

## EDUCATION TRIPS

### Background

Educational trips enhance student experiences when they complement, extend or enhance the regular instructional program. Discretion, comprehensive planning and adequate precautions for student safety are imperative to encouraging a trip's success. Teachers must carefully assess the expected learning outcomes in light of the classroom time that will be used for the trip and the finances required. The Principal will ensure that a comprehensive yearly plan is in place for educational trips so that there is an appropriate balance of time in-class versus time spent on trips away from school for each grade. All travel arrangements must be approved by the Principal.

For purposes of this administrative procedure "out-of-division" does not include North Battleford, Cold Lake or Lloydminster.

Parents/guardians must be notified when students are leaving the community for any activity.

### Procedures

#### 1. Length of Trip

K & Grade 1 & 2	Not to exceed four hundred (400) km round trip from any Division boundary
Grade 3, 4 & 5	Not to exceed six hundred (600) km round trip from any Division boundary
Grade 6, 7, 8 & 9	Not to exceed twelve hundred (1200) km round trip from any Division boundary
Grade 10, 11 & 12	Not to exceed two thousand (2000) km round trip from any Division boundary

#### 2. Duration of Trip

K & Grade 1 & 2	Within the same day, no overnight trips allowed
Grade 3, 4 & 5	Generally within the same day, maximum one (1) night only
Grade 6, 7, 8 & 9	Maximum of two (2) nights
Grade 10, 11 & 12	Maximum of three (3) nights

### 3. Approval

Educational trips must complement, enhance or extend specific programs of study. They must have sufficient educational value to justify the time and expense involved.

Educational trips are to provide an experience that cannot be achieved in the regular school setting.

The School Community Council shall be informed of all school trips.

#### 3.1 Principals only

Educational field trips directly involved in some aspect of the curricular program, taken within the general confines of the school day and not exceeding the boundaries of the Division, require approval of the Principal.

The Principal is to ensure adequate planning, supervision and safety precautions.

#### 3.2 Principal and Director

Expeditions that exceed Division boundaries or are high risk or involve overnight lodging require prior approval from the Director. Application is to be made at least one month prior to the event and should be sent to the School's Superintendent who will forward to the Director.

Requests must be in writing with complete documentation on objectives, itinerary, supervision, safety precautions, financing, transportation and any other matters relevant to the trip's success (see Education Trip Requests Form 261-1).

#### 3.3 Principal, Director and Board

The Director may choose to refer any educational trip request to the Board for approval.

### 4. Fundraising for Trips

Schools must obtain approval in principle from the School Community Council prior to sponsoring or participating in fundraising activities designed to help finance any trip.

### 5. Procedure for Booking Vehicles

5.1 The preferred method of transportation shall be by school bus. The Division-owned buses are booked by the Principal on a first-come, first-served basis. All bookings are subject to bus availability. The Division bus garage is to be notified of all bus trips.

5.2 Private cars or buses – schools make their own arrangements. Student drivers are not permitted. The Principal is to clearly explain to the owner the rate at which he/she will be paid. The rates are not to exceed the rate as shown on the current Division rate list.

5.3 15 passenger vans are prohibited for use outside town/city limits.

## 6. Procedure Regarding Reporting Travel and Driver Cost

- 6.1 The Principal fills out the Expense Voucher, signs and sends it to the Division Office (complete with trip details and the necessary vouchers). Remit to the Division Office as soon after the trip as possible.
- 6.2 The Division will pay the total cost to contractors or car owners and will charge the schools for any portion not covered by the educational activities allotment.

## 7. Parental Information and Permission

Parents are to be informed regarding all trips and excursions. If travel outside the community is involved or the activity is considered “high risk” then parental permission is to be obtained. When students participate in trips involving boating, swimming or other activities in or on water, skiing or mountain biking/climbing, parental approval must be obtained. For higher risk activities, waiver forms are to be signed by parents. These waiver forms are to educate parents about the potential risks involved. (Parental Trip Consent Form 261-4)

## 8. Student Involvement

Whenever possible, trips are to be planned to include all of the students in the class. In the event that some students are excluded from the trip, the school shall make provision for their supervision at the school and ensure that they are engaged in meaningful activities.

## 9. Supervision

- 9.1 Trips involving lake swimming must follow the Saskatchewan Education Physical Education Safety Guidelines. The Division will require a certified lifeguard, a teacher and at least one (one) other adult for all groups up to twenty-five (25) students for all lake swimming. For groups larger than twenty-five (25), a ratio of eight to one (8 to 1) is required.
- 9.2 All field trips must be supervised by a member of the teaching staff (which also include community school coordinators and activity coordinators). Teachers may be assisted by adult volunteers. For those field trips requiring an overnight stay and involving students of both sexes, attempts shall be made to provide for a minimum of one (1) male and one (1) female supervisor. Supervisors are responsible to ensure the welfare and safety of the students from the initiation to the completion of the field trip.
- 9.3 Every student participating in a field trip shall be subject to the general discipline of the school in the same manner as if he or she were in attendance on the school premises.
- 9.4 For educational trips in general it is recommended that the ratio be ten to one (10 to 1) students to adults unless otherwise stated for a specific activity.

## 10. Overseas/Outside Canada Trips

The Division will not, under any circumstance, support international student travel.

## 11. Skiing and Snowboarding Protocol – (See Administrative Procedure 214 – Appendix Physical Education Program Handbook)

## 12. Canoe Trip Protocol – (See Administrative Procedure 214 – Appendix Physical Education Program Handbook)

This document outlines specific requirements for:

12.1 Multi day group travel through wilderness areas grades 8-12.

12.2 Overnight group travel (2 day) grades 6-12.

12.3 Day trip grades 5-12

Reference: Sections 85, 87, 151, 175, 179, 231 Education Act  
Physical Education Safety Guidelines

Approved: November 26, 2018