

English Language School Board

OPERATIONAL PROCEDURE

STUDENT TRAVEL	
<i>Policy Section</i> Programs and Services	<i>Procedure Number</i> 402.1
Page 1 of 5	<i>Approved Date</i> December 17, 2015
<i>Reviewed Date</i>	<i>Effective Date</i> December 17, 2015
<p><i>Supersedes:</i></p> <ul style="list-style-type: none"> WSB - Communities for Learning – School Climate, Discipline and Safety: Field Trip Funding & Authorization ELSB School Trip Guidelines 	

1.0 INTRODUCTION

The school principal or designate must ensure that all student travel is appropriately authorized, planned, organized and supervised. Student travel may be approved only after giving due consideration to the factors identified in the Student Travel policy and procedure and any other relevant documentation. It is expected that student travel opportunities are inclusive and provide support to meet the needs of all students.

2.0 DEFINITIONS

- 2.1 Student Travel** – a school sanctioned event for a student(s) which occurs off school grounds, which may or may not include an overnight stay.
- 2.2 Chaperone** – a staff person or adult volunteer who is accompanying students during student travel.
- 2.3 Travel Leader** – the student travel lead organizer, primary contact and lead chaperone who must be a teacher/administrator employed with the school board during the time of travel. A travel leader may be an adult volunteer (non-school board employee) only if the volunteer is approved by the principal and School Effectiveness Supervisor.
- 2.4 Travel Health Risk** – an infectious or non-infectious risk that could negatively affect a traveler’s health. (i.e. infectious disease, environmental risk, violence, etc.)

3.0 APPROVAL PROCESS

- 3.1** Promotion and organization of student travel is not permitted prior to receiving the required authorization.
- 3.2** Travel involving students which is arranged and promoted by an external organization may not be organized, advertised, or sanctioned by the school. The English Language School Board and the school will not assume responsibility and/or liability associated with non-sanctioned student travel.

- 3.3** Leave for staff must meet the criteria as per the PEITF Memorandum of Agreement or be funded by school co-curricular days for overnight, out-of-province/country student travel.
- 3.4** In-province Student Travel - No Overnight
 3.4.1 The school principal is responsible for authorizing in-province student travel that does not involve an overnight stay.
- 3.5** In-province Multiple Day Student Travel - No Overnight
 3.5.1 Authorization from the School Effectiveness Supervisor is required for in-province student travel for two consecutive instructional days or more that does not involve an overnight stay where there is a loss of instructional time using the Student Travel Authorization Form.
- 3.6** In-province Student Travel - Overnight
 3.6.1 Authorization from the School Effectiveness Supervisor is required for all in-province student travel that involves an overnight stay using the Student Travel Authorization Form.
- 3.7** Out-of-province Student Travel
 3.7.1 All out-of-province student travel requires the authorization of the School Effectiveness Supervisor at least 14 days prior to the scheduled travel using the Student Travel Authorization Form.
- 3.8** Out-of-country Student Travel
 3.8.1 All out-of-country student travel requires the authorization of the School Effectiveness Supervisor at least four (4) months prior to the scheduled travel using the Student Travel Authorization Form.
- 3.9** The School Effectiveness Supervisor reserves the right to alter the time requirements for requesting Student Travel authorization.

4.0 RESPONSIBILITIES AND EXPECTATIONS

- 4.1** School Effectiveness Supervisor
 4.1.1 Ensure that the Student Travel policy and procedure are implemented.
- 4.2** Principal
 4.2.1 Ensure initial school board approval is obtained, if required, prior to promotion.
 4.2.2 Ensure all required documents are signed, submitted and retained by the school for each participating student and chaperone.
 4.2.3 Ensure there is an adequate number of chaperones and that all volunteers submit a satisfactory Criminal Record Check including a Vulnerable Sector Inquiry.
 4.2.4 For out-of-province and out-of-country student travel, ensure contact has been made with the PEI Chief Public Health Office's Immunization Coordinator to identify outbreaks of vaccine preventable disease in the area(s) being visited and any related recommendations.
 4.2.5 For out-of-country student travel, review the travel advice and advisories from the Government of Canada website - <http://travel.gc.ca/travelling/advisories>
 4.2.6 Ensure parents/guardians and chaperones are notified of any identified travel health risks, advice and advisories.
 4.2.7 For out-of-province and out-of-country student travel, advise parents/guardians to contact Public Health Nursing immediately, if their student's childhood immunizations are not up-to-date or unknown.

4.3 Travel Leader

- 4.3.1 Oversee student travel planning.
- 4.3.2 Provide primary leadership for the duration of the student travel.
- 4.3.3 Oversee student behavior and ensure adequate supervision during the student travel.
- 4.3.4 Oversee inspections of student luggage and accommodations, if required, in accordance with school board policy and procedures.
- 4.3.5 Maintain a list of student contact, emergency and relevant medical information during the student travel.
- 4.3.6 Inform participating chaperones, students and parents/guardians of their responsibilities, expectations and trip details related to the student travel.

4.4 Travel Leader and Chaperones

- 4.4.1 Conduct oneself as though “on the job” at all times during the student travel.
- 4.4.2 Refrain from the use of alcohol, non-prescriptive drugs, or prescriptive drugs being used in non-prescriptive ways at all times during the student travel.
- 4.4.3 Supervise participating students with the degree of care and concern that would be expected of a prudent parent.
- 4.4.4 Acknowledge that while a chaperone may or may not be a parent/guardian of a participating student, the travel leader has general authority/responsibility for student behaviour, care, and supervision.
- 4.4.5 Provide a satisfactory Criminal Record Check including a Vulnerable Sector Inquiry if participating as a volunteer. See Volunteers In Schools Policy and Procedure.

