



Creighton School Division No. 111

Policy Name:	Student Travel (Out-of-School Educational Experiences)
Policy Type:	Students
Number:	217
Date Approved:	May 21, 2014
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 and Flin Flon, Manitoba; Grades 6 to 12 students may also travel in Alberta and Manitoba; Grades 9 to 12 students may travel throughout Canada and Grade 10-12 students may travel outside of 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 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.
5. Trips are limited to a maximum of five school days in duration.
6. The Director of Education 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) Creighton Community School 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 of Education.
- 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-curricular activities excepted);
- e) volunteer 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) volunteer chaperones will be required to submit a current criminal record check;
- g) students, staff, and chaperones are informed that all school rules are in effect, including the non-consumption of alcohol/drugs.

Note: Principals may request approval from the Director 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 (excluding Elin Flon)

- a) The principal will submit a preliminary travel request to the Director or designate at least 60 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 travel request to the Director at least 30 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.



PRELIMINARY PLANNING FORM Student Travel

School: _____
Group (grades and number of students): _____
Teacher Leader: _____ Substitute Leader: _____
Total Number of Chaperones (including leaders): _____
Destination(s): _____ _____
Departure Date: _____ Return Date: _____
Number of instructional days involved (maximum of 5): _____
Businesses and funds owed to each if the trip is cancelled (e.g. tour operators, transportation companies, hotels, etc.): _____ _____
Estimated Budget: Attach showing major revenues and expenses.

Curricular Connections: _____ _____ _____ _____
Pre- and Post-Travel Educational Activities: _____ _____ _____
Principal Signature: _____

Approval of detailed planning: Granted <input type="checkbox"/>
Director of Education or Designate Signature: _____ Date: _____



FINAL REQUEST FORM
Student Travel

School: _____

**Attach "Preliminary Planning Form" and enter only new information in this section.*

Group (grades and number of students):

Teacher Leader: _____ **Substitute Leader:** _____

Destination(s):

Departure Date: _____ **Return Date:** _____

Businesses and funds owed to each if the trip is cancelled (e.g. tour operators, transportation companies, hotels, etc.):

Parents/Guardians, students and chaperones have been informed in writing that the trip may be cancelled by the Director of Education or designate at any time prior to or during the trip.

Parent/Guardian Consent Forms on file at school (sample attached):

Student and chaperone names on file at the school:

Chaperone names and their relationship to the school (attached):

Expectations/Responsibilities for chaperones (attached):

Medical needs of students are with the teacher leader and on file at the school:

Budget showing major revenues and expenses (attached):

Contact number for teacher and substitute leader during trip on file with principal (attached):

Approval granted (Director of Education or designate signature required for out-of-province trips):

Principal **Date** **Director of Education or Designate** **Date**