

North East School Division - Administrative Procedure Guidelines



AP 418.1 Guidelines

Learning Beyond the Classroom (& Extra Curricular Travel)

References:

Related:

APG 418.1- Learning Beyond the Classroom
AP 417 – Student Fees

Tracking:

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Out-of-school Educational Experiences + Extra Curricular Activities

The North East School Division (NESD) recognizes the educational benefits that result from out of school educational trips and extra-curricular activities for students. These experiences enhance learning opportunities for students by increasing engagement, promoting cultural growth, and encouraging personal development.

Learning beyond the classroom includes, but is not limited to:

- extension of the curriculum and connection to curricular outcomes
- gaining knowledge of the cultural, historical, geographical, scientific, industrial, social, and physical aspects of life
- personal experience in environmental education
- awareness of the outdoors as a resource of activities for a healthy lifestyle
- the development of self-reliance, initiative, responsibility, and cooperative attitudes
- activities leading to peer recognition and leadership roles
- participation in public performances, festivals, and competitions; and
- extra-curricular activities

Educators are encouraged to plan out-of-school experiences throughout the school year and to consider opportunities in all subject areas and curriculums. Outcomes must be listed in all requests, as well as information on how teachers expect the experience to enhance student learning, engagement and/or promote cultural and personal development.

PROCEDURES

1. General

- 1.1. All groups participating in out-of-school activities are to be under the supervision of a teacher, and/or other NESD employees, approved Community Coaches (link to Community Coach application) and volunteer chaperones approved by the principal. All non-staff supervisors and volunteer chaperones shall be advised in writing of their duties and responsibilities.
- 1.2. Appropriate planning is required for students who may require accommodations (transportation, personal care, supervision, etc.) to participate in the learning experiences occurring outside of the school.
- 1.3. Adequate safety precautions are required to be in place and clearly communicated.
- 1.4. For all out-of-school educational experiences, the ratio of adult supervisor to student will be in proportion to the nature of the activity, age of students, length of the activity and conditions set out by host facilities. The number of chaperones will be determined by the principal in consultation with the teacher or coach organizing the event.
- 1.5. Learning experiences and athletic competitions that involve over-night travel with a mixed gender group shall have at least one (1) chaperone of each gender.
- 1.6. All learning experiences shall have the support and approval of the principal.
- 1.7. In the interest of student safety or division liability a trip may be cancelled or postponed by the Director at any time.

2. Travel

Travel procedures must be adhered to, to ensure student safety and minimize liability. With appropriate approval, all students may travel within Saskatchewan.

- 2.1. **All Activities** – For all trips a roster or class list must be submitted to the principal prior to the trip.
- 2.2. **School Transportation** – In the absence of school vans, schools are encouraged to book division school buses: The following links provide the procedure for booking school trips, as well as the necessary forms to be completed:
 - [Booking Buses \(procedure\)](#)
 - [School Trips Bus Request Form](#)
 - [Report of School Trips Form](#)There will be no out-of-province trips by division-owned buses.
- 2.3. **Parent Drivers** – Parent drivers need to be approved annually by the principal (inclusive of CRC-VSC) and the vehicle must have a package policy covering \$2,000,000 liability. All proper forms consisting of [Criminal Record Check Request](#) and [Driver Authorization](#) must be completed and a copy stored at the school prior to parents transporting students to an athletic event.
- 2.4. **Student Drivers** - Schools will establish communications/procedures for student travel. The student's parent/guardian shall notify the Principal & Coach indicating how the student will be transported to the event and back. ***Under no circumstances should the principal allow a student to transport another student to any school event (even if there is parental approval).***
- 2.5. **Emergency Vehicles** – An emergency vehicle is required for students who may require special transportation accommodations **and** for all high-risk activities.

3. Out-of-School Educational Experiences

3.1 School Day Walking Trips

- For experiences that do not exceed one day or require transportation:
 - Teacher communicates plans to principal as per school-based process.
 - A class list of participating students must be left with main office.

