have the appropriate travel document and are able to travel between borders. Students who are declined entry to or exit from a country are responsible for any additional costs associated with transportation or alternative arrangements to address the issue, including but not limited to, their return home.
9. One month prior to the date of departure, the Principal shall forward to the Director of Programs and Student Services a final list of student and adult participants including medical information, grade levels, home addresses, telephone numbers and passport numbers, if out of country, for all participants, as well as any additions or changes to the original proposal.
10. Once all documentation has been received and reviewed by the Director of Programs and Student Services, a decision on whether or not final approval will be granted shall be communicated to the school principal.

Reporting of Incidents/Accidents

1. In the event that any incident or accident occurs, whether it will become a claim or not, the Principal shall ensure that the lead chaperone responsible for the trip promptly completes the online [Incident Report Form](#) found on the School Insurance Program website at www.sip.ca.
2. The Principal shall ensure that completed Incident Report Forms are sent to the Director of Operations.
3. In the event of any accident resulting in a fatality or hospital admittance, the lead chaperone responsible for the trip shall immediately report the accident to the Principal.

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4. In the event of any accident, the Principal shall immediately notify the parent/guardian of the student, the Superintendent of Schools, the Director of Programs and Student Services and the Director of Operations. Exception: In cases where a fatality has occurred, the RCMP will notify the parent/guardian.

5. In the event of hospitalization, a chaperone will remain with the student until the parent/guardian arrives or other direction is provided by the Principal, in consultation with the Superintendent of Schools/designate.

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Appendix A: Strait Regional School Board

Parent/Guardian Consent Form for Student Travel

Name of School: _____

ATTENTION: This is a legal document. Please read carefully the contents of this consent form and clarify any concerns with the staff at the school organizing the event or the School Principal before signing each page.

It is important that this form is completed in its entirety, signed, and returned in order for your child to participate in this activity.

PRIVACY NOTICE: _____ (Name of School) is collecting the personal information requested in this Form to obtain lawful consent for your child to participate in the activity; coordinate the activity; respond and report respecting any injury or medical condition that may arise during, or as a result of the activity; and update School records where necessary.

The information will only be accessed by authorized School staff and will be dealt with in accordance with the privacy requirements of the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorized or required by law, or you have given the School permission for the information to be disclosed.

IN CONSIDERATION of _____ (Name of School) offering my child, _____, an opportunity to participate in the activity described below on _____ (date of activity) I hereby give and provide my consent, and acknowledge by my signature that my child may participate.

1. ACTIVITY DESCRIPTION: This activity supports the Nova Scotia Public School Program Grade [insert grade level] and the curriculum outcomes for [insert appropriate grade level outcome information].
[Describe the activity including: 1) time frame, 2) transportation arrangements, 3) required skills and competencies, 4) equipment & clothing required.]

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2. **ACTIVITY RISKS:** *[Teacher is to fill in risks that are highly probably but of low adversity and those of high adversity and low probability. Insert Activity and Risk Clause in bold. (Access sample clauses through the school Principal as provided by www.sip.ca.)].*

I am aware of the usual risks and danger involved in participation in this activity, including any specified above and of the possibility of personal injury, fatal injury, property damage or loss that may result.

I have read and understood the above information and this page.

Signature of Legal Guardian: _____

3. **SUPERVISION:** *[Describe what levels of supervision will/will not be provided.]*

4. **HEALTH AND MEDICAL TREATMENT:**

- My child does not have any illness, allergy, or disability that prevents his or her participation in this event
- My child has an illness, allergy, or disability that could affect his or her participation in this event.

List illness, allergy, or disability: _____

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5. EQUIPMENT AND CLOTHING:
I will supply appropriate equipment and clothing for my child's participation in this activity as identified.

I acknowledge that it is the responsibility of me and my child to ensure that all necessary equipment and clothing is brought by my child to the event and acknowledge that my child may be prevented from participation if he/she does not have all necessary equipment and clothing.

6. CODE OF CONDUCT & ACTIVITY SITE RULES AND REGULATIONS:
My child and I understand that the School Code of Conduct applies during this activity. My child and I also understand that site rules and regulations are in place for this activity and my child agrees to abide by these rules and regulations. I acknowledge that I have explained to my child that any prohibited actions may result in my child not being allowed to participate or continue in the activity.

