

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Out-of-Province (within Canada) Educational Excursions	CODE: HICAB
LEGAL STATUS: Board Motion #118.06; #255.16; #272.17; #184.24	DATE APPROVED: 26 Sep 16, 06 Nov 17, 09 Sept 24

Background:

The Board of Education believes that 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 educational trips and excursions and, therefore supports school principals and staff in their efforts to offer such opportunities.

Guidelines:

1. Out-of-Province (within Canada) Excursions

- 1.1 Out-of-Province excursions and trips are registered high school level only (grades 9 to 12) for individual students and may be approved by the principal of the school provided that:
 - 1.1.1 They are 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, they may grant approval after the parents/guardians have been informed of the situation in writing.

2. Tours Procedure for Out-of-Province (within Canada) Excursions or Tours

- 2.1 Out-of-province (within Canada) excursions involving groups or classes of students (high school level only) or major educational tours, 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 tour 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.
 - 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 Out-of-Province (within Canada) excursion compensates for the instructional time lost or is minimized by prudent planning.
 - 2.1.6 Satisfactory arrangements have been made for additional medical insurance coverage and coverage for emergency travel.
- 2.2 Provided such Out-of-Province (within Canada) excursion has 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 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 Out-of-Province (within Canada) excursions 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 excursion at the discretion of the Director of Education or designate, substitutes may be engaged during their absence.
- 2.6 Examples of such Out-of-Province (within Canada): band trip, sports tournaments or educational tour. Note: parents/guardians must be notified of the nature of the activities on the trip. Physical Education safety guidelines are to be adhered to for low and high risk activities.
- 2.7 Students, chaperones and staff are informed that all school rules are in effect, including the non-consumption of alcohol or drugs
- 2.8 Safety and travel guidelines in policy HICB are in be adhered to for all travel purposes.
- 2.9 A written application for permission to embark on the trip must be submitted to the Director of Education or designate by the school principal (see Appendix A).
- 2.10 Provision has been made for adequate supervision of the students as approved by the principal and then by Director of Education or designate. Staff members are expected to act in loco parentis and must do what a prudent parent would to.
- 2.11 Suitable arrangements have been made for transportation and lodging/billeting of the students, and verified by the principal.
- 2.12 Parents/guardians have been notified of the details of the trip and have given consent, in writing, for their child to participate.
- 2.13 The staff members organizing the tour have developed a list of objectives and a planned program of activities for the tour and that these are acceptable to the school principal and to the Director of Education or designate.
- 2.14 Staff members acting as chaperones or supervisors for this type of travel will be permitted to do so on the recommendation of the principal.

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
Out-of-Province (within Canada) Educational Excursions

This form is to be completed by the principal and submitted to the Director of Education, at least three months in advance of departure. For excursions scheduled to occur in September, October or November, the form must be submitted prior to the September Board meeting of that school year. This form is a request for approval and must be signed by the Director of Education prior to the trip.

1. Out-of-Province (within Canada) Educational Excursions title _____
2. Destination _____
3. Name of group _____
4. Dates involved _____ Number of school days involved _____
5. Number of students involved (attach names of all students) _____
6. Nature of the Out-of-Province (within Canada) educational excursion, including description of program and objectives (use separate sheet if necessary) _____

7. Specify the itinerary including any additional activities not directly related to the Out-of-Province (within Canada) Educational Excursion _____

8. Specify the location of overnight accommodations _____

9. Are there any additional activities that the students will be participating in that are not directly related to the Out-of-Province (within Canada) Educational Excursion? If yes, please specify.

10. Name of staff member(s) in charge (staff member in charge and all drivers have reviewed Policy HICAB travel and safety guidelines) _____
Names of other chaperones _____

11. If a licensed school bus is not being used, specify the means of transportation _____

12. Has written permission for the Out-of-Province (within Canada) Educational Excursion and additional activities been received from the parents/guardians of all students participating? _____

Submitted by: _____
Principal Date

Approval Granted: _____
Director of Education/Designate Date

Board Approved: _____
Date



ADULT VOLUNTEER DRIVER AUTHORIZATION FORM Out of Province (within Canada) Educational Excursions

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