

## STUDENT TRAVEL

The Board of Trustees supports student travel as a valid, valuable means by which students' overall education program may be enriched and enhanced. To assist in the responsible planning of student travel by schools, the Board has developed the following guidelines.

### GENERAL PROVISIONS

Student travel must first and foremost be seen as a way to enhance the regular school program.

Student travel should be planned so as to minimize disruption of students' regular program of studies. The school must make provision for students not accompanying their classes on student travel experiences.

Supervision of student travel always remains the responsibility of the school. To that end, the principal of the school is responsible for ensuring adequate teacher supervision of all student travel taking into account the age, sex and special circumstances of the students involved as well as the mode of travel, conditions of accommodation and the like. Under no circumstances are the safety and protection of students to be placed at risk. The principal is also responsible for ensuring that reasonable insurance protection against liability risks exists. A teacher or teachers must always assume overall responsibility for the group of students they are accompanying, even if assisted by other adults.

Students and their parents must approve of the travel plans and arrangements and accept responsibility for student conduct during travel activities.

### TYPES OF TRAVEL

#### 1. OUT-OF-PROVINCE

All out-of-province travel, including travel outside Canada but excluding recreational excursions, school team travel and/or music program travel, must receive approval of the Board prior to any planning involving students and parents.

#### 2. IN-PROVINCE

In-province travel, such as field trips, sports trips, music program travel, camping trips and the like, remains the sole responsibility of the school.

## TRAVEL RELATED ISSUES

1. The cost of student travel must be such as to make it accessible to all students who wish to participate. To that end, the Board supports arrangements like student exchanges which minimize cost while maximizing opportunity.
2. The cost to the Division of teacher absence due to student travel must be minimized.
3. Any rebate from a travel agent, airline or tour company must be used to reduce the cost of travel to students.