

## **INTERNATIONAL AND NATIONAL TRAVEL STUDY**

### **Background**

The Division believes in supporting international and national travel programs as these are valuable learning experiences for students, providing they are related to the curriculum.

### **Definition**

“Travel Study” is defined as national or international travel endorsed by the Division and related to the Program of Studies.

### **Procedures For International Travel**

1. Opportunities for international travel study are restricted to senior high school students registered in Battle River School Division.
2. The study component of appropriate programs will be connected to the Guide to Education and/or the Program of Studies, and will provide generic components related to travel and specific information related to the location to be visited.
3. Senior high school students who participate in international travel study programs are to be enrolled in appropriate Tourism or applicable CTS modules.
4. Parents/legal guardians, students, and Division Office must be fully informed of all aspects of the proposed program and shall be provided with the following information, in writing:
  - 4.1 Purpose or educational goal;
  - 4.2 Complete trip itinerary;
  - 4.3 Description of the activities or events proposed;
  - 4.4 Safety precautions in place to deal with activities involving risk;
  - 4.5 Emergency procedures to be followed in the event of injury, illness or unusual circumstances;
  - 4.6 Students participating in International Travel Study trips are required to purchase insurance coverage through the Division’s insurance provider.
  - 4.7 Method of transportation to be used;
  - 4.8 Arrangements for supervision;
  - 4.9 Cost to the student;
  - 4.10 Expectations for student conduct while on the trip;
  - 4.11 Cancellation or modification of trip; and
  - 4.12 Any monies fundraised cannot be distributed to students (*AP 107 - Fundraising*). Monies raised through fundraising activities shall be held in the school’s SGF bank account. Monies raised through fundraising activities will not be reimbursed to students or their families if the trip is cancelled or if there are excess funds raised over the cost of the trip. These funds will remain for group activities or future school international travel trips.

5. Approval Process
  - 5.1 Each travel study program proposal must be endorsed by the School Administrator(s), and submitted to the Superintendent's office.
  - 5.2 International travel study trips require approval in principle from the Board.
  - 5.3 Travel study proposals for international travel trips are due before the end of the preceding school year.
6. Supervision
  - 6.1 Each travel study program shall have a teacher designated as the School Group Leader who will be in charge.
  - 6.2 If the travel study program involves both male and female students, there must be both male and female supervisors present. The supervisors must either be staff members or must be made Agents of the Board (complete forms 270-1, 270-2, and 270-3 *Volunteer Coach/Supervisor Agent of the Board* request forms, and submit a Criminal Record with Vulnerable Sector Check).
  - 6.3 Before departure, adult supervisors must be made aware of their role and responsibilities.
  - 6.4 Supervisors must understand that they may have to leave the trip early to accompany students who become ill or injured, or are expelled from the trip for any reason.
  - 6.5 Trips should be organized so that participants are never alone, but are always accompanied by a supervisor. This includes free time.
  - 6.6 Supervisors should be provided on a minimum of 6:1 basis up to a maximum of 8:1. That is for every 6 students there should be a supervisor with up to a maximum of 8 students per supervisor.
7. Trip planners must determine ahead of time what they will do if a student needs to leave the trip and an adult has to accompany them. The ratio of male to female supervisors needs to be considered.
8. Before departure a session must be held with all trip participants, providing:
  - 8.1 advice on what to take and not take on the trip;
  - 8.2 reminders about the parameters of insurance coverage; and
  - 8.3 cell phone information (roaming charges and content).
9. Trip supervisors must carry with them:
  - 9.1 a cell phone which is operational at all times (number to be given to their School Administrator and to Division Office, so they can be reached in the event of an emergency);
  - 9.2 appropriate contact information so they can reach their School Administrator(s) and designated Division Office contacts in the event of an emergency;
  - 9.3 copies of trip participants' health insurance information;
  - 9.4 each trip participant's passport;
  - 9.5 all airline itineraries;
  - 9.6 parent/guardian contact information, including home, cell, email and other designated emergency contact names/numbers;
  - 9.7 emergency phone fan out list; and
  - 9.8 Canadian Embassy contact information.