4.5 Parents/Guardian/Students (over 18)

- 4.5.1 Complete, sign and submit the appropriate forms.
- 4.5.2 Provide your child’s relevant medical information.
- 4.5.3 Attend meetings arranged by the school regarding student travel wherein the child is a participant.
- 4.5.4 Ensure your child has the recommended and required travel documentation (i.e. health/travel insurance, identification, health card, Out-of-Canada Notarized Affidavit of Custodianship, medical alert information, passport, etc.).
- 4.5.5 Consider all travel advisories, recommended actions and precautions regarding your child’s health and safety.
- 4.5.6 Ensure your child has sufficient funds to cover essentials (i.e. meals, incidentals, etc.) as determined by the school.
- 4.5.7 Acknowledge that luggage and accommodations are subject to inspection and search by travel leader.
- 4.5.8 Bear any additional costs that might occur should your child have to return home earlier or be required to stay later than his/her group, including any costs associated with the accompaniment of an adult chaperone.

4.6 Student

- 4.6.1 Participate in planning/fund-raising for school-sponsored travel as requested by the school.
- 4.6.2 Conduct themselves in an orderly manner at all times.
- 4.6.3 Respect and follow the directions of the travel leader/chaperones.
- 4.6.4 Obey all policy/procedures/rules of the English Language School Board, school and the host organization.

- 4.6.5 Acknowledge that luggage and accommodations are subject to inspection and search by the Travel Leader in accordance with policy/procedures related to student search and seizure.

5.0 BILLETING

- 5.1 Where student travel involves billeting students, the travel leader must ensure that all adults in the billeting home provide a current and satisfactory Criminal Record Check/Vulnerable Sector Inquiry. (See the Volunteers in Schools procedure for more information on CRC/VSI.)
- 5.2 Whenever possible, students should billet in pairs.
- 5.3 The travel leader and/or chaperones will be in daily contact with each billeted student.
- 5.4 Only the travel leader may approve an accommodation change. The student's parents shall be notified of such a change.

6.0 TRAVEL HEALTH RISKS

- 6.1 The English Language School Board recognizes the importance of taking adequate precautions to minimize health risks to students, chaperones, staff and the general public when planning student travel out-of-province and out-of-country.
- 6.2 As part of the planning process the principal shall contact the PEI Chief Public Health Office's Immunization Coordinator to determine if there are any outbreaks of vaccine preventable disease in the area(s) being visited.
- 6.3 The Immunization Coordinator may recommend an individual consult with a medical travel clinic or physician for out-of-country travel.
- 6.4 It is important for a parent/guardian to contact Public Health Nursing immediately if his/her student's childhood immunizations are not up-to-date or are unknown.
- 6.5 The Government of Canada provides travel advice and advisories for out-of-country travel destinations. It is important for the principal to check the Travel Advice and Advisories web page **twice**: once as part of the initial planning process and again shortly before departure. Along with health and safety implication, a travel advisory may affect travel health insurance or trip cancellation insurance.
<http://travel.gc.ca/travelling/advisories>

7.0 DOCUMENTATION

- 7.1 All student travel documents related to approval, planning, communication and written informed consent shall be stored at the originating school and retained on file, as required by the Student Record policy and procedure.
- 7.2 All student travel requires one of the following forms be signed
- 7.2.1 Release – Low Risk Activities, or
- 7.2.2 Release – Specific Activities
- 7.3 All out-of-province and out-of-country student travel requires a student list including a phone number and address of a person to be contacted in an emergency as well as any related medical information. The student list will be maintained by the sending school(s), and a copy will accompany the travel leader.

8.0 FUNDRAISING

- 8.1** Student travel will include fundraising options to allow all students to fully participate.
- 8.2** Fundraising events will be organized and supported by the school.
- 8.3** In the event a student is no longer able or permitted to participate in the student travel, the request for reimbursement of monies fundraised or otherwise contributed will be decided on a case-by-case basis by the school principal.

9.0 TRANSPORTATION

- 9.1** The Transportation Request Form must be completed for student travel which requires transportation supplied through the school board.
- 9.2** Transportation supplied through the school board requires adherence to the following
 - 9.2.1 Code of Bus Conduct;
 - 9.2.2 Items Not Permitted on School Bus Guidelines; and
 - 9.2.3 Relevant school board policies.
- 9.3** If the school is contracting transportation services for student travel, the Student Transportation Contract form must be completed.
- 9.4** The Use of Private Vehicle Form for Transporting Students must be completed if the school is organizing the use of a private vehicle(s) for non-contracted student travel. Public liability insurance is required in accordance with the *PEI Treasury Board Policy and Procedure Manual*.
- 9.5** A person using his/her private vehicle for student travel is strongly encouraged to consult with his/her insurance provider.
- 9.6** The English Language School Board does not allow the use of 15 passenger vans for student travel.

10.0 FORMS

- 10.1** Student Travel Authorization Form
- 10.2** Release – Low Risk Activities Form
- 10.3** Release – Specific Activities Form
- 10.4** Request for Transportation Form
- 10.5** Student Transportation Contract
- 10.6** Use of Private Vehicle Form for Transporting Students

11.0 CROSS REFERENCE

- 11.1** 402 Student Travel Policy
- 11.2** 701 Volunteers in Schools Policy
- 11.3** 701.1 Volunteers in School Procedure
- 11.4** PEI Treasury Board Guidelines

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