

DIVISION:	Programs	EFFECTIVE:	January 28, 2019
NAME:	Student Travel		
APPROVED:	January 26, 2019	AMENDED:	March 30, 2021

POLICY STATEMENT:

The Newfoundland and Labrador English School District (the “District”) recognizes and encourages the educational value of well-planned and properly organized learning experiences beyond the classroom. The District is committed to equitable inclusion of all students in safe, curriculum-based excursions and extra-curricular opportunities

BACKGROUND:

Student travel can contribute to the overall educational, cultural, social and recreational development of students. Travel does, however, carry inherent risks, and it may impact instructional time. This policy and the associated Administrative Procedures/Regulations outline the criteria for planning and implementing student travel in order to promote safety and the effective use of instructional time.

SCOPE:

This policy is applicable to all students, school groups and schools within the jurisdiction of the Newfoundland and Labrador English School District.

For the purpose of this policy, Student Travel includes the following categories, which require different levels of regulations as outlined in the Administrative Procedures/Regulations:

1. Field Trips/Excursions
2. Out-of-Province Travel

DEFINITIONS:

Field Trip/Excursion - A field trip/excursion is defined as a group trip that is arranged to allow for first-hand observation (e.g., trip to a museum), or participation in a curricular, co-curricular or extra-curricular activity.

POLICY DIRECTIVES:

1. School trips provide valuable educational opportunities for students. To ensure student travel provides a positive learning experience, schools are to only use travel companies from a District approved list for out of province travel.
2. Principals are responsible for determining the suitability of, and for approving, proposed trips. In accordance with the Administrative Procedures/Regulations for this policy, the school administrator shall be responsible for final approval of all in-province travel, with the exception of overnight travel for K-6 students as outlined in the Student Supervision Policy. All out-of-province travel will require prior approval by the regional Assistant Director of Education-Programs or designate. In approving school trips, the principal must also give due consideration to the importance of maintaining maximum time for instruction as per the Use of Instructional Time Policy (PROG-318).
3. Student safety shall be the priority in the planning and implementation of all student travel. Expectations and conditions of travel must be fully discussed and clearly communicated with all participants and families.
4. The written informed consent of custodial parent(s) or guardian(s) shall be obtained for all student travel outside of the general vicinity of the school as outlined in Administrative Regulation 2.1 (a) of the Student Supervision Policy.
5. Every effort will be made to ensure that field trips/excursions, and other co-curricular travel is available to all students in a class/grade/course/activity as per the School Materials and Student Fees Policy (PROG-313) and associated administrative regulations.
6. Funding of student travel shall be in accordance with the School Fundraising Policy (FIN-406) and the School Materials and Student Fees Policy.

7. Under no circumstances shall students be transported when weather or road warnings are issued for any portion of the area to be travelled, or when the school has been closed due to poor road or weather conditions.
8. Supervision of students on all school trips shall be in accordance with the Student Supervision Policy (PROG-308).
9. During school travel, all school and District policies, and corresponding administrative regulations will continue to apply as they do in the school building.