

## **GRADE 9 TRIP**

This document is designed to outline the elements of the grade 9 trip. These words represent an effort to renew and preserve the more than 30 years of grade 9 trips first instituted by St. Andrew’s School’s junior high social studies teacher Mr. Ernie Amerasinghe. We will be following this format for the coming trip and re-evaluate and modifying as needed next spring. This trip is nearing two generations of experiences and memories for thousands of people in our community. We hope to preserve it.

### **1. TRIP MISSION:**

The sole purpose of the grade 9 trip is to provide students an opportunity to take part in a school trip to a destination that most would not otherwise have the opportunity to visit. The trip is designed as an opportunity for students to broaden their horizons and expose them to a larger part of the world. Participation is voluntary and requires the assumption of responsibility on the part of students. Parents are encouraged to support their children and assist them in developing personal responsibility for their eligibility. Responsibilities include maintaining a positive standing in their school program and participating in the organization and fundraising (either personal or group) for their trip.

The grade 9 trip exists through the support and organizational efforts of the grade 9 students and their parents in coordination with the same effort on the part of one or more certified teacher(s) of St. Andrew’s School. Should any of these parties choose not to support the trip in any given year, a trip will not be held during that year. A grade 9 trip on a yearly basis, although desirable, is not necessary. The grade 9 trip of any given year is reliant on the interest and commitment of its constituents: School, Parents, and Students.

**HFCRD Travel Policy:** Trip planning must be based on HFCRD Policy D-1030. (relevant clauses below)

1.1 Activities taking place within the boundaries of the Division must have the prior written authorization of the school level administrator.

1.2 Activities that are not within the boundaries of the Division and are within the Province of Alberta or the Peace River block, including British Columbia must have the prior written authorization of the Superintendent.

1.3 Activities taking place outside the Province of Alberta or the Peace River block must have the prior written authorization of the Board.

2.1 In order to maximize the educational value of co- and extra-curricular activities, plans should include:

2.1.1 educational objectives;

2.1.2 informing parent(s)/guardian(s) of the proposed activities that involve their child(ren);

2.1.3 places, time, program, supervision and funding;

2.1.4 follow-up and final evaluation for future reference.

4.1 The school level administrator or designate is expected to seek the assistance of parents/guardians to assist in the supervision of activities. There should be a minimum of:

4.1.1 one supervisor for every eight(8) students;

4.2 The school level administrator may require increased supervision if deemed necessary.

4.3 Co-educational activities, with overnight stays, will require male and female supervisors.

4.3.1 Overnight supervisors will require a Criminal Record Check and Child and Youth Intervention Check.

4.4 The school level administrator shall approve the supervisor and supervision for all school activities. All school activities shall have at least one teacher or an agent of the Board, acting in a supervisory capacity.

5.1 For trip within the province, the raising of money for the financial support of an activity involving a whole class or a particular group of students (i.e. sport team) is to be raised as a common fund to enable all members of the class or group to participate regardless of the financial circumstances of the student and his family. All fundraising activities must be approved by the school principal.

5.2 For trips external to the province and for foreign excursions:

5.2.1 there is no cost to be borne by the Board;

5.2.2 no money is to be raised by the group in the form of raffles, bake sales or any such activity on school premises or during school hours.

6.3 At least one teacher or agent of the Board, approved by the school level administrator, shall accompany the students and be responsible for supervision. Additional adults assisting with supervision may ride along on the bus provided they have been authorized by the school level administrator.

6.5 Co- and extra-curricular activities shall be cancelled by the school level administrator in the event of inclement weather. The school level administrator shall use reasonable caution in making his decision.

6.6 Where a privately owned or a commercially rented vehicle is used, the school level administrator shall approve the driver(s) and ensure that the vehicle insurance policy adequately covers the driver and occupants as required under the umbrella insurance of the Board. Adequate coverage shall include third party liability equal to or exceeding two million dollars (2,000,000.00) coverage.

7.1 Form I-1051 shall be completed for all school activities away from the school.

7.2 Parent/Guardian Consent Form I-1053 is required for all school activities away from the school.

## **2. SCHOOL BASED ACTIVITIES**

**Trip Itinerary:** Identification of tours, restaurants, accommodation, travel places, and activities at the chosen destination.

**Trip Board Approval:** Presentation of the trip itinerary and planning to HFCRD for initial and final approval.

**Trip Fundraising:** The school will create no more than five trip fundraisers between November 1<sup>st</sup> and the May 1<sup>st</sup> of the grade 9 trip's school year.

**Trip Booking:** Advance booking of all travel, accommodation, and activities for the trip.

**Trip Supervision:** Ensuring adequate supervision that meets HFCRD Board policy is in place.

**Manage Emergency Fund:** Funding emergent situations arising from the grade 9 trip. A fund has been created from excess funds voluntarily donated by past grade 9 trips. These funds are to be expended in cases where there are costs associated to emergencies. These funds are not a grade 9 trip float or funds to round out trip costs when fundraising has fallen short.

