

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Extra-Curricular/Co-Curricular Travel	CODE: HICB
LEGAL STATUS: Board Motion # 226.14, #110.22	DATE APPROVED: 10 Nov 14, 16 May 22

Background:

The Board of Education believes that excursions for extra-curricular purposes can enhance student engagement opportunities 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. It is essential that sport teams travel safely as ensuring student safety is paramount.

POLICY:

The Board of Education recognizes the value of extra-curricular and co-curricular student engagement and excursions and therefore supports school principals and staff in their efforts to offer such opportunities safely.

Guidelines:

1. Safety Guidelines
 - 1.1. All extra-curricular activities must be approved by the principal according to the Board of Education's approved activities. The physical education safety guidelines for each activity must be met and is the responsibility of the teacher/coach to ensure these guidelines are followed. All non-faculty coaches must also be approved by the Board of Education and must adhere to school board policies and procedures.
2. Travel Guidelines
 - 2.1. Arrangements for travel must be approved by the principal.
 - 2.2. Drivers of 15 passenger vans must participate in the school division driver training process.
 - 2.3. There are several factors to be considered for safe travel as noted in procedures below, such as inclement weather.
 - 2.4. Trips and Excursions (HICAA) and Out-of-School Educational Experiences (HICA) policies are to be adhered to as per policy.
 - 2.5. Provision must be made for adequate supervision of the students as approved by the principal.
 - 2.6. Suitable arrangements must be completed for transportation and lodging of the students, and verified by the principal.
 - 2.7. Parents must be informed of the details of the trip.
 - 2.8. The educational component must be considered and the arrangements for travel will optimize and preserve instructional time.

Procedures:

Factors for cancellation to be considered are the following and not limited to:

1. Severely limited visibility created by blizzard conditions or dense fog and any inclement weather condition (i.e. freezing rain, extreme cold, etc.).
2. Unsafe or extremely adverse road conditions such as ice or drifting snow.
3. Mechanical issues with the method of transportation that may be aggravated by inclement weather.
4. Cancellation of transport vehicles.
5. If a dispute around the conditions for travel occurs, the principal/designate will have the final call and will make the decision on the side of safety for students and travel will not be permitted.

If the driver/coach decides to cancel the service for that day, the driver/coach will:

1. Notify the principal.
2. Inform parents or guardians directly of the location of the students.

If cancellation of transportation service occurs while en route, the driver/coach will:

1. Inform the principal/designate.
2. Inform parents or guardians directly of the location of the students.
3. The principal will inform the Director or designate (School Operations Superintendent).

If the principal/designate decides to cancel the service and transportation or if a transportation driver cancels the service, the principal will:

1. Arrange to have all parents notified using direct phone contact.
2. Contact the necessary SHSAA officials.
3. Notify the Director/designate (School Operations Superintendent).
4. Submit in writing to the Director the date and reason for cancellation.