

## **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  
Written parental/guardian consent is required for all travel away from the school grounds involving students:
  - 6.1 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 [Parental Consent Form](#). High-risk activities are identified in the Division's [Physical Education Activity Guidelines](#). Activities not dealt with in the "Safety Guidelines" shall be approved or denied by the superintendent responsible for athletics.
  - 6.2 A single written consent may also be obtained for team/club travel.
  - 6.3 All other travel requires specific written consent.
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-curricula 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

Revised: March 9, 2015