10. The following needs to be received by the Executive Assistant - Superintendent **two weeks** prior to trip departure (information will be kept confidential and will be shredded at the conclusion of the trip):
  - 10.1 cell phone number of the School Group Leader;
  - 10.2 copies of each trip participant's passport;
  - 10.3 copies of all airline and hotel itineraries;
  - 10.4 parent/guardian contact information, including home, cell, email and other designated emergency contact names/numbers; and
  - 10.5 copy of the emergency phone fan out list.
11. The School Group Leader must ensure that the students follow the approved itinerary. However, some optional activities or events may be included in the approved itinerary, with the understanding that the decision to implement the optional activities will be made on site.
12. **High risk activities are not permitted on International Travel trips.**
13. Trip Participants
  - 13.1 Every participant must purchase insurance coverage through the Division's insurance provider. A copy of the insurance purchase must be provided to the trip supervisor to be kept on file at the school.
  - 13.2 Every participant is recommended to have their vaccinations up-to-date as well as vaccinations required for the specific travel areas. Country-specific immunization recommendations/information may be obtained from your local health program through your community health centre. Additional country-specific travel reports are also published by the Government of Canada [www.travel.gc.ca/travelling/advisories](http://www.travel.gc.ca/travelling/advisories). Students participating in school-sponsored field trips to measles-endemic areas (including Europe, Africa or Asia) should be assessed for measles immunity, and students who have not been immunized should be immunized before travelling.
14. Parent/Guardian Consent
  - 14.1 Parents/legal guardians must give, in writing, consent to the itinerary and procedures associated with the travel study and permission for their son/daughter to participate.
  - 14.2 An **International and National Travel Study Waiver** (Form 261-1) must be signed by every parent/guardian.
  - 14.3 Original waiver forms will be kept at the school, with copies sent from the school to Division Office.
15. It is recommended that parents/guardians also keep a copy of their child(ren)'s information listed in items #10 and #14 in their possession.
16. The standards set out on the SPHEREs website (<https://myspheres.ca/en>) must be met or exceeded for all activities in which students participate.
17. Each student participating in a travel study program must:
  - 17.1 comply with the rules of the school and the requirements of the school's student code of conduct;
  - 17.2 fulfill all the preparatory requirements at an appropriate level of performance;
  - 17.3 participate in a responsible and cooperative manner during the trip;
  - 17.4 respect the rights of others; and
  - 17.5 carry out all follow-up procedures.

18. Modifications / Cancellations

18.1 **The Board reserves the right to modify or cancel approval.**

18.2 **The Division is not responsible for costs incurred by participants due to the cancellation or modification of a travel study trip.**

18.3 A travel study trip will be cancelled if travel in the proposed destination is “not recommended” by the Government of Canada. [www.travel.gc.ca/travelling/advisories](http://www.travel.gc.ca/travelling/advisories)

19. The Battle River School Division is not responsible for loss of personal property.

20. Upon your safe return, please inform the *Executive Assistant - Superintendent*.

**Procedures For National Travel**

21. Opportunities for national travel study are available for both junior and senior high school students.

22. The study component of appropriate programs will be connected to the Guide to Education and/or the Program of Studies, and will provide generic components related to travel and specific information related to the location to be visited.

23. Parents/legal guardians, students, and division office must be fully informed of all aspects of the proposed program and shall be provided with the following information, in writing:

23.1 Purpose or educational goal;

23.2 Complete trip itinerary;

23.3 Description of the activities or events proposed;

23.4 Safety precautions in place to deal with activities involving risk;

23.5 Emergency procedures to be followed in the event of injury, illness or unusual circumstances;

23.6 Students participating in National Travel Study trips are required purchase insurance coverage through the Division’s insurance provider;

23.7 Method of transportation to be used;

23.8 Arrangements for supervision;

23.9 Cost to the student;

23.10 Expectations for student conduct while on the trip;

23.11 Cancellation or modification of trip; and

23.12 Any monies fundraised cannot be distributed to students (*AP 107 - Fundraising*). Monies raised through fundraising activities shall be held in the school’s SGF bank account. Monies raised through fundraising activities will not be reimbursed to students or their families if the trip is cancelled or if there are excess funds raised over the cost of the trip. These funds will remain for group activities or future school national travel trips.

24. Approval Process

24.1 Each travel study program proposal must be endorsed by the School Administrator(s), and submitted to the Superintendent’s office.