7. RISK OF ACCIDENT:
Accidents can result from the nature of this activity and can occur with or without any fault on either the part of the student, school board or its employees or agents, or the facility where the activity is taking place. By allowing my son/daughter to participate in this activity, I accept the risk of an accident and agree that this activity, as described above, is suitable for my child.

8. NON-PARTICIPATION IN THIS EVENT:
Students are required to participate fully in all learning opportunities and parents/guardians are required to support the achievement of these learning outcomes as outlined in The Education Act.
I understand that if my child is unable to participate in this activity that arrangements will be made for my child to remain at the School during school hours and my child will not be penalized for non-participation. In these cases, parents/guardians should consult with the school administration.

9. CONTACT INFORMATION:
Should the School need to contact me during this event:

Contact Number Valid for the Time of the Activity: _____

Alternative Contact Information: _____

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10. CONSENT

In signing this Consent, I am not relying on any oral or written representation or statement(s) made by the School Board, its servants, agents, employees, or authorized volunteers to induce me to allow my child's participation in this activity other than those contained in this Consent.

I acknowledge the Privacy Notice, above.

I am the parent/guardian or Nova Scotia International Student Program Host Parent and have carefully read the contents of this Consent Form and have clarified any concerns with the staff at the School organizing the event or the School Principal before signing each page. I understand that it is a legal document that is binding on me, my heirs, executors and administrators.

Please check one box and sign below.

I Consent

I Do Not Consent

Name of Legal Guardian

Signature of Legal Guardian

Date

Name of Nova Scotia International Student Program Host Parent

Signature of Nova Scotia International Student Program Host Parent

Date

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Appendix B:

Requesting Approval for In-Province Student Travel Exceeding Three (3) Days

Discussions related to in-province, student travel must begin in consultation with the school administrator. The school administrator shall then adhere to all elements of this policy and supporting procedures.

A written request for permission to plan (including communication with parents and fundraising) and participate in an "in-province" student travel exceeding three (3) days, to a maximum of five (5) days, must be approved by the Director of Programs and Student Services. The written request must be submitted to the Director of Programs and Student Services by the school Principal at least four (4) weeks prior to the anticipated date of departure. The school must receive approval in writing prior to any planning or fundraising activities. The Director of Programs and Student Services/designate will respond to the request within five (5) school days of receiving the request.

The written request for permission to **plan** must contain the following:

- Duration - anticipated dates of departure and return;
- Destination(s) and tentative outline of itinerary;
- Mode(s) of transportation/travel agent, if involved;
- Description of trip's relationship to curriculum outcomes;
- Grade level(s) and approximate number of student participants;
- Name of Teacher Coordinator and list of chaperones of the trip. Please ensure required documentation, including a Vulnerable Sector Check and Child Abuse Register Check, is on file for each chaperone associated with the curriculum-based event, field trip, tour or sports trip;
- Breakdown of budget/anticipated costs (fares, meals, accommodations, events, fees, etc.);
- Source of funds and methods of fundraising;
- Contingency plans for funding in the event of delays, emergencies or unexpected changes in itinerary;
- Specifics of amount of class time lost and plans for student work to be maintained;

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- Plans to cover the assignments of staff chaperones;
- Validation of appropriate insurance; and
- PLUS any other information that may be relevant.

Two (2) weeks prior to the date of departure, the Principal shall forward to the Director of Programs and Student Services a final list of student and adult participants including medical information, grade levels, home addresses and telephone numbers for all participants, as well as any additions or changes to the original proposal.

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Appendix C:

FORM 'J' Amended

Adapted from the Nova Scotia Utility and Review Board
 In the matter of the Motor Carrier Act
 CONFIRMATION and UNDERTAKING respecting Clause 42A(2)(b)

THE UNDERSIGNED,

Name: _____

CHECK ONE: Parent Teacher Volunteer

Address: _____

_____ Postal Code _____

Phone: Home _____ Work _____

Motor Vehicle: Year _____ Make & Model _____

hereby confirms that, in respect of the above described vehicle:

