

Code H: Curriculum and Instruction

POLICY TITLE AND CODE

STUDENT TRAVEL – EXCURSIONS – Out of Province/Country

HBGA

STATEMENT OF POLICY

Greater Saskatoon Catholic Schools recognizes the value student travel contributes to the overall learning experience. All excursions must have a curricular focus that aligns with the mission and vision of Greater Saskatoon Catholic Schools. The safety and the overall well-being of students and their families is paramount in planning out of province excursions.

RATIONALE

An excursion is a student trip that typically involves providing an opportunity for students to visit a place outside of their home community or province. Excursions are recognized for their contribution to students' overall understanding of our society and the world around them. These experiences have the ability to contribute to a students' spiritual, social, emotional, intellectual, and physical growth. Excursions are generally three or more days in length.

AUTHORITY

The Education Act 1995, Sec 85, 109, 151, 175, 179, 231

RELATED POLICY

DCB Purchasing

DKA Business Administration: Conflict of Interest

HAD Number of Days of Instructional Time

HBG Learning Activities Outside the School

HBO School Programs – Physical Education Safety Guidelines

IAB Fund Raising

IFBA Administering of Non-Prescribed Medication

PROCEDURES

1. Regulations and Procedures outlined in policy **HBG Student Travel – Learning Activities Outside the School** pertain to Out of Province/Country Excursions.

2. All out of province (out of country) student travel organized under the auspices of the Board of Education must have approval in principle from the Superintendent of Learning Services.
3. Following approval in principle from the Superintendent of Learning Services, the school principal must ensure that the following conditions can be met before recommending final approval for the out of province student travel to the Superintendent of Learning Services.

CONDITIONS

1. One staff member must assume the responsibility as excursion coordinator. For out of country excursions, the excursion coordinator must confirm there are no travel advisories (travel.gc.ca) in place. When the federal government suggests a high degree of caution, the Superintendent of Learning Services must be consulted.
2. The excursion coordinator is to submit a list of potential staff supervisors to the principal. Criteria for approving supervisors/chaperones may include gender, equity, teaching experience, travel experience, curricular connection, and other travel commitments within the same year.
3. Other staff members whose teaching responsibilities may be affected by the absence of the participating students and teachers who will be traveling have been consulted and show a willingness to support the excursion proposal.
4. In consultation with the principal, the excursion coordinator must communicate the opportunity to parents and students of the school community. Purpose, proposed itinerary, time lines, means of travel, approximate costs, criteria for student selection and other pertinent information must be clearly stated at the outset. Students selected for the excursion must be in "good standing" with the school. Factors that impact a student's "good standing" include behavior, attendance, and academic performance.
5. The proposed travel has the signed approval of the parents or guardians of the students concerned (see Parental Authorization for School Travel form). The excursion coordinator, in consultation with parents/guardians, is to ensure any legal documentation required for a child to leave the province or country is complete.
6. The excursion coordinator is to ensure religious services are scheduled for excursions that extend over a Sunday.
7. At the discretion of the principal and in consultation with school staff, a maximum of 3 instructional days may be used for excursions. Any exception to this must have the approval of the Director of Education or designate.

8. A current criminal record check (within past six months) is required for volunteers approved by the principal. A current criminal record check (within past two years) is required for all staff.
9. Adequate provision will be made for the accommodation, supervision, and welfare of the pupils who are traveling. The adult-student minimal ratio is one to fifteen. Wherever possible, a minimum of two chaperones is advised. Male and female chaperones are required for mixed gender student groupings. For international travel, the adult-student ratio of one to ten may be recommended by the Superintendent of Learning Services depending on the nature of the trip.
10. Adequate and appropriate insurance is provided to protect the students, teachers, and Board of Education in the event of an accident. A statement that adequate insurance will be provided is to accompany the submission to the Board. It is suggested that teachers and volunteers and/or chaperones purchase appropriate medical insurance to protect themselves in the event of an accident or illness.
11. The students will suffer no serious loss in their basic educational program normally provided through the school. As a guide, students should not miss more than ten instructional days due to trips and excursions over the course of the academic year.
12. Employees of Greater Saskatoon Catholic Schools are prohibited from being in a position of a conflict of interest in the performance of their roles and responsibilities. In accordance with Board Policy DKA, any offers of gratuity or benefit received from an excursion company or travel agency must be credited to the actual cost of the excursion. Offers of gratuities to excursion coordinators or other chaperones are not to be accepted.
13. The Excursion coordinator is responsible to ensure compliance with policies of the Board of Education for the handling and administration of funds. All monies collected from students are to be deposited in school division accounts. These funds must be used for the purpose the money was collected.
14. Adequate provision will be made to address safety. See policy HBO Physical Education Safety Guidelines.
15. Once the preceding conditions are met, the principal is to request final approval from the Board of Education through the Superintendent of Learning Services.