24.2 The Superintendent may approve trips within Canada.

24.3 Travel study proposals are due a minimum of four months prior to the proposed date of departure.

25. Supervision
  - 25.1 Each travel study program shall have a teacher designated as the School Group Leader who will be in charge.
  - 25.2 If the travel study program involves both male and female students, there must be both male and female supervisors present. The supervisors must either be staff members or must be made agents of the Board (complete forms 270-1, 270-2, and 270-3 *Volunteer Coach/Supervisor Agent of the Board* request forms, and submit a Criminal Record with Vulnerable Sector Check).
  - 25.3 Before departure, adult supervisors must be made aware of their role and responsibilities.
  - 25.4 Supervisors must understand that they may have to leave the trip early to accompany students who become ill or injured, or are expelled from the trip for any reason.
  - 25.5 Trips should be organized so that participants are never alone, but are always accompanied by a supervisor. This includes free time.
  - 25.6 Supervisors should be provided on a minimum of 6:1 basis up to a maximum of 8:1. That is for every 6 students there should be a supervisor up to a maximum of 8 students per supervisor.
26. Trip planners must determine ahead of time what they will do if a student needs to leave the trip and an adult has to accompany them. The ratio of male to female supervisors needs to be considered.
27. Before departure a session must be held with all trip participants, providing:
  - 27.1 advice on what to take and not take on the trip;
  - 27.2 reminders about the parameters of insurance coverage; and
  - 27.3 cell phone information (roaming charges and content).
28. Trip supervisors must carry with them:
  - 28.1 a cell phone which is operational at all times (number to be given to their School Administrator and to Division Office, so they can be reached in the event of an emergency);
  - 28.2 appropriate contact information so they can reach their School Administrator(s) and designated Division Office contacts in the event of an emergency;
  - 28.3 copies of trip participants' health insurance information;
  - 28.4 each trip participant's passport or valid Canadian government-issued identification that includes a photograph and the participant's full name and date of birth;
  - 28.5 all airline itineraries;
  - 28.6 parent/guardian contact information, including home, cell, email and other designated emergency contact names/numbers;
  - 28.7 emergency phone fan out list; and
  - 28.8 Canadian Embassy contact information.
29. The following needs to be received by Division Office **two weeks** prior to trip departure (information will be kept confidential and will be shredded at the conclusion of the trip):
  - 29.1 cell phone number of the School Group Leader;
  - 29.2 copies of each trip participant's passport or valid Canadian government-issued identification;
  - 29.3 copies of all airline and hotel itineraries;

- 29.4 parent/guardian contact information, including home, cell, email and other designated emergency contact names/numbers; and
  - 29.5 copy of the emergency phone fan out list.
30. The School Group Leader must ensure that the students follow the approved itinerary. However, some optional activities or events may be included in the approved itinerary, with the understanding that the decision to implement the optional activities will be made on site.
31. **High risk activities are not permitted on National Travel trips.**
32. Trip Participants
- 32.1 Every participant must purchase insurance coverage through the Division's insurance provider. A copy of the insurance purchase must be provided to the trip supervisor to be kept on file at the school.
  - 32.2 Every participant is recommended to have their vaccinations up-to-date as well as vaccinations required for the specific travel areas.
33. Parent/Guardian Consent
- 33.1 Parents/legal guardians must give, in writing, consent to the itinerary and procedures associated with the travel study and permission for their son/daughter to participate.
  - 33.2 An **International and National Travel Study Waiver** (Form 261-1) must be signed by every parent/guardian.
  - 33.3 Original waiver forms will be kept at the school, with copies sent from the school to Division Office.
34. It is recommended that parents/guardians also keep a copy of their child(ren)'s information listed in items #29 and #33 in their possession.
35. The standards set out on the SPHEREs website (<https://myspheres.ca/en>) must be met or exceeded for all activities in which students participate.
36. Each student participating in a travel study program must:
- 36.1 comply with the rules of the school and the requirements of the school's student code of conduct;
  - 36.2 fulfill all the preparatory requirements at an appropriate level of performance;
  - 36.3 participate in a responsible and cooperative manner during the trip;
  - 36.4 respect the rights of others; and
  - 36.5 carry out all follow-up procedures.
37. Modifications / Cancellations
- 37.1 **The Division reserves the right to modify or cancel approval.**
  - 37.2 **The Division is not responsible for costs incurred by participants due to the cancellation or modification of a travel study trip.**
  - 37.3 A travel study trip will be cancelled if travel in the proposed destination is "not recommended" by the Government of Canada. [www.travel.gc.ca/travelling/advisories](http://www.travel.gc.ca/travelling/advisories)
38. The Battle River School Division is not responsible for loss of personal property.
39. Upon your safe return, please inform the *Executive Assistant-Superintendent*.

### For Travel within Canada

One piece of valid Canadian **government**-issued identification that includes a photograph and the passenger's full name and date of birth; or, two pieces of valid Canadian-**government**-issued identification showing the passenger's name and date of birth, without photographs.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act  
Traffic Safety Act  
SPHEREs -- <https://myspheres.ca/en/>  
Guide to Education and/or the Program of Studies

Related APs: Fundraising (AP 170)  
Volunteer Coaches and Supervisors (AP 270)

Forms: Field Trip Request (260-2)  
  
International and National Travel Study Waiver (261-1)  
International and National Travel Study Checklists (261-2)  
  
Volunteer Coach/Supervisor - Agent Registration (270-1)  
Volunteer Coach/Supervisor - Confidentiality Declaration (270-2)  
Volunteer Coach/Supervisor - Offence Declaration (270-3)