- (i) The undersigned possesses a valid motor vehicle liability policy of insurance; providing for \$1,000,000 coverage in the event of personal injury or a passenger;
- (ii) The undersigned possesses a current motor vehicle inspection for the vehicle;
- (iii) The undersigned possesses a valid driver's license for the class of vehicle to be operated;
- (iv) The manufacturer's designated seating capacity will not be exceeded;
- (v) Each seating position is equipped with a seat belt assembly as prescribed in the *Motor Vehicle Act*;
- (vi) Where a passenger vehicle is operated, seat belts will be worn by all passengers; and
- (vii) The driver is not less than 19 years of age, and **does not have the status of a newly licensed driver under the *Motor Vehicle Act*.**

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and hereby undertakes, in respect of the above-described vehicle, to maintain the documents described in paragraphs (i), (ii) and (iii) above and to notify the Strait Regional School Board as to any cancellation, alteration or expiry of the documents.

Date

Signature of PERSON NAMED ABOVE

Signature of WITNESS

Please note the following requirements:

- This form must be completed on an annual basis.
- A photocopy of each of the following documents shall be attached to the Form J for each driver prior to approval:
 - Driver's license
 - Vehicle registration
 - Proof of insurance
 - Teacher/Chaperone Consent Form
- Principal/designate is to confirm a current vehicle inspection.
- Both signatories on this Form shall ensure compliance with all provisions outlined in this Form and the Transportation Section of this document. Please refer to Pages 5, 6 and 7.
- By signing this Form, the driver agrees to advise the Principal immediately of any changes to the status of any of the information and/or documents provided above.

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Appendix E:

Teacher/Chaperone Consent Form

School _____

School Trip _____

Trip Duration _____

Chaperone Name _____

Responsibilities of School Chaperones

- If not an employee of the Strait Regional School Board, provide an acceptable Child Abuse Register Check and Vulnerable Sector Check;
- All chaperones shall actively supervise students in accordance with these procedures and supporting Policy IV-B-6;
- Active supervision entails the frequent movement of chaperones among students to make their presence known, to monitor student behaviour and to positively interact with students;
- Promote an attitude of cooperation and safety awareness among students;
- Report issues related to student behaviour to the teacher chaperone;
- Be aware of any allergies/medical conditions and treatments of the students travelling;
- Refrain from drinking alcohol or taking restricted substances during the duration of the trip. For issues related to tobacco, please refer to Policy 1-D-4, Smoke Free Environment and supporting procedures, PRO 1-D-4.
- Maintain regular contact with the school administration with travel updates;
- Contact the school Principal and parents/guardians as soon as possible in the event of student incidents occurring during the trip;

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- Any driver transporting students is expected to transport students directly to the school event and directly back to the school or, if appropriate, to the students' home. The SRSB will not sanction any unauthorized side trips, detours or diversionary stops. It is the responsibility of the driver to obtain written parental consent and provide it to the school administration for any unauthorized side trips and they assume liability if any incident occurs.
- For travel outside of Canada, ensure that a copy of the student passport is taken prior to leaving and secured during the trip by the lead chaperone. It is also advisable that a digital copy of the student passports be secured at the school or Regional Office and accessible during the trip;
- For travel outside of Canada, carry student passports until needed by students to ensure safe keeping during the trip;
- In consultation with the lead chaperone, remain with student(s) that may have to stay in a particular location during the trip or stay beyond the given timeframe of the school trip due to medical concerns, misplaced or lost passports or emergency situations.

I am aware of the responsibilities noted above and agree to be a chaperone on the trip indicated.

Signature of Teacher/Chaperone

Date

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Appendix F:

Sample Letter Requesting a Vulnerable Sector Check for Volunteers in Schools

[Place on School Letterhead]

[Insert date]

Royal Canadian Mounted Police

[Insert address]

Dear Sir/Madam:

[Insert school name] and the Strait Regional School Board encourages the participation of parents/guardians and members of our school community as volunteers in schools. Volunteers have a positive impact on student learning and school activities. They assist us in a number of capacities and a variety of activities that enable us to enrich the educational opportunities available to our students.

The Strait Regional School Board requires that all volunteers in schools must have a completed Vulnerable Sector Check and Child Abuse Register Check on file. [Insert name of volunteer] has volunteered to assist our school and therefore requires a Vulnerable Sector Check. As such, we respectfully request that any fee associated with this service be waived and the results of the search be released per the terms of the Waiver executed by the volunteer.