3.2 School Day Travel Trips

- For experiences that do not exceed one (1) day in duration and require transportation:
 - Teacher/trip coordinator completes [Education Trip Request Form](#) and submits to principal for approval.
 - Experiences that involve [High-Risk activities](#) must include a Risk Mitigation Plan.
 - Principal reviews and submits request form to Superintendent of Learning for review.
 - Once approval is confirmed, teacher ensures parent or guardian completes a school-based School Trip Consent Form.
 - Teacher/trip coordinator completes [NESD Passenger/Destination form](#) for each vehicle being used and leaves a copy with the school office.

3.3 Overnight Excursions

- For all overnight excursions:

- Teacher/trip coordinator completes [Education Trip Request Form](#) and submits to principal for approval at least **30 days** prior to the event.
- Experiences that involve [High-Risk activities](#) must include a Risk Mitigation Plan.
- Overnight travel with a mixed gender group shall have at least one (1) chaperone of each gender.
- Principal reviews and submits request form to Superintendent of Learning for review.
- Once approval is confirmed, teacher ensures parent or guardian completes the School-based Student Consent Form.
- Teacher/trip coordinator completes [NESD Passenger/Destination form](#) for each vehicle being used and leaves a copy with the school office.

4. Extra-Curricular Experiences

4.1 School Day Travel Trips

- For extra-curricular experiences that do not exceed one (1) day in duration and require transportation:
 - Coach/Facilitator completes [NESD Passenger/Destination form](#) for each vehicle being used and leaves a copy with the school office.

4.2 Overnight Excursions

- For extra-curricular overnight excursions:
 - Principal approval is required a minimum of 1 week in advance of trip [Education Trip Request Form](#)
 - Coach/Facilitator completes [NESD Passenger/Destination form](#) for each vehicle being used and leaves a copy with the school office.
 - Overnight travel with a mixed gender group shall have at least one (1) chaperone of each gender.

5. Out-of-Province Excursions

5.1 All out-of-province student travel organized under the auspices of the Board of Education must have the approval of the Director of Education.

5.2 Out-of-Province excursion proposals must be collaboratively developed by Principal and Teacher/trip coordinator. All proposals must address the following conditions:

- Educational benefits to the regular school program.
- A rationale that the experiential benefits could not be accomplished within Saskatchewan.
- Provisions for the accommodation, supervision, and well-being of the students.
- Students will suffer no serious loss in their basic educational program normally provided through the school. More than three days would be considered a significant lost curricular time (semestered)
- Consultation with staff members whose teaching responsibilities may be affected by the absence of the students.

6.3 Once the preceding conditions are met, the principal is to submit the proposal to their Superintendent of Learning. If the Superintendent of Learning consents, the principal, in consultation with their teacher/trip coordinator, will make a formal request that includes the following:

- i. A report of anticipated educational benefits, including pre-travel and post-travel educational activities, and anticipated trip highlights.
- ii. An itinerary of the proposed travel that specifically identifies times, places, modes of travel, and emergency contact telephone numbers for places to be visited.
- iii. A breakdown of anticipated costs (i.e., fares, passports, meals, spending money, accommodation, deposits required, etc.). See also AP 417 – Student Fees
- iv. A list of approved chaperones and their job descriptions. NOTE: student per chaperone ratio should not exceed ten.
- v. A list of participants including grade level, home address, and telephone number.
- vi. A statement of regulations governing student behavior. It should be noted that students are subject to all regulations normally associated with behavior in the school setting including the use of alcohol or illicit drugs.

6.4 The Director of Education, upon receipt of the formal request, is authorized to approve the excursion.

6.5 The principal, upon receiving approval, will ensure that parents or guardians of all students involved in the trip sign a School-based Student Consent Form (Informed Consent). Without proper consent from parents/guardians, students cannot participate.