

## Statement of Policy

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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 international excursions.

## Rationale

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An excursion is a student trip that typically involves providing an opportunity for students to visit a place outside of their home country. 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 (3) or more days in length.

## Authority

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

## Related Policy

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- DCB Purchasing
- DKA Business Administration: Conflict of Interest
- HAD Number of Days of Instructional Time
- HBG School Excursions
- HBO School Programs – Physical Education Safety Guidelines
- IAB Fundraising
- IFBA Administering of Non-Prescribed Medication

## Procedures

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1. Regulations and Procedures outlined in policy **HBG Student Travel: School Excursions** pertain to International Excursions.
2. All international 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 international student travel to the Superintendent of Learning Services.

## Conditions:

1. One staff member must assume the responsibility as trip leader. The trip leader must confirm there are no travel advisories ([www.travel.gc.ca](http://www.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 trip leader 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 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 selected for the excursion must be in “good standing” with the school. Factors that impact a student’s “good standing” include behaviour, 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 trip leader, 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 trip leader 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 three (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 [6] months) is required for volunteers approved by the principal.
9. 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. 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. This also includes cancellation insurance.
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

(10) 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 trip leaders or other chaperones are not to be accepted.
13. 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.
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 numbers. The trip leader 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 (7) 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 (7) days of departure to update contact information, review itinerary, and obtain any relevant medical or other information about students. Checking [www.travel.gc.ca](http://www.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 (30) 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 international excursions will be submitted to the Board of Education for information in December and June of each year.

## **Forms**

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- Form 1: 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: Child Health Form

## **Date Approved**

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April 18, 2011

## **Amended**

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November 16, 2016  
March 2018