Thank you for your assistance with this request and for your support of students and schools in the Strait Region.

Sincerely,

[Principal name]

Principal

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Sample Letter Requesting a Child Abuse Register Check for Volunteers in Schools

[Place on School Letterhead]

[Insert date]

Department of Community Services

[Insert address]

Dear Sir/Madam:

[Insert school name] and the Strait Regional School Board encourages the participation of parents/guardians and members of our school community as volunteers in schools. Volunteers have a positive impact on student learning and school activities. They assist us in a number of capacities and a variety of activities that enable us to enrich the educational opportunities available to our students.

The Strait Regional School Board requires that all volunteers in schools must have a completed Vulnerable Sector Check, and Child Abuse Register Check on file. [Insert name of volunteer] has volunteered to assist our school and therefore requires a Child Abuse Register Check. As such, we respectfully request that any fee associated with this service be waived and the results of the search be released per the terms of the Waiver executed by the volunteer.

Thank you for your assistance with this request and for your support of students and schools in the Strait Region.

Sincerely,

[Principal name]

Principal

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Appendix G: Confidentiality Agreement

Introduction

Privacy and the protection of confidential and personal information is a serious issue and one of which all employees and volunteers need to be aware when undertaking their role with the Strait Regional School Board. Failure to do so can have legal ramifications. Employees and volunteers also need to be aware that confidentiality still applies after employment and volunteerism with the Board ceases.

Definitions

For the purposes of this agreement, the following definitions apply:

“Employee” means a person employed by, or in an employee-like relationship, with the Strait Regional School Board.

“Board” means offices, schools and work sites of the Strait Regional School Board.

“Supervisor” is the person to whom the employee or volunteer reports.

“Volunteer” is an individual, who is not an employee of the Strait Regional School Board, and who interacts with students or groups of students as defined in the Volunteers in the School Policy VI-C-1.

‘Confidential information’ means:

- (a) or an opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion whether true or not. That is, information which allows an individual to be identified; or
- (b) any information that the Strait Regional School Board specifies as confidential; or
- (c) any information not on the public record and not available upon request.

Confidential information can appear in any form and be recorded on any medium, including but not limited to:

- (b) Written records
- (c) Electronic records
- (d) Social media
- (e) Information conveyed verbally

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In accordance with Section 3(1)(i) of the Freedom of Information and Protection of Privacy (FOIPOP) Act, "personal information" means recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual's age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics,
- vi. information about the individual's health-care history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment history,
- viii. anyone else's opinions about the individual, and
- ix. the individual's personal views or opinions, except if they are about someone else.

This agreement has been developed by the Strait Regional School Board to ensure that you understand your responsibilities. If you do not understand any part of this document or if you have uncertainties about its interpretation, you should discuss the matter with your Supervisor or designate. **Please read the Confidentiality Undertakings carefully.**

Confidentiality Undertakings

- i. I will comply with the legislation, policies and procedures of the Strait Regional School Board relating to confidentiality.
- ii. The employee and/or volunteer regards as confidential, and does not divulge other than through professional channels any information of a personal or domestic nature concerning either students or their home environment, obtained through the course of his/her professional and/or volunteer duties.
- iii. I will not disclose confidential information to any third party without the prior permission of the Strait Regional School Board.
- iv. I will not copy or remove original files, forms or other confidential documents from offices, schools and work sites of the Strait Regional School Board.
- v. I understand that my obligations under this Agreement continue to have full force and effect when I am no longer an employee or volunteer of the Strait Regional School Board.

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THIS AGREEMENT is made on the _____ day of _____ 20____

BETWEEN

STRAIT REGIONAL SCHOOL BOARD

AND _____

SIGNED for and on behalf of the **STRAIT REGIONAL SCHOOL BOARD**

INSERT NAME and TITLE

Date

Declaration

I declare that I have read this confidentiality agreement and understand my responsibilities regarding the privacy and the protection of confidential and personal information. I understand that a breach of this agreement may impact on the right to privacy of an individual or Board and may lead to legal and/or disciplinary proceedings.

SIGNED by _____

Signature

Date

In the presence of

Signature of Supervisor

Date