### **3. PARENT ACTIVITIES**

**Trip Funding:** Each student will pay, in full, the cost for their grade 9 trip by October 30<sup>th</sup> of their grade 9 year. The cost of the trip will be presented to parents and students in May of their grade 8 year by the school teacher responsible for the given year's grade 9 trip. Parents are encouraged to work with their child to ensure that funds are raised and banked for the trip prior to October 30<sup>th</sup> of their grade 9 year.

**Trip Cost:** The trip cost will be determined by the school based on a review of recent costs, the proposed itinerary, and inflationary costs. Should additional unforeseen costs arise the trip may need to be changed as a whole or in part; be it itinerary, location and/or duration.

**Trip Fundraising:** Parents and students may choose to participate in OPTIONAL fundraising to offset the cost of the trip. The school will create no more than five fundraisers between November 1<sup>st</sup> and the May 1<sup>st</sup> of the grade 9 trip's school year. Profits from each of the school's fundraising activities will be paid out equitably to each student directly involved pro-rata.

Fundraising work is to be done primarily by the grade 9 students. Interested parents are invited to assist and guide their child in his or her efforts.

Participating in group fund-raising, being responsible and being accountable for doing it, gives students ownership to “their” trip. Deciding to take on responsibility and the experience of participating in fundraising is rich with valuable life lessons. Students and parents not interested in this experience may simply rest on the payment in full for the trip made by October 30<sup>th</sup> of their grade 9 year.

**Parent Meetings:** An initial meeting will take place in May of the class’ grade 8 year. This is followed by two general informational/organizational meetings generally held in the fall and again in the spring prior to travel. As such, there are only three meetings per year.

**Transportation:** Parents will arrange transportation to and from the designated starting point and end point for the Grade 9 Trip. For the 2009-2010 trip this shall be at the Edmonton International Airport. Specific dates and times will be provided in the final trip meeting in the spring.

**Parent Supervisors:** Parents interested in supervising the grade 9 trip may submit their name to the trip’s organizing teachers for consideration. Parent supervisors will be selected by school staff based on the needs of the trip. The parent supervisors must abide by school rules while on the trip as they are serving as role models and are in a position of responsibility.

**Surplus Funds:** Should there be surplus funds after the trip the grade 9 class may choose how to spend these funds. In the past some classes have purchased additional activities for their trip, class shirts, or have donated extra funds to the school’s grade 9 trip emergency fund.

**HFCRD Fundraising Policy:** Fundraising must follow Holy Family Board Policy C-1180. (relevant clauses below)

1. Funds raised should complement not replace public funding for education. Fundraised dollars shall not be used for instructional purposes or basic education items, those being items required to complete the prescribed curriculum for any one grade.
2. Illegal fundraising shall not be permitted.
3. Fundraising shall be consistent with the Mission Statement of the Division and the philosophy of the Catholic Church.
4. Fundraising goals shall be developed in advance of the fundraising activity.4.1 Decisions on fundraising activities and the expenditure of fundraised dollars should be made in consultation with school principals, staff, students, school councils and parents/guardians.
5. Parents/Guardians shall approve of student participation in fundraising activities. Students shall not be put at risk when participating in fundraising activities.
6. Involvement in fundraising for extra-curricular activities may be required for student participation.

7. Activities chosen as fundraisers shall encourage participation of students and, therefore, should be age appropriate.
8. All fundraising income and expenditures shall be accounted for in accordance with generally accepted principles of accounting and reported in the school-generated funds.
9. Surplus funds shall be allocated by the group that raised the funds in consultation with the school principal.

#### **4. STUDENT RESPONSIBILITIES**

**Student Responsibility for Funds and Trip Assets:** Students assigned assets (products: i.e. chocolates) or funds (monies: i.e. cash from wreath sales) during fundraising are responsible for these funds/assets. No student shall be permitted to travel while they maintain an outstanding balance.

#### **Student Behavior:**

All students eligible for the trip will be reviewed school administration. With respect to attendance the student must maintain 75% attendance. Students must not have any money owing to the school. Students must meet their fundraising obligations. Any student suspended or expelled during the school year for drug or alcohol infractions will be withdrawn from the Grade 9 Trip roster. Any student expelled from during the school year for any reason will be withdrawn from the Grade 9 Trip roster. Committed (expended) funds will be forfeit as the

students remaining on the trip will not be made to bear the costs associated to one student’s choices.

**Student Behavior on the Trip:** Students breaking school expectations so as to cause an unsafe or uncaring environment for themselves or those on the trip will be returned to High Prairie as soon as reasonably possible. Parents will be contacted prior to the student being sent back so that all travel information is clear. Costs of the student being returned will be the responsibility of the student’s parents or guardians.

**5. TRIP CONTACTS:**

Mrs. Heather Daly, Grade 9 Teacher – 780-523-4595

Mr. Ken Kosak, Grade 9 Teacher – 780-523-4595