

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM:</b> Out of School Educational Experiences	<b>CODE:</b> HICA
<b>LEGAL STATUS:</b> Board Motion #292.05, #255.16; Highway Traffic Act; #272.17; #183.24	<b>DATE APPROVED:</b> 28 Nov 05, 26 Sep 16, 06 Nov 17, 09 Sept 24

### Background:

The Board of Education believes that educational experiences outside the confines of school buildings can enhance the quality of learning for students. School principals and staff members who plan such experiences are to be commended and supported. The Board wishes to acknowledge and recognize the essential role of parents/guardians in supporting these very worthwhile experiences.

### Policy:

The Board of Education recognizes the importance of out of school educational experiences which enhance the educational experiences of students, and therefore supports school principals and staff in their efforts to offer such opportunities.

### Guidelines:

#### 1. Out-of-School Educational Experience guidelines within city limits.

- 1.1 Curricular and extra-curricular outings are permitted if they have an educational value or purpose and the out of school educational experience compensates for excursion time out of the class.
- 1.2 Staff members must provide the details of the excursion to the principal for approval. The Principal will consider whether:
  - 1.2.1 They are satisfied that the outing is related to the ongoing educational program of the school.
  - 1.2.2 Parents/guardians are notified of all school outings with the following information: date, purpose of trip, departure and return times, method of transportation and other pertinent information. Copy of the notification to parents must be provided to the principal.
  - 1.2.3 Adequate supervision is in place.
  - 1.2.4 Adequate safety precautions have been considered.
  - 1.2.5 If an overnight excursion is being considered, the Principal must give approval and consent must be obtained from parents.

#### 2. Out-of-School Educational Experience guidelines outside city limits but within province guidelines.

- 2.1 If the outing is beyond city limits and within the province, in addition to guidelines above the following must be also be completed:
  - 2.1.1 Appendix A must be submitted to and approved by the Director of Education or designate.
  - 2.1.2 Written parent/guardian consent must be obtained, and
  - 2.1.3 If the outing involves an activity requiring approval as per the school division's Sport/Activity Handbook, details must be provided on Appendix A and must be submitted to the Director or designate.
  - 2.1.4 The principal approves that adequate supervision of the students is provided.
  - 2.1.5 Any student who is unable to attend the outing, but will be in attendance at the school during the time of the outing, must be provided with activities of educational value.

- 2.1.6 All overnight excursions, must have supervision arrangements for the duration of the trip.
- 2.1.7 All school rules of conduct are to be adhered to for the duration of the trip. For example, no alcohol, drugs or smoking (including vaporizers) are permitted.
- 2.1.8 Sleeping accommodations must be approved by the principal and the director/designate.
- 2.1.9 Students and parents/guardians must disclose any medical conditions or necessary accommodations. Information from a medical doctor may be requested. Eligibility for student will be considered if student safety is at risk with consultation of the director or designate. Educational programming/activities must be in place if the student is remaining at the school.
- 2.1.10 Only students registered with the school division may participate in excursion.
- 2.1.11 The organizing staff member must have emergency contact numbers and pertinent information for the trip.

### **3. Transportation**

- 3.1 In all instances it is recommended that public conveyance be used for the transportation of students, however, if it is found to be impractical to use public conveyance, the principal may authorize the use of private vehicles.
- 3.2 If private transportation is required, suitably licensed vehicles which are covered by adequate insurance will be used (see Appendix B).
- 3.3 Where it seems necessary to use private or rented vehicles, the volunteer driver(s) is (are) to be properly licensed and have submitted a completed *Volunteer Driver Authorization Form* (Appendix B).
- 3.4 Where a volunteer driver is a student, parental/guardian permission is required for both the driver and all passengers (see Appendix C). A student with a graduated license may not transport others, and students may not drive on behalf of the school, outside of city limits, including to/from Little Red River Park
- 3.5 When using a private vehicle each occupant is to wear an individual seatbelt.
- 3.6 When using a private vehicle each occupant weighing less than 18 kilograms (40 lbs.) must occupy an appropriate child or infant restraint system that is properly secured.
- 3.7 All staff drivers of the 15 passenger vans must have prior training such as training provided by school division driver training school.
- 3.8 The principal must be notified if itinerary of the excursion changes due to unforeseen circumstances as soon as practical.



**APPROVAL FORM**  
**For Out of School Educational Experiences**

This form is to be completed by the principal and **submitted to the Superintendent of Education**, at least one week in advance of any school or division sponsored curricular or extra-curricular outing that: a) **is beyond the city and within the province**, or b) **requires overnight accommodation**, or c) **requires approval as per the school division's Sport/Activity Handbook**. This form is a request for approval and must be signed by the Superintendent of Education, prior to the outing.

