

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Student Travel (Out-of-School Educational Experiences)
Policy Type: Students
Number: 8160
Date Approved: November 28, 2005
Legal Reference:

The Board of Education believes the educational benefits that result from out-of-school educational experiences for students are substantial and worthy of support.

Guidelines

1. Out-of-school educational experiences include, but are not limited to, extra-curricular, academic, cultural, social, sport and athletic activities which occur beyond the confines of the school grounds.
2. With approval, all students may travel within Saskatchewan; Grades 6 to 12 students may also travel in Alberta and Manitoba; Grades 9 to 12 students may travel throughout Canada.
3. School-based staff, parents, and students must be informed that, in the interests of student safety, a trip may be cancelled or postponed by the Director of Education or designate at any time.
4. Requests to travel outside of the province must include a listing of the liabilities that would result from cancellation of the trip. Potential Board liability is limited to \$30,000.
5. Trips are limited to a maximum of five school days in duration.
6. The Director or designate may approve student travel for special circumstances that do not meet the above criteria.

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ADMINISTRATIVE PROCEDURES

1. Obtaining Written Parental/Guardian Consent

Written parental/guardian consent is required for all travel away from the school grounds involving students:

- a) Schools may obtain a single written consent for all low-risk student activities that occur during normal school hours. Parents/guardians must be notified when such trips are actually going to occur. High-risk activities are identified in the Division's "Safety Guidelines". Activities not dealt with in the "Safety Guidelines" should be approved by the Director or designate.
- b) A single written consent may also be obtained for team/club travel.
- c) All other travel requires specific written consent.

2. Required Conditions

The principal will ensure the following conditions can be met before approving in-province travel or recommending out-of-province travel to the Director or designate:

- a) at least one teacher, under written contract to the Board, is on the trip;
- b) students registered in the school and designated chaperones are the only participants;
- c) written parental consent is obtained for each student;
- d) objectives are curricular-based, (extra-curricula activities excepted);
- e) chaperones are at least 21 years of age, are well known by the principal and/or another employee of the school and are aware of their responsibilities;
- f) students, staff, and chaperones are informed that all school rules are in effect, including the non-consumption of alcohol.

Note: Principals may request approval from the Director or designate to waive a condition for a particular circumstance.

3. In-Province Travel During School Hours

- a) The teacher will submit a Preliminary Form and Final Request Form (or equivalent school based form) to the principal at least 5 calendar days prior to the proposed date of departure.
- b) The principal must indicate approval by signing the form prior to departure.

4. In-Province Travel Outside School Hours

- a) The teacher will submit a Preliminary Planning Form (or equivalent school based form) to the principal at least 20 calendar days prior to the proposed date of departure.
- b) Following preliminary approval, and when detailed planning is complete, the teacher will submit the Final Request Form (or equivalent school based form) to the principal at least five calendar days prior to the date of departure.
- c) The principal, upon receipt of the Final Request Form, will make a decision and communicate it to the teacher.

5. Out-of-Province Travel

- a) The principal will submit a Preliminary Planning Form to the Director or designate at least 90 calendar days prior to the proposed date of departure.
- b) Following preliminary approval, and when detailed planning is complete, the principal will submit the Final Request Form to the Director or designate at least 20 calendar days prior to the date of departure.
- c) The Director or designate, upon receipt of the Final Request Form, will make a decision and communicate it to the principal.
- d) When a trip is approved, the Director or designate will forward the Final Request Form to the Secretary-Treasurer.