The documentation will include:

- 15.1 An itinerary of the proposed travel that specifically identifies times, places, accommodations, modes of travel, and emergency contact telephone numbers for countries and provinces to be visited.
- 15.2 A list of persons or agencies who have accepted responsibility for developing the trip.
- 15.3 A breakdown of anticipated costs (i.e. fares, passports, meals, spending money, accommodation, deposits required, etc.).

- 15.4 A list of chaperones.
- 15.5 A list of participants including grade level and home contact telephone number. The excursion coordinator must ensure an emergency phone tree is in place.
- 15.6 A statement of anticipated educational benefits, including pre-travel and post-travel educational activities, and anticipated trip highlights.
- 15.7 An indication that the principal has been informed in all steps of the planning.
- 15.8 A copy of the cancellation insurance must be attached.
- 15.9 Contact information for the travel agent that has been used.

FINAL PREPARATIONS

1. Approximately seven days prior to international travel, the Excursion Supervisor must contact the consulate of countries on the travel itinerary to check for trip advisories and confirm safety of travel.
2. A final parent information meeting should occur within seven days of departure to update contact information, review itinerary, and obtain any relevant medical or other information about students. Checking travel.gc.ca is also recommended.

POST EXCURSION

At the conclusion of the excursion, a report is to be submitted to the principal outlining the breakdown of actual costs. A detailed statement of all income received and expenses paid must be submitted to the designated Superintendent of Learning Services and the Superintendent of Administrative Services within thirty days. Security deposits and other unspent money is to be returned to student participants.

OTHER

The Board of Education will not provide financial assistance. Summary activity reports for out of province excursions will be submitted to the Board of Education for information in December and June of each year.

FORMS

- Form 1: Sample of Excursion Guidelines and Expectations
- Form 2: Agreement of Understanding, Cooperation and Support
- Form 3: Student Medical/Health Form
- Form 4: Parent/Guardian Authorization Form
- Form 5: Criminal Record Check Application
- Form 6: Emergency Contact Information Form

DATE APPROVED

April 18, 2011

DATE AMENDED

November 16, 2016

_____ SCHOOL

EDUCATIONAL EXCURSIONS GUIDELINES AND EXPECTATIONS

Destination: _____

Let us embrace this opportunity! As a student of _____, we have the chance to visit different parts of the country/world and represent the students of _____, Saskatchewan, and Canada.

With this in mind, the teachers and administration of _____ Catholic High School wish to provide a valuable learning experience to all participants. In order to do so, it is essential that we maintain an environment in which every student feels safe and comfortable. We are committed to creating this type of environment for all, and will take appropriate action to control any factors that may detract from the experience, learning, and safety of our students. This field trip is a privilege that all students must continuously earn through their cooperation and participation. Behavior that disrupts the learning environment or jeopardizes the physical or emotional health of any student will not be tolerated.

The Expectations, Responsibilities and Code of Conduct guidelines outlined below are intended to create and positive learning environments while assuring the health and safety of all participants. Students are advised to consider these expectations and guidelines with care. It is expected that parents/guardians are in agreement with what is listed as well. Students that are not prepared to accept, support and abide by these expectations and guidelines should withdraw from the excursion.

Expectations and Responsibilities

We expect that every student will cooperate with all staff members, parent chaperones and students in a positive way. They will respect the rights, feelings, property, and privacy of others, and will follow all rules and guidelines set forth in:

- a. The _____ High School Student Handbook
- b. The Code of Conduct (listed below)

Each student is responsible for his/her own behavior and the consequences of such behavior. **Consequences will be applied on a case-by-case basis, determined by the teacher/chaperone, and if required, the school administration.** We understand that most inappropriate behaviors are minor in nature and can be resolved with little disruption to the trip. However, if a serious offense occurs which compromises the integrity of the trip or any participant thereof, teachers and chaperones will act to ensure that this behavior is not repeated. Consequences may include isolating that offending student from peers, imposing consequences when we return to _____, including participation in graduation or sending the student (and accompanying chaperone) home at the student/parents' expense. Abuse of alcohol, illegal drugs, dangerous behavior, absence from curfew or meeting places are examples of such offenses.

