


**Administrative Procedures 260**

**Educational Trips (Curricular and Extra-Curricular)**

		<b>Adopted: June 28, 2011</b>  <b>Amended: July 9, 2013</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: 85, 87, 109, 151, 175, 179, 231</li> <li>• Saskatchewan Physical Education: Safety Guidelines for Policy Development,</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• AP 240 Career Development</li> <li>• AP 552 Private Vehicle Use for Student Transportation</li> <li>• Form 180-1 Parent Permission for Publishing Photographs, Work, Name and Phone Number, Internet Use &amp; Community Trips</li> <li>• Form 260-1 Educational Trips</li> <li>• Form 260-2 Day Overnight Educational Trip Parent Guardian Consent Letter Template</li> <li>• Form 260-3 Out of Province Air Travel Educational Trip Parent/Guardian Waiver/Consent Letter Template</li> <li>• Form 260-4 Educational Trip Manifest</li> <li>• Form 260-5 Educational Trip Summary</li> <li>• Form 552-1 Private Vehicle Report Special Events/Extra-Curricular Travel</li> <li>• Form 552-2 Driver Authorization Application</li> <li>• AP 530 Insurance Management – Appendix A – Certificates of Insurance</li> <li>• Sports/Physical Activity Handbook</li> </ul>

**Background**

The Division provides opportunities for all students to experience growth and success in academics, physical fitness, life skills and team work while balancing the requirements of the curriculum and the use of instructional time with experiences outside the classroom.

The Division is very supportive of curricular learning which extends learning beyond the classroom for students. The important link is that these experiences connect directly with the curriculum and are planned accordingly. As well, extra-curricular programs are an important part of education and the Division supports these programs.

*Definitions*

Curricular Experiences Beyond the Classroom are curriculum based activities which extend the classroom into the community and beyond.

Extra-curricular Programs are defined as sports programs, arts, Student Representative Council events, other clubs and programs.

**Procedures**

1. Community Excursions
  - 1.1 Community excursions that are less than one (1) day and are within walking distance or a short drive of the school require completion of Form 180-1 Parent Permission for Publishing Photographs, Work, Name and Phone Number, Internet Use & Community Trips at the beginning of the school year.
  - 1.2 Parents are to be informed of community excursions as part of the regular communication between the school and home.

## 2. General Guidelines for Educational Trips

- 2.1 All educational trips require the completion of Form 260-1 Educational Trips.
- 2.2 All educational trips involving transportation requires completion of Form 260-4 Educational Trip Manifest. One copy is to be left at the school and if a bus is required, a copy is to be forwarded to the Transportation Supervisor.
- 2.3 For all educational trips, a signed copy of Form 260-2 Day/Overnight Educational Trip Parent/Guardian Consent Letter Template is to be submitted to the Principal prior to the date of the trip.
- 2.4 All educational trips must be supervised at all times by at least one (1) staff member employed by the Division or a Division approved community coach. The Principal shall ensure adequate adult supervision.
- 2.5 Students who are participants in school approved events may not transport themselves.
- 2.6 Individuals driving private vehicles while transporting students must be at least twenty-one (21) years of age and must hold a valid driver's license and submit Form 552-2 Driver Authorization Application to the Principal. Driver approval verification will be provided by the Principal.
- 2.7 Trips which are organized in conjunction with another entity (i.e. YMCA) or using facilities that belong to another entity (University of Saskatchewan swimming pool) may require a Certificate of Insurance which is provided by the Superintendent of Business (see Administrative Procedures 530 Appendix – A – Certificates of Insurance).
- 2.8 Teachers are strongly encouraged to:
  - 2.8.1 Use educational trips throughout the school year instead of year-end.
  - 2.8.2 Have an educational purpose to all trips.
  - 2.8.3 Give due consideration to both the age and maturity of the students involved.
  - 2.8.4 Connect curricular experiences to student learning and incorporate pre and post classroom work in relation to the experience.
  - 2.8.5 Require participation of at least eighty percent (80%) of students eligible in activity for the experience to proceed.
  - 2.8.6 Include and accommodate all students, with minimal fees (if any).
- 2.9 An educational trip database shall be maintained at the school level for all educational trips – non-athletic and athletic. See Form 260-5 Educational Trip Summary.

## 3. Curricular Educational Trips

- 3.1 Day Educational Trips
  - 3.1.1 Are not to exceed one (1) day.
  - 3.1.2 Are curriculum related.
  - 3.1.3 Require advance approval of the Principal.
  - 3.1.4 Form 260-1 Educational Trips is not required for ongoing travel out of the Division as part of a regularly scheduled course such as Career Work Exploration, providing the Principal has a schedule of travel.

### 3.2 Overnight Educational Trips

- 3.2.1 Require advance approval of the Principal (and Superintendent if high risk) prior to the event.
- 3.2.2 Require notification to parents/guardian and completion of Form 260-2 Day Overnight Educational Trip Parent Guardian Consent Letter Template.
- 3.2.3 Are approved by the Principal after consent forms are received.

### 3.3 Multiple Night/Out of Province/Out of Country Educational Trips

- 3.3.1 All out of province student travel (if over 100 km from the school division) and all out of country student travel must have the approval of the Principal and the Director or designate.
- 3.3.2 The Principal must ensure that the conditions outlined on Form 260-1 Educational Trips can be met before recommending out-of-province student travel to the Director or designate.
- 3.3.3 Parents complete Form 260-2 Day Overnight Educational Trip Parent Guardian Consent Letter Template or Form 260-3 Out of Province Air Travel Educational Trip Parent/Guardian Waiver/Consent Letter Template.
- 3.3.4 Whenever possible, it is expected that student travel time shall occur during the school breaks.

## 4. Extra-Curricular Educational Trips

- 4.1.1 Form 260-1 Educational Trips is to be submitted to the Principal at the beginning of each sporting season with an appended schedule of upcoming games and tournaments that require travel.
- 4.1.2 Division schools will not host extra-curricular events including exhibition games/tournaments before 3:30 pm on school days, with the exception of prescheduled playoffs leading to provincial championships; junior sports district finals, or consideration for daylight hours and/or facility availability, such as cross country, golf, football, soccer, track and field.
- 4.1.3 Coaches are to request and plan the scheduling of exhibition play for Division sports teams to minimize loss of instructional time, including travel time.