

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Out of Country Educational Excursions	CODE: HICAC
LEGAL STATUS: Board Motion #118.06; #255.16, #355.19	DATE APPROVED: 9 Dec 19

Background:

The Board of Education believes that an out of country educational 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 out-of-country educational excursions and therefore supports school principals and staff in their efforts to offer such opportunities. This is limited to students registered in high school students registered in the school division from grades 10 to 12 only.

Guidelines:

1. Out of Country Educational Tours Timeline Expectations

- 1.1 Out of country educational excursions or tours are restricted to groups or classes of students. Excursions are limited to École St. Mary High school students– Educational French Immersion Tour for grades 10 to 12. The out of country educational tour may be approved by the Board of Education subject to the following conditions and timelines:

1.1.1 PHASE 1 PROPOSAL FOR TRAVEL

A written application for permission to embark on the tour must be submitted to the Director of Education or designate by the school principal with his/her recommendation to proceed using Phase 1 Form (see Appendix A). This Phase 1 Form must be submitted a minimum of 1 year in advance of the trip. This form will be presented to the Board for the approval to proceed with the organization of the trip.

Fundraising (completed according to JLK) can only begin after phase 1 form is completed and the board approval is provided

1.1.2 PHASE 2 DETAILS APPROVED FOR PROPOSED TRIP

A written update of the specific details of the trip must be submitted 6 months in advance of the 1 day of the trip. The Phase 2 Form (see Appendix A) and must be completed by the organizing staff member and submitted to principal for approval. A secondary approval will be needed by director of education or designate.

1.1.3 PHASE 3 FINAL STAGE AND SAFETY ASSESSMENT

The third phase of the preparations of the trip include an assessment of the travel advisories and medical advisories for safe travel. The Phase 3 of the planning process can determine the safety conditions of out of country travel and the educational tour can be cancelled at any time in consultation with the principal and organizing staff member(s).

2. Provisions for Planning

- 2.1 The following provisions for planning must be completed and reviewed by the staff that are organizing the excursion and reviewed by the principal:
 - 2.1.1 The principal must provide notification to all stakeholders (students, parents and staff) that in some extenuating circumstances that student travel may be restricted or cancelled due to significant natural, environmental, human, or technical events. These decisions are made in consultation with the appropriate authorities (such as health regions, police, emergency agencies and/or world health organizations, etc.)
 - 2.1.2 Provision is made for adequate supervision of the students as approved by the Director of Education or designate.
 - 2.1.3 Expectations for student behavior are explained to students and student compliance to rules are necessary at all times.
 - 2.1.4 Suitable arrangements have been completed for transportation and lodging/billeting of the students, and verified by the principal.
 - 2.1.5 Parents have been notified of the details of the trip and have given consent, in writing, for their child to participate.
 - 2.1.6 Parents have been informed of insurance and liabilities and have provided consent for their child to attend.
 - 2.1.7 Satisfactory arrangements have been made for additional medical insurance coverage and coverage for emergency travel.
 - 2.1.8 The educational component of the educational tour compensates for the instructional time lost.
 - 2.1.9 The principal will approve the list of students that can participate on the out of country excursion. This list may be amended by the principal at any phase of the planning process.
 - 2.1.10 All staff chaperones and students carry valid passports.
- 2.2 Principal and parents must be provided an itinerary before departure with detailed travel arrangements.
 - 2.2.1 It is recommended that public conveyance be used for the transportation of the staff and students.
 - 2.2.2 If, however, it is found to be impractical to use public conveyance, the principal may authorize the use of private vehicles.
 - 2.2.3 If private transportation is required, suitably licensed vehicles which are covered by adequate insurance shall be used.
 - 2.2.4 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.
 - 2.2.5 When using a private or rented vehicle equipped with seat belts, each occupant is to wear an individual seatbelt.
 - 2.2.6 Other means approved by the Board of Education at the time the application for travel is approved.
- 2.3 Costs of trip are reviewed with students and parents and costs for student tours may be met through any combination of the following:
 - 2.3.1 The student's personal resources.
 - 2.3.2 The school's operating budget.

- 2.3.3 Funds raised by the students themselves, by parent groups, or through other means (e.g., donations, refer to Policy JLK Fundraising).
- 2.3.4 Other means approved by the Board of Education at the time the application for travel is approved.
- 2.4 Provided such tours 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.
- 2.5 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.

3. Travel Provisions and Responsibilities

- 3.1 Travel for students may be approved by the Board of Education, subject to the following conditions:
 - 3.1.1 Provision has been made for adequate supervision of the students as approved by the Principal and Director of Education or designate. The highest priority to attain chaperone list approval will be for staff members and must be approved by the principal and the Director of Education or designate.
 - 3.1.2 Staff chaperones must monitor safety alerts before and during travel.
 - 3.1.3 Staff chaperones must be within a 200m radius of groups of students at all times.
 - 3.1.4 School rules of conduct and compliant behavior remain in effect for the duration of the trip.
 - 3.1.5 Suitable arrangements have been made for transportation and lodging/billeting of the students, and verified by the principal.
 - 3.1.6 Parents have been notified of the details of the trip and have given consent, in writing, for their child to participate.
 - 3.1.7 Satisfactory arrangements have been made for additional medical insurance coverage and coverage for emergency travel.
 - 3.1.8 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.
 - 3.1.9 Provided such a trip 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.
 - 3.1.10 Staff members acting as chaperones or supervisors for this type of travel will be permitted to do so on the recommendation of the principal.
 - 3.1.11 All school conduct rules are in effect. No alcohol, cannabis or illegal drugs can be consumed at any point of the trip by the student, staff member or chaperone. No tobacco or vaporizers are permitted for the duration of the trip as well.
 - 3.1.12 The organizing staff member must have a list of students, emergency numbers, health information and parent names with them at all times as well as must leave a list with the principal for the duration of the trip.
 - 3.1.13 Life threatening medical conditions that students or students have must be disclosed to the organizing staff member and a plan with the principal and organizing staff member must be developed for travel purpose. Medical information from a physician will be required and may limit eligibility for travel.