Code of Conduct

1. All students will attend all meetings called which relate to the trip. In cases when there is important reasons why someone may not be present, that participant **MUST CONTACT** a supervisor before the meeting.
2. All laws and rules in the city/countries in which we will travel, along with those in our home province, must be respected and followed during the entire duration of the trip.
3. Since this is a school sponsored activity and the health and safety of students is of utmost concern, **the purchase or use of alcohol and illegal drugs will not be tolerated.** There will be random room and bag checks done to ensure that the students do not have any alcohol in possession. Violation of this expectation could result in the immediate return home at the student's expense. If a supervisor must accompany that student, the supervisor's expenses will also be the student's responsibility. There will be additional school consequences upon assessment and evaluation of the transgression.
4. Paralleling the ___ High School Student Handbook, we will assist those students who choose to adopt a smoke-free lifestyle and will allow smoking only in areas that comply with this policy. **Smoking in hotel rooms is not allowed, even though the country's laws may permit it.** Contact the tour leader and chaperones if you have a smoking addiction, and have your parents indicate that they acknowledge this addiction on the medical form.
5. No one, other than students or staff/chaperones of _____ High School, is allowed in any rooms at any time. All students must be in their own rooms at curfew. Curfew will be determined by supervisors based on the activities taking place. Room checks will occur regularly to ensure all students are safe and in appropriate rooms. Students leaving rooms after curfew may face very serious consequences. (Refer to #3)
6. The use of inappropriate language will not be tolerated. Respect to all people must be shown at all times.
7. Students must be courteous and cooperative with hotel personnel and must respect the rights of other guests. Any property damage in the rooms is the joint responsibility of all room occupants and the individual who caused the damage.
8. Students must be ready and on time for excursions, meeting places, and meal times. During excursions, students must stay with the group at all times.
9. Safety of each participant is of utmost importance. During free time, students may (at the tour leader's discretion) be allowed to separate into groups, but must go in groups of no less than 3 people, and must be under the guide of their assigned chaperone. During free time, there will be no renting of cars, motorbikes, scooters, etc.

AGREEMENT OF UNDERSTANDING, COOPERATION AND SUPPORT

Relating to:

(Participant's Name)

Parental Responsibility

While we realize that your child is responsible for his/her behavior, we need parents to cooperate with us and this policy by supporting us in the event that your son/daughter's behavior warrants the implementation of disciplinary action.

Parent and Student Agreement and Signatures

We have carefully reviewed the expectations set forth in the _____ Catholic High School Student Handbook and the Code of Conduct for _____ (field trip location). We understand that the Code of Conduct will be in effect for the entire duration of the trip and agree to abide by it.

Student Signature

Date

Parent(s) Signature(s)

Principal Signature

Chaperone Signature

PARENTAL AUTHORIZATION FOR SCHOOL TRAVEL

I/We are the parents or guardians of _____ . Please consider my/our signature on this letter sufficient authority for _____ and _____ to act as Guardian(s) for my above-named child during their school related excursion to _____ between the dates of _____ .

I/We consent to my/our child travelling under the care of _____ and _____ .

DATED this _____ day of _____, 20____, Saskatoon, Saskatchewan.

Witness

Parent/Guardian

Parent/Guardian

Medical Form for _____
Student's name

Please read each section and complete those sections that apply.

A) My child _____ has no special health needs that the staff and chaperones should be aware of and no medication is required on the trip. However, in the case of emergency, I give my permission to the designated supervisors of my child to arrange for and authorize any medical treatment that may be necessary.

My child _____ has special health needs. Below is the list of medical needs and the medications he/she requires.

B) Medical Insurance Policy Numbers and Name of the Company

C) Dietary Restrictions - include any special requirements or food allergies.

D) Other Information

E) I acknowledge that my child _____ has a smoking addiction and will require the opportunity to smoke during the trip. I understand that smoking will not be permitted in the hotel rooms and that special arrangement for smoking must be made with the tour leader.

F) ____ ATTACHED IS A COPY OF MY CHILD'S PASSPORT

____ Copy of passport will be attached when it is received

Parent/Guardian signature

Date

Parent/Guardian signature

Date: _____

Saskatoon Police Service
c/o Criminal Occurrence Security Checks
Box 1728
76 25th Street East
Saskatoon SK S7K 3R6

Dear Sir or Madam:

This letter is to advise the Saskatoon Police Service that _____
(Name)
has volunteered to assist with school activities for Greater Saskatoon Catholic Schools.

Greater Saskatoon Catholic Schools conducts Criminal Occurrence Security Checks for all volunteers.

We appreciate the Police Service providing this service to volunteers at no cost.
This letter authorizes a Criminal Occurrence Security Check for _____.
(Name)

If you have any questions about this applicant or the process, please contact the Superintendent of Human Resource Services at Greater Saskatoon Catholic Schools (306-659-7048).

Thank you for your assistance.

School

School Principal
(Please Print)

School Principal
Signature