

## AP 261 – EXTENDED STUDENT TRAVEL

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### Background

The Board of Education supports and encourages the competitive development and growth of extra-curricular teams and clubs occurring outside the boundaries of our two neighboring provinces. This support is dependent upon the direct benefit and development of an individual, team, or club through skill attainment or performance opportunities.

### Description

Extended travel is any extra-curricular related travel that is outside of Alberta or Saskatchewan. Fundraising, and all associated financial procedures, for extended extracurricular travel shall be approved by the Chief Financial Officer (CFO).

### Procedures

1. The Principal shall ensure adequate supervision is in place for all approved field trips, led by competent persons with training and skill that allows for the safest and best educational conditions necessary. As such, the Principal will also ensure all staff follows Administrative Procedure 216 Appendix: Sports Activity Handbook.
2. Supervision shall be provided for all students with disabilities or students requiring special attention at a level that maximizes the safety of the students and the opportunity for success for the students on the field trip.
3. For all travel outside of Saskatchewan or Alberta:
  - 3.1 The teacher/leader of the activity must submit any preliminary planning documents to the Principal for preliminary approval before any information is given to parents or guardians. The Principal must then submit these documents to the Director of Education for approval. Preliminary planning documents must address:
    - 3.1.1 The basic concept of the trip;
    - 3.1.2 A preliminary risk assessment;
    - 3.1.3 The identification of grade(s) and number of students;
    - 3.1.4 Transportation requirements;
    - 3.1.5 Food requirements;
    - 3.1.6 Accident procedures;
    - 3.1.7 Supervision plans; and
    - 3.1.8 Any pertinent further information
  - 3.2 International travel is approved by the Board of Trustees.
  - 3.3 A waiver containing specific information about the activity shall be prepared. For travel outside of Canada, please use Form 261-1. For travel beyond Saskatchewan and Alberta Form 261-2 is the required waiver. The waiver for international travel must clearly state that supervisors are authorized to arrange for necessary medical treatment for the student at the cost of the parents/guardians. Shall include an acknowledgement that in the event that a student's health or conduct necessitates,

- the student and one (1) supervisor may be transported home with the parent/guardian being responsible for the cost for both travelers.
- 3.4 The waiver must fully explain the activity to the parent(s)/guardian(s) and be signed.
  - 3.5 Records for student travel and associated Waivers need to be retained per the Saskatchewan School Boards Association Records and Retention schedule. The records can only be destroyed 3 years after the student turns 22 years of age. The standard reflects 7 years after graduation for most students.
- 4. International travel must be rerouted, cancelled or delayed if the Government of Canada website(s) state “travel is not recommended” to the destination students are traveling.
  - 5. The Director reserves the right to cancel any field trip up to and including the day of departure.
  - 6. The Division will not provide refunds and/or compensation for any cancelled field trip.

Reference: Saskatchewan School Boards Association, Records Retention and Disposal Guide, December 2012 version. 2