

Statement of Policy**Rationale**

Greater Saskatoon Catholic Schools recognizes the value student travel contributes to the overall learning experience in both curricular and extra-curricular contexts. All excursions must have a 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 travel experiences.

In recognizing the educational opportunities derived from student travel, our division approves student travel for students pursuant to these administrative procedures. The division makes no grants towards the support of such projects, nor does the division pay the salary of substitutes for teachers who may be accompanying students who are travelling. Consideration should be made to provide equity of travel opportunity for all students interested in participating.

Authority

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

Related Policy

- DCB Purchasing
- DKA Business Administration: Conflict of Interest
- HAE School day and Year: Number of Hours of Instructional Time
- HBO School Programs – Physical Education Safety Guidelines
- IAB Fundraising
- IFBC Administration of Medication and Medical Procedures

Procedures/Guidelines

1. Regulations and Procedures outlined in policy *HBG Student Travel: School Excursions* and the *Physical Education Safety Guidelines* pertain to out-of-province excursions.
2. All out-of-province 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 student travel to the Superintendent of Learning Services.

Conditions:

1. Excursions connected to a specific course must have a direct connection to course outcomes to be considered for approval. Alternate instruction and assessment must be provided for students who are unable to participate.
2. Excursions related to extra-curricular groups or teams are permitted.
3. Out of country excursions will not be approved.
4. One staff member must assume the responsibility as trip leader.
5. The trip leader is to submit a list of potential supervisors to the principal. Criteria for approving supervisors/chaperones may include gender, teaching experience, travel experience, curricular connection, and other travel commitments within the same year.
6. 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.
7. In consultation with the principal, the trip leader must communicate the opportunity to parents and students of the school community. Purpose, proposed itinerary, timelines, means of travel, approximate costs, criteria for student selection and other pertinent information must be clearly stated at the outset. Students participating in the excursion must be in “good standing” with the school. Factors that impact a student’s “good standing” include behaviour, attendance, and academic performance.
8. The proposed travel has the signed approval of the parents or guardians of the students concerned (see Parental Authorization for School Travel form). The trip leader, in consultation with parents/guardians, is to ensure any legal documentation required for a child to leave the province is complete.
9. The trip leader is to ensure that excursions extending over Sunday include participation in Sunday Mass.
10. At the discretion of the principal and in consultation with school staff, a maximum of three (3) instructional days may be used for excursions. Any exception to this must have the approval of the director of education or designate.
11. All volunteers are required to provide criminal record checks in accordance with current GSCS procedures.
12. Adequate provision will be made for the accommodation, supervision, and welfare of the pupils who are traveling. A minimum of two (2) chaperones is advised. Male and female chaperones are required for mixed-gender student groupings.

13. For excursions involving flights, adequate and appropriate insurance must be provided to protect the students, teachers, and the 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. This includes cancellation insurance.
14. 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 (10) instructional days due to trips and excursions over the course of the academic year.
15. 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 trip leaders or other chaperones are not to be accepted.
16. The trip leader 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.
17. Adequate provision will be made to address safety. See policy HBO Physical Education Safety Guidelines.
18. Once the preceding conditions are met, the principal is to request final approval from the Board of Education through the designated Superintendent of Learning Services.
19. If the excursion includes flights, the documentation will include:
 - An itinerary of the proposed travel that specifically identifies times, places, accommodations, modes of travel, and emergency contact information.
 - A list of persons or agencies who have accepted responsibility for developing the trip.
 - A breakdown of anticipated costs (e.g. fares, meals, spending money, accommodation, deposits required, etc.).
 - A list of chaperones.
 - A list of participants including grade level and contact information.
 - An indication that the principal has been informed in all steps of the planning.
 - A copy of the cancellation insurance must be attached.
 - Contact information for the travel agent that has been used (if applicable).

Final Preparations

If the excursion includes flights, a final parent information meeting should occur within seven (7) days of departure to update contact information, review itinerary, and obtain any relevant medical or other information about students.

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 (30) days. Security deposits and other unspent money is to be returned to student participants.

Third Party Non-sanctioned Trips

For staff members choosing to participate in trips within or outside of Canada organized by a third-party entity and not endorsed or approved by the division, the following guidelines must be followed:

- Parents must receive direct and specific written notification that the trip is not a division-sponsored activity, and that division insurance will not apply.
- Staff members who are organizing the trip must do so outside of school hours and must not use school infrastructure and resources (including photocopiers and school division email addresses).
- If the leaders of a non-division-sponsored trip desire to use school property to host a meeting, they should book the space like any other third party through the booking system.

Other

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

Resources

GSCS Excursions and Volunteers
GSCS Physical Education Safety Guidelines Handbook

Board Reviewed and Policy Instituted

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