1. Name of school \_\_\_\_\_
2. Name of group or grade \_\_\_\_\_
3. Destination \_\_\_\_\_
4. Date(s) involved \_\_\_\_\_
5. Number of school days involved \_\_\_\_\_
6. Number of students involved (attach list of students participating) \_\_\_\_\_
7. Nature of Out of School Educational Experience (including relation to curriculum/school program) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Are there any additional activities that the students will be participating in that are not directly related to the Out of School Educational Experience? If yes, please specify. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Name(s) of staff member(s) in charge \_\_\_\_\_  
\_\_\_\_\_
10. Other person(s) supervising (indicate whether staff member, parent or other) \_\_\_\_\_  
\_\_\_\_\_
11. \_\_\_\_\_(yes) as per Policy HICA – guidelines, parents/guardians have been informed of the Out of School Educational Experience and any additional activities
12. \_\_\_\_\_(yes) as per Policy HICA – guidelines, written permission has been obtained (if applicable) of the Out of School Educational Experience and any additional activities
13. Specify the means of transportation \_\_\_\_\_
14. \_\_\_\_\_(yes) as per Policy HICA – guidelines, regarding use of private vehicle
15. Specific location of overnight accommodation (address and contact numbers) \_\_\_\_\_  
\_\_\_\_\_
16. Describe sleeping arrangements \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Superintendent of Education

Date: \_\_\_\_\_

## ADULT VOLUNTEER DRIVER AUTHORIZATION FORM For Out of School Educational Experiences

To be read by the volunteer driver **BEFORE** filling out the form

### ***NOTICE: Insurance Coverage - Volunteer Drivers***

Those wishing to act as volunteer drivers for school division activities and who are planning to use their own vehicle would be well advised to inform their insurance company.

With regard to insurance coverage the school division insurance policies have been endorsed to provide excess liability insurance for volunteer drivers. At the present time the maximum excess amount is \$15,000,000. However, the school division's insurance does not come into force unless there is a claim in excess of the liability limits in the owner's insurance policy (e.g., if the volunteer driver's insurance limit is \$200,000 (which is required by law) and there was a judgement for \$400,000, the driver's insurance would cover \$200,000 and the school division's excess liability insurance would cover the remaining \$200,000.

1. School \_\_\_\_\_
2. Volunteer driver's name \_\_\_\_\_
3. Saskatchewan Driver's License Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_
4. Has your driver's license ever been suspended? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Have you been convicted of any offense under the Highway Traffic Act during the last three years?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Number of seat belts in vehicle \_\_\_\_\_
7. Name of company you are insured with \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

**If volunteer is a student – student with a graduated license is not permitted to drive**

\_\_\_\_\_  
Signature or parent/guardian granting permission for student to volunteer to drive

### **For office use only:**

\_\_\_\_\_ is hereby authorized to drive on behalf of the school for  
the period of \_\_\_\_\_  
for the purpose of \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

***This completed form to be retained in principal's office***

## VOLUNTEER DRIVER PARENT/GUARDIAN CONSENT FORM For Out of School Educational Experiences

Prince Albert Roman Catholic School Division policy permits the use of properly licensed volunteer drivers as approved by the principal to convey students to and from off-campus activities. On occasion students are used as volunteer drivers, however, students may not drive outside of city limits, including to/from Little Red River Park. Also, students with a graduated license are not permitted to drive on behalf of the school.

Board policy requires that parental consent be obtained for a student to act as a volunteer driver and/or to be a passenger in a vehicle driven by a student for school sponsored off-campus activities. Such approval may be given once to cover the full year, except for trips beyond the city limits, which require approval for each trip.

Accordingly, please complete this form and return it to the school in care of the principal.

If you are giving approval for the full year, please ignore section B.

### Section A – approval for a full year:

I, \_\_\_\_\_ agree that my son/daughter \_\_\_\_\_

a) may drive my/our vehicle (having proper and adequate insurance) to off-campus activities

Yes \_\_\_\_\_ No \_\_\_\_\_

b) may transport fellow students to off-campus activities

Yes \_\_\_\_\_ No \_\_\_\_\_

c) may travel to off-campus activities with a fellow student who has been approved by the principal to act as a student driver

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

### Section B – approval for one trip only:

Location: \_\_\_\_\_ Date of outing: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

***This completed form to be retained in principal's office***