



## AP 261 – OUT OF PROVINCE AND INTERNATIONAL STUDENT TRAVEL

### BACKGROUND

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In recognizing the educational opportunities derived from student travel, our division approves student travel, both in Canada and outside its boundaries, for students pursuant to these administrative procedures.

The division makes no grants towards the support of such projects, nor does the division pay the salary of substitutes for teachers who may be accompanying students who are travelling. Consideration should be made to provide equity of travel opportunity for all students interested in participating. With safety being our first priority, it must be paramount in the planning of all student trips.

For the purposes of this administrative procedure, the division defines “student travel” as trips outside the province of Saskatchewan and/or international travel.

### PROCEDURES

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1. The division has the authority to cancel any school-organized travel.
2. All student travel organized under the auspices of the division must have the approval of the superintendent responsible for student travel. It is expected student travel time shall normally occur during school breaks.
3. The principal of the school must ensure that the following conditions can be met before recommending student travel:
  - 3.1. only students registered in the school division will be considered;
  - 3.2. the educational benefits from such travel will complement the regular school program and align with curricular outcomes;
  - 3.3. the students will suffer no serious loss in their basic educational program normally provided through the school;
  - 3.4. the proposed travel has the approval of the parents or guardians of the students concerned;
  - 3.5. other staff members whose teaching responsibilities may be affected by the absence of the students and teachers who will be travelling have been consulted and show a willingness to support the proposal;
  - 3.6. adequate provision will be made for the accommodation, supervision and welfare of the students and staff travelling; and,
  - 3.7. adequate and appropriate insurance is provided to protect the students, teachers and division in the event of the accident;
4. The division is not responsible and cannot provide insurance for any terrorism-related incident that occurs during student travel.
5. Staff members leading a student travel excursion must review the Student Travel Emergency Response Plan.



6. The principal must follow the two-step student travel process: Part A is the application for student travel and Part B is the finalized travel plan following approval. For further clarification on the application process, contact the superintendent responsible for student travel. The principal shall submit the Part A form to the superintendent responsible for student travel following the designated timelines.
  - 6.1. Part A for student travel within Saskatchewan must be received six weeks prior to travel date, school calendar permitting.
  - 6.2. Part A for student travel outside Saskatchewan or internationally must be received four months prior to travel date.
7. Following the preliminary approval of Part A, the superintendent will require the completion of Part B to be provided by the principal, which shall include the following:
  - 7.1. an itinerary of the proposed travel, which specifically identifies times, place and modes of travel;
  - 7.2. a list of persons or agencies who have accepted responsibility for developing the trip;
  - 7.3. a breakdown of anticipated costs (i.e., fares, passports, meals, spending money, accommodation, deposits required, etc.);
  - 7.4. a list of chaperones and their job descriptions or relationship to the school system, qualifications as leaders or chaperones of the proposed trip and valid criminal record check;
  - 7.5. a list of participants indicating their grade level, home address and telephone number;
  - 7.6. a statement of anticipated educational benefits including pre-travel and post-travel educational activities, and anticipated trip highlights;
  - 7.7. an indication that the principal has been involved in all steps of the planning;
  - 7.8. an indication of parental involvement to date or an indication of anticipated parental involvement;
  - 7.9. a statement that insurance is in place for all participants;
  - 7.10. a statement of regulations governing student behaviour; and,
  - 7.11. Completion of Part C: Student Travel Emergency Response Plan, if necessary.
8. The superintendent, upon receipt of the Part B form, shall review the request and determine if there is any follow-up required.
9. After superintendent approval has been received for the Part B Form, the principal shall arrange for a meeting of parents, students, chaperones and travel leaders to review the total package submitted and additional information as deemed necessary. For a school program travelling multiple times during a school year, one meeting with parents/guardians is sufficient, along with appropriate follow-up communication. Printed copies of the actual request should be available and should be discussed in its entirety.
10. The principal shall ensure that parental consent forms are signed by parents/guardians and students involved in the trip. This consent form details the expectations for all participating in the trip.
11. Any organization of a trip through an external travel agency or group must be done in coordination with the Manager of Purchasing and align with the division's tender process (refer to AP 515: Purchasing). The principal must explain to all stakeholders that in some extenuating circumstances,



student travel may be altered or cancelled due to significant natural/environmental, health, human or technological events. Such decisions are under the purview of the division.

12. The principal and staff members organizing the trip are responsible for monitoring travel alerts and warnings that may be issued by the [Government of Canada](#) pertaining to the destination.
13. Staff members cannot be benefitting personally from student travel. Any issue arising from this requirement will be brought to the attention of the Superintendent of Human Resources. This excludes staff members leading division supported trips who would have their travel expenses covered.
14. The school division does not condone any student travel that is organized by a third party entity and is not based on curricular outcomes. Staff members participating in such trips will not be supported by the school division.
15. For staff members choosing to participate in trips organized by a third party entity and not support by the division, the following guidelines must be adhered to:
  - 15.1. No school division staff members can be marketing such trips or organizing them on school division property.
  - 15.2. Staff members cannot be approaching students on school property to solicit interest in a non-school based trip.
  - 15.3. The school division accepts no responsibility for the planning and execution of a non-school based trip.

Reference: Section 179, Education Act  
Saskatoon Public Schools Education Continuity Plan

Date Last Revised: October 15, 2018