

<p><b>Curriculum &amp; Instruction 8743</b></p> <p>Elementary Student Travel: Out-of-City and Out-of-Province</p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	December 18, 2018
	<b>References:</b>	Administrative Application 8740 – Field Trips and Outdoor Education Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

The overall purpose of extra and co-curricular travel is to provide students with an opportunity to pursue and develop their individual interests above and beyond the regular classroom activities. Support for these trips will be limited to those that are under the direct supervision of the Regina Catholic School Division (RCSD) staff or sanctioned volunteers.

### Application

1. Elementary extra-curricular and co-curricular activities are those activities that occur outside of the regular school day and outside of the classroom curriculum. These activities require the support of the principal. Such activities may include, but are not limited to school clubs, improv competitions, interschool athletic competition, student leadership conferences, drama productions, and liturgical teams. Travel is restricted to the City of Regina.
2. Special consideration will be given to elementary school bands that are under the direct supervision of RCSD personnel and have appropriate adult to student supervision. This is subject to approval by the designated superintendent. Travel is restricted to the Province of Saskatchewan.
3. Curricular activities are those that are directly tied to Ministry of Education curriculum and may also occur outside of the regular class time. Curricular activities involving travel from the school must have the support of the principal. Approval of the designated senior administrator is required when students travel beyond the City of Regina. Field Trips, Outdoor Education, and *Administrative Application 8740 – Field Trips and Outdoor Education* currently cover such activities. Travel is limited to the Province of Saskatchewan.
4. RCSD will not sanction parental requests soliciting support for elementary student travel out-of-province trips. Such activities may include, but are not limited to, Winter Carnival in other provinces, SEVEC or out-of-province downhill skiing.
5. School division staff that wish to participate in non-sanctioned trips sponsored by parents must request a leave-of-absence without pay. Requests for leaves-of-absence must be entered into the absence management system and approved by the Human Resource Services Superintendent.
6. All requests for sanctioned trips must include the required application and checklist for out-of-city travel. Forms must contain the principal's signature and be submitted at least one month prior to the proposed trip. In the event of extenuating circumstances, the one-month stipulation may be waived.