

## STUDENT TRAVEL (OUT-OF-SCHOOL EDUCATIONAL EXPERIENCES)

### Background

The educational benefits that result from out of school educational trips and extra-curricular activities for students are of considerable benefit to students. These are part of a well-rounded student experience in our schools.

Out-of-school educational experiences include, but are not limited to, extra-curricular, academic, cultural, social, sport, curricular and athletic activities which occur beyond the confines of the school grounds. **All travel arrangements within the division must be approved by the Principal.** For purposes of this administrative procedure "out-of-division" does not include North Battleford, Cold Lake, or Lloydminster.

Parents/guardians must be notified if students are leaving the community for an activity.

### Procedures

With appropriate approval, all students may travel within Saskatchewan. Grades K to 12 students may travel in Alberta but not in a division operated school bus. Grades 10 to 12 students may travel throughout Canada provided it is a nationally recognized educational program or forum. Under exceptional and extraordinary educational circumstances students may by director approval be allowed to travel outside the country. Trips for the sole purpose of student travel outside of Canada are not permitted. All trips, educational and extra-curricular must adhere to all safety and supervision guidelines. Parents, students, and coaches should be familiar with the Extracurricular code of conduct guidelines. (Appendix A)

### 1. Guidelines

#### 1.1. Length of Trip

- 1.1.1. K & Grade 1 & 2 - Not to exceed four hundred (400) km round trip from any Division boundary
- 1.1.2. Grade 3, 4 & 5 - Not to exceed six hundred (600) km round trip from any Division boundary
- 1.1.3. Grade 6, 7, 8 & 9 - Not to exceed twelve hundred (1200) km round trip from any Division boundary
- 1.1.4. Grade 10, 11 & 12 - Not to exceed two thousand (2000) km round trip from any Division boundary

#### 1.2. Duration of Trip

- 1.2.1. K & Grade 1 & 2 - Within the same day, no overnight trips allowed
- 1.2.2. Grade 3, 4 & 5 - Generally within the same day, maximum one (1) night only
- 1.2.3. Grade 6, 7, 8 & 9 - Maximum of two (2) nights
- 1.2.4. Grade 10, 11 & 12 - Maximum of three (3) nights

## **2. In -Division Travel**

All educational trips should be submitted for approval prior to September 30<sup>th</sup> of the current school year. In extenuating circumstances, requests beyond this date should be submitted 30 days in advance. In instances where an opportunity arises in the division (except high risk activities) on short notice, the principal may grant approval. Notice will be given to the director that students will be travelling on that date. All documents regarding approval at the division level are kept at the school. The Director must be apprised of all student travel. The submission of team schedules is sufficient.

- 2.1. The teacher will submit a Student Travel Request Form (Form 262-1) to the principal for approval. Any activities that are considered high risk must also be approved by the superintendent, and the director.

## **3. In -Province Travel**

All travel outside the school division requires the approval of the superintendent and the director.

- 3.1 The teacher will submit a Student Travel Request Form (Form 262-1) to the principal by September 30<sup>th</sup>. The principal upon signing will forward to the superintendent who will forward on to the director for final approval.
- 3.2 For extra-curricular activities that are part of a pre-determined format (provincials, drama, etc.) The principal must approve the activity and forward it to the superintendent 2 weeks prior to the event or as soon as the school knows they will be attending. Final approval is required by the director.

## **4. Out of province Travel-**

The approval process for out of province travel (subject to guidelines) is the same as For In - Province travel. Final approval is required by the Superintendent and the Director of Education.

## **5. High Risk**

Any high risk activity requires superintendent and director approval. Refer to high-risk activity guidelines (214-appendix A – physical education program handbook.)

## **6. 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: A t least one teacher, under written contract to the Board, is on the trip except where Division and SHSAA approved community coaches are utilized, teacher supervision of trips is still preferred. Non-staff coaches may travel without a teacher supervisor, but only with Director approval. The criterion for eligibility for community coaches is outlined in the bylaws of the SHSAA. A Form E-14 must be filled out by the community coach and signed by the Principal and Director. Approval must be sought annually;

- 6.1. Written parental consent is obtained for each student (Form 262-2);
- 6.2. Objectives and outcomes are required for educational trips. The applicant must also indicate how the trip is supplementing/enhancing the curriculum.
- 6.3. 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; They must also provide verification of a criminal record check.
- 6.4. Students, staff, and chaperones are informed that all school rules are in effect, including the non-consumption of alcohol.
- 6.5. Student drivers are not permitted. Extenuating circumstances require the approval of the principal and the parents.

It is recommended that travel occur in Division buses. The use of 15 passenger vans is Prohibited.

## 7. Financial support

The Division provides an annual Division-wide budget for school travel and other costs related to educational activities. This budget is administered by the principals among the schools in the Division. Budget carry-over is allowed and allocation overages are charged to the respective schools. The categories covered by this budget are:

### 7.1. Division Competitions

Educational activities administration: Sports: mileage, crests, ribbons, trophies, referees, meals, and lodging of coaches. Music, music festivals, art, drama, band, elocution, oratory, debate, etc: mileage, crests, ribbons, trophies, hall rental, adjudication, coach meals/lodging.

### 7.2. Provincial Competitions

Sports, music, art, drama, band, student business, elocution, oratory: expenses as above. The Division has an excellence fund that provides monies for provincial/national and division sponsored events. Refer to AP 262 – appendix B for the application form and guidelines regarding the Excellence fund.

### 7.3. General School Trips

Any school approved trip for any other purpose other than a competition as shown above will cover travel costs only.

Cost of Travel Vehicle - costs shall not be greater than the maximum allowed on the current rate list. Be sure all drivers have the information, know the rate being paid and have a valid license and insurance. Schools that use a mode of travel that costs more than the rate for a school bus, will be charged the extra costs of that other mode of travel. Bus trips less than 35 KM round trip will cost the school the current minimum rate.

#### 7.4. Organizational Meeting

Representatives from each school are asked to attend a meeting each spring, winter and fall to coordinate their seasonal activities.

#### 7.5. Excellence Fund

7.5.1. Excellence fund money may be available for the following:

- Schools hosting regional and provincial events.
- Students traveling to school related provincial or national events.
- Schools hosting summer camps. (AP 262 – Appendix B)

7.5.2. Written requests for reimbursement are to be sent to the Division office in the following manner:

- Letter from the Principal when the school is hosting events and camps.
- Registration forms to accompany contribution when the registration is sent in by the Division (Encounter's Canada, Forum for Young Canadians, etc.). To access funding for these programs, Form 262-B1 must be completed.
- Letter with verification of attendance from the student (signed by Principal).
- Student travel form when activity was considered a school trip. (SHSAA, debating, etc.)

### 8. Travel Protocol

Travel procedures must be adhered to, to ensure student safety and minimize liability.

8.1. All trips should have a roster that is submitted to the principal prior to the trip.

8.2. Schools are encouraged to use division school buses whenever possible.

8.3. Parents that drive are strongly encouraged to carry \$2,000,000 in liability on their Vehicle. When possible they may provide proof of insurance. Private vehicles must be in sound working condition and meet all safety standards.

8.4. When personal or rental vehicles are used schools will establish procedures for picking up and dropping off students.

9. School-based staff, parents, and students must be informed that, in the interest of student safety or division liability a trip may be cancelled or postponed by the Director at any time.

Reference: Sections 85, 87, 151, 175, 179, Education Act  
Physical Education Safety Guidelines

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