

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Student Exchanges and Student Sponsored Education Trip	CODE: HICAA
LEGAL STATUS: Board Motion #118.06; 255.16	DATE APPROVED: 08 May 06, 26 Sep 16

Background:

The Board of Education believes that student exchanges and student sponsored educational trips and excursions can enhance the quality of learning for each student. 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 value of student exchanges and student sponsored educational trips and excursions and therefore supports school principals and staff in their efforts to offer such opportunities.

Guidelines:

1. Sponsored Educational Trips for Individual Students by Third Party Agencies

- 1.1 Sponsored educational trips and exchanges (including educational trips and exchanges outside Canada and Continental United States at the high school level only) for individual students may be approved by the principal for the purpose of attendance of the school provided that:
 - 1.1.1 He/she is satisfied that the trip is of educational value and that the regular program of studies for the student can be maintained during the trip. If, in the opinion of the principal, the program cannot be maintained, he/she may grant approval after the parents/guardians have been informed of the situation in writing and permission is granted by parents/guardians.
 - 1.1.2 That satisfactory arrangements have been made for additional medical insurance coverage if the trip involves travel outside of Canada.
Examples of agencies sponsoring such educational trips include, but are not limited to: *The Terry Fox Educational Centre, Forum for Young Canadians, and Encounters with Canada*
 - 1.1.3 *The Board of Education cannot predict acts of terrorism therefore, fair notice to parents regarding no liability insurance is required on the permission form for parents/guardians to sign.*

2. Student Exchanges

- 2.1 Sponsored educational exchanges involving groups or classes of students (including exchanges involving travel outside Canada and Continental United States at the high school level only), may be approved by the Board of Education subject to the following conditions:
 - 2.1.1 A written application for permission to embark on the exchange must be submitted to the Director of Education or designate by the school principal (see Appendix A).

- 2.1.2 Provision is made for adequate supervision of the students as approved by the Director of Education or designate.
- 2.1.3 Suitable arrangements have been completed for transportation and lodging/billeting of the students, and verified by the principal and parent.
- 2.1.4 Parents have been notified of the details of the trip and have given consent, in writing, for their child to participate.
- 2.1.5 The educational component of the exchange program compensates for the instructional time lost.
- 2.1.6 Satisfactory arrangements have been made for additional medical insurance coverage and coverage for emergency travel, if the trip involves travel outside of Canada.
- 2.2 Provided such exchanges have been approved by the Board of Education, the Board's liability insurance will cover employees of Prince Albert Roman Catholic School Division No. 6 who are responsible for organizing and supervising the students.
- 2.3 If students from elsewhere are on an exchange in our community, it is recommended that public conveyance be used for the transportation of these students.
 - 2.3.1 If, however, it is found to be impractical to use public conveyance, the principal may authorize the use of private vehicles.
 - 2.3.2 If private transportation is required, suitably licensed vehicles which are covered by adequate insurance shall be used.
 - 2.3.3 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 *Adult Volunteer Driver Authorization Form* (Appendix B). Students are not permitted to drive.
 - 2.3.4 When using a private or rented vehicle equipped with seat belts, each occupant is to wear an individual seatbelt.
- 2.4 Costs for student exchanges or tours may be met through any combination of the following:
 - 2.4.1 The student's personal resources.
 - 2.4.2 The school's operating budget.
 - 2.4.3 Funds raised by the students themselves, by parent groups, or through other means (e.g., donations, refer to Policy JLK Fundraising).
 - 2.4.4 Other means approved by the Director of Education at the time the application for travel is approved.
- 2.5 Staff members acting as chaperones or supervisors will not suffer loss of salary during the period of the exchange or tour and, at the discretion of the Director of Education or designate, substitutes may be engaged during their absence.
- 2.6 Examples of such exchanges or tours include *Open House Canada*, *Sevec Exchange Trips*, and those that may be arranged through the *Department of Learning*.

Note: No travel cost other than that which is specifically permitted by the regulations of this policy is allowed without permission of the Board. Use of the name of Prince Albert Roman Catholic School Division No. 6 or any of its schools in promoting such travel is prohibited.



APPROVAL FORM
Student Exchanges and Student Sponsored Education Trip

This form is to be completed by the principal and submitted to the Director of Education, at least three months in advance of exchange. This form is a request for approval and must be signed by the Director of Education or designate prior to the trip.

1. Name of Destination – Exchange and Agency _____

2. Dates involved: _____ Number of school days involved: _____

3. Number of students involved (attach name of all students): _____
4. Nature of exchange, including description of program and objectives (use separate sheet if necessary)

5. Specify the itinerary and the locations of overnight accommodations. _____

6. Name of staff member(s) in charge _____
Name of other chaperones _____
7. If a licensed school bus is not being used, specify the means of transportation _____

8. Has written permission been received from the parents/guardians of all students participating? _____
9. Has the Notice of No Acts of Terrorism Liability been signed off by all parents? _____
10. Who was the Student Exchange and Student Sponsored Education Trip initiated by? _____

11. What is the timeframe for the student absence (dates required)? _____
12. What is the timeframe for the exchange students (dates required)? _____

Submitted by:	_____ Principal	_____ Date
Approval Granted:	_____ Director of Education/Designate	_____ Date
Board Approved:	_____ Date	



ADULT VOLUNTEER DRIVER AUTHORIZATION FORM Student Exchanges and Student Sponsored Education Trip

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

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