

Curriculum & Instruction 8750	Administrative Application	
	Last Reviewed /Approved on:	December 30, 2025
	References:	The Education Act, 1995, Sec. 179 Administrative Applications 4200 - Purchasing 7200 - Criminal Record Check 8740 -Field Trips and Outdoor Education Policy 12 – Role of the Director
	Status:	Operational

## Preamble

The Regina Catholic School Division (RCSD) recognizes the value of educational opportunities derived from student travel scheduled outside of the school day in support of curricular outcomes. All such excursions must have a clear curricular focus and align with the mission and vision of the school division with student safety and well-being a primary consideration for planning. The school division does not provide financial grants towards such travel projects, nor does the division pay the salary of substitutes who may be accompanying students who are travelling. All schools planning travel as an enhancement to curricular programming must consider equity of travel opportunities for all students interested in participating.

## Definitions:

1. **Student Study Travel** – a division sponsored trip outside of the province of Saskatchewan and/or international travel.
2. **Non-Board Sanctioned Third Party Travel** – a non division sponsored trip through a third-party provider.

## Application

### A. Student Study Travel

1. Board approval is required for school division endorsement of national or international travel study.
2. Students in the school division may participate in national or international travel study where the main purpose is educational, subject to approval of the designated superintendent. It is expected student travel time shall normally occur during school breaks.
3. The principal of the school planning the travel must ensure the following for national and international travel study:

- a. only students registered in the school division will be considered;
  - b. the educational benefits from such travel will complement and align with curricular outcomes;
  - c. provisions for the involvement of qualified personnel based on the specific nature of activities and participants involved;
  - d. the proposed travel has the approval of parents or guardians of the students concerned;
  - e. evidence of adequate and appropriate insurance coverage to protect the students, teachers, and Board of Education in the event of an accident. A statement that adequate insurance will be provided is to accompany the submission to the Board. It is recommended that all students, teachers, and chaperones purchase appropriate medical insurance in the event of an accident or illness and cancellation insurance;
  - f. adequate provision will be made for accommodation, supervision, and welfare of the students and staff traveling as per Administrative Application 8740.
4. The principal of the school planning the excursion must follow the two-step travel process:
- a. Part A is the application for student study travel.
    - i. Outside of Saskatchewan – this application must be received by the superintendent in writing six (6) weeks prior to the travel date, school calendar permitting.
    - ii. International Travel – this application must be received in writing six (6) months prior to the travel date.
  - b. Part B – following the preliminary approval of Part A, the superintendent will require the completion of Part B which shall include the following:
    - i. An itinerary of the proposed travel, which specifically identifies times, place, accommodations, modes of travel;
    - ii. A list of persons or agencies who have accepted responsibility for developing the trip;
    - iii. A breakdown of estimated costs (i.e., fares, passports, meals, spending money, accommodations, deposits required, etc.);
    - iv. A list of all chaperones and valid criminal record checks;
    - v. A list of all participants indicating, grade level, and contact information;

- vi. A statement of anticipated educational benefits including pre-travel and post-travel activities, and anticipated highlights;
  - vii. A copy of the parent/guardian information letter from the principal;
  - viii. A statement of student behaviour expectations;
  - ix. A statement that insurance is in place for all participants;
  - x. Contact information for the travel agent that has been used.
- 5. After superintendent and Board of Education permission has been granted, the principal shall arrange for a meeting of parents/guardians, students, teachers, and chaperones to review the complete package.
  - 6. The principal shall ensure that the parental consent forms are signed by parents/guardians and students involved in the trip.
  - 7. International travel study plans shall also include evidence of a destination review in relation to political climate and stability through the Government of Canada – Foreign Affairs. The principal must ensure no travel advisories ([www.travel.gc.ca](http://www.travel.gc.ca)) are in place.
  - 8. All supervisors involved with travel study programs not employed by the school division require a current criminal record check in accordance with *Administrative Application 7200 – Criminal Record Check*.
  - 9. Any organization of a trip through an external travel agency or group must be done in coordination with the Purchasing Officer and align with the division's tender process (Administrative Application 4200).
  - 10. Employees of Regina Catholic Schools may not benefit personally from the planning of the trip by offers of gratuity or benefits from an excursion company. This excludes staff members leading division supported trips who would have their travel expenses covered.
  - 11. Regina Catholic Schools does not assume any responsibility for any student travel that is organized by a third-party entity and is not based on curricular outcomes nor has gone through the process of Board of Education approval. Staff members participating in such trips will do so independent of the school division.

#### **B. Non-Board Sanctioned Third Party Travel**

- 1. For staff members choosing to participate in trips organized by a third-party entity which have not been approved by the Board of Education, the following guidelines must be followed:

- a. Employees may not market these trips in their classrooms or promote as part of their instructional day or within their role. All postings/announcements/promotions of third-party trips shall follow the same protocols for external community events.
- b. The school division will not provide compensation to employees for time spent planning or participating in third-party non-school trips.
- c. The school division will accept no responsibility for the planning, execution nor will the school division assume any liability for a non-board sanctioned third party trip.