- 3.1.14 Principal and parents must be provided an itinerary before departure.
- 3.1.15 Changes to the itinerary due to unforeseen circumstances must be reported the principal as soon as practical.
- 3.1.16 Staff must contact the principal if concerns or difficulty arises as soon as practical.

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.



APPLICATION FORM Out of Country Educational Excursions

PHASE I: PROPOSAL FOR TRAVEL

(Phase I must be completed and submitted and approved by the Director or designate before any steps are taken to prepare for the trip, including raising funds but in every case must at least 6 months before the anticipated start date of the travel)

Travel to _____

Dates of Travel _____

Teacher Making Application _____

Phone _____ Cell _____

Description of Trip

Brief Description of Trip:

Students:

Describe students eligible to participate (grade, age etc.)

Anticipated number of students participating _____

Educational Objectives:

General Purpose:

Pre Travel Activities Planned:

Anticipated Highlights of Trip:

Post Travel Activities:

Description of How the Trip Will Complement the Regular School Program:

How will you ensure that students will suffer no serious loss in basic educational program?

Detail consultations with other staff who may be affected. Have they consented?

Conditions for travel:

What if any conditions must students meet before being allowed to travel?

Costs

Anticipated cost per student:

Transportation _____

Lodging _____

Meals _____

Entrance Fees _____

Other: (provide details) _____

Description of how costs will be covered:

1. Source of funding _____

Amount expected from source _____

Details _____

2. Source of funding _____

Amount expected from source _____

Details _____

3. Source of funding _____

Amount expected from source _____

Details _____

Indicate how issues of financial equity will be addressed so that the opportunity to travel is not restricted because of personal finances of a student or a student's family:

What is the plan for dealing with funds if the travel does not take place?

1. If individual student cannot travel:

2. If entire trip is cancelled:

Money contributed directly by students:

3. Money raised by individuals through fundraising:

4. Money raised as a group through fundraising:

Submitted by:

Name of Staff Member

Date

Preliminary approval by:

Principal

Date

Preliminary approval by:

Director of Education or designate

Date

Submitted and approved by the Board on:

Date

Note: Preliminary approval allows initial steps to be taken to prepare for travel. Final approval must be received before the travel can take place.

PHASE II: DETAILS OF PROPOSED TRIP FOR FINAL APPROVAL

(Phase II must be completed and approved at least 3 months before the anticipated start date of the trip unless otherwise agreed to in writing by the Director or designate)

Details of travel company being used (if any)

Name of Company: _____

Name and contact information for representative of company:

References:

Costs, if any being charges by company (give details):

* Attach a copy of the proposed contract with the company

Detailed itinerary (attach related documents)

Places to be visited, including dates:

Specific modes of travel (for each leg of the trip, including flight numbers, etc.):

List of accommodation being used, including dates:

Safety issues identified:

Persons or agencies accepting primary responsibility for organizing and co-ordinating each activity with contact information:

Insurance and Consents

Attach the following:

- Copy of contract of coverage provided by travel company (if applicable)
- Copy of consent form to be signed by parents including details of information provided to ensure informed consent and advice regarding purchase of additional insurance

Personnel

Teacher supervisor/organizer:

Name _____
Address _____
Phone: Work _____ Home _____ Cell _____
Email _____

Emergency Contact:

Name _____
Phone: _____ Cell _____

Other supervisor/chaperone:

Name _____
Address _____
Phone: Work _____ Home _____ Cell _____
Email _____

Emergency Contact:

Name _____
Phone: _____ Cell _____

Relationship to division: _____

Qualifications or qualities as leader: _____

Criminal record check on file _____

Name _____
Address _____
Phone: Work _____ Home _____ Cell _____
Email _____

Emergency Contact:

Name _____
Phone: _____ Cell _____

Relationship to division: _____

Qualifications or qualities as leader: _____

Criminal record check on file _____

Name _____
Address _____
Phone: Work _____ Home _____ Cell _____
Email _____

Emergency Contact:

Name _____
Phone: _____ Cell _____

Relationship to division: _____

Qualifications or qualities as leader: _____

Criminal record check on file _____

Name _____
Address _____
Phone: Work _____ Home _____ Cell _____
Email _____

Emergency Contact:

Name _____
Phone: _____ Cell _____

Relationship to division: _____

Qualifications or qualities as leader: _____

Criminal record check on file _____

Note: Only persons who are listed in this form and who are approved by the Director/designate may travel with the group. No other persons may go on the trip.

Additional comments or information:

Declaration:

I _____ (name of staff organiser) _____ state:
☐ that neither I, nor any member of my immediate family have received nor will receive any form of, gift, refund, money, travel voucher, airline or other travel tickets, free or discounted flights or other services, gratuity, coupons, gift cards or any other item of value or any other consideration or compensation from any person or company in relation to the travel as outlined above.

OR

☐ that I have received the following items service or compensation from the following persons/organization or companies in relation to or because of my involvement with this trip:

Description	Value	Received From	Date Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____
Name of Staff Organizer _____ Date _____

Preliminary approval by: _____
Principal _____ Date _____

Approval by: _____
Director of Education or designate _____ Date _____

Subject to the following: (add conditions, if any)



ADULT VOLUNTEER DRIVER AUTHORIZATION FORM Out of Country 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