Administrative Procedure 733

STUDENT TRAVEL (OUT-OF-SCHOOL EDUCATIONAL EXPERIENCES)

Background

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

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.

Procedures

1. 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.

2. 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 at any time.

3. 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.

4. Trips are limited to a maximum of five school days in duration.

5. The Director may approve student travel for special circumstances that do not meet the above criteria.

6. Obtaining Written Parental/Guardian Consent
   - 6.1 Schools may obtain a single written consent for all low-risk student activities that occur during normal school hours (SRPSD Registration form). Parents/guardians must be notified when such trips are actually going to occur.
   - 6.2 A single written consent may also be obtained for extra-curricular travel (School-based form).
   - 6.3 Specific written consent for high-risk activities identified in the Division's Safety Guidelines for Physical Activities must be obtained.
   - 6.4 Specific written consent for an activity not identified in the "Safety Guidelines" shall be approved or denied by the superintendent responsible for athletics.
   - 6.5 All other travel requires specific written consent Student Travel Request Form – Appendix A.

7. Required Conditions
   The principal will ensure the following conditions can be met before approving in-province travel or recommending out-of-province travel to their superintendent:
   At least one teacher, under written contract to the Board, is on the trip;
   - 7.1 Students registered in the school and designated chaperones are the only participants;
   - 7.2 Written parental consent is obtained for each student;
   - 7.3 Objectives are curricular-based, (extra-curricular activities excepted);
   - 7.4 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;

7.5 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 their superintendent to waive a condition for a particular circumstance.

8. In-Province Travel During School Hours
   8.1 The teacher will submit a Student Travel Request Form – see Appendix A to the principal at least 5 calendar days prior to the proposed date of departure.
   8.2 The principal must indicate approval by signing the form prior to departure.

9. In-Province Travel Outside School Hours
   9.1 The teacher will submit a Student Travel Request Form (or equivalent school based form) to the principal at least 20 calendar days prior to the proposed date of departure.
   9.2 The principal, upon receipt of the Student Travel Request Form, will make a decision and communicate it to the teacher.

10. Out-of-Province Travel
   10.1 The principal will submit a Student Travel Request Form to their superintendent at least 90 calendar days prior to the proposed date of departure. In exceptional circumstances, a Student Travel Request Form may be considered by the director or designate which is submitted less than 90 days prior to the date of departure.
   10.2 The superintendent, upon receipt of the Student Travel Request Form, will make a decision and communicate it to the principal.
   10.3 When a trip is approved, the superintendent will forward the Student Travel Request Form to the CFO.

Reference: Section 85, 87, 109, 151, 175, 179, 231, *The Education Act, 1995*
Safety handbook for Physical Education and Extra-Curricular Sports

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