


<b>Administrative Procedure</b>	
<b>Educational Excursions (Curricular and Extra-Curricular)</b>	
	<b>Department:</b> Student Programs
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> February 5, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<b>External References</b>
	<ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> <li>• Saskatchewan Physical Education: Safety Guidelines for Policy Development</li> </ul>
<b>Internal References</b>	
<ul style="list-style-type: none"> <li>• Career Development AP</li> </ul>	

**Purpose**

- This administrative procedure outlines guidelines for organizing and conducting educational excursions at Saskatchewan Distance Learning Centre (Sask DLC), including curricular and extracurricular excursions.

**Scope**

- This administrative procedure applies to all students, staff and volunteers involved in planning, organizing, or participating in educational excursions under the auspices of Sask DLC, whether curricular or extracurricular. It covers excursions within Saskatchewan and those involving travel outside the province.

**Policy Statement**

- Sask DLC provides opportunities for all students to experience growth and success in academics, physical fitness, life skills and teamwork while balancing the requirements of the curriculum and the use of instructional time with experiences outside the classroom.
- Sask DLC is very supportive of curricular learning which extends learning beyond the classroom for students. The important link is that these experiences connect directly with the curriculum and are planned accordingly. As well, extra-curricular programs are an important part of education and Sask DLC supports these programs.
- These experiences are invitational in nature and not a required element of a course. Often replacing asynchronous lesson content with a synchronous opportunity.

**Procedures:**

1. General Guidelines for Invitational Educational Excursions

- a) All invitational educational excursions requests are to be submitted to their Professional Learning Network (PLN) Facilitator for pre-approval prior to the date of the trip. The signed pre-approval form must be submitted to the Superintendent of Student Programming for secondary approval prior to providing approval to the teacher(s).
- b) Approved excursion details must be submitted to [HelpDesk@saskdlc.ca](mailto:HelpDesk@saskdlc.ca) and [communications@saskDLC.ca](mailto:communications@saskDLC.ca) upon approval of the excursion by the Superintendent of Student Programming.
- c) All invitational educational excursions must be supervised at all times by at least one (1) staff member employed by Sask DLC and if applicable, an accompanying guardian. The Campus Principal shall ensure adequate adult supervision.
- d) Students who are participants in school approved events may not transport themselves unless they or their driver have a valid driver's license with guardian knowledge of their transportation plan.
- e) Excursions which are organized in conjunction with another entity (i.e. YMCA) or using facilities that belong to another entity (University of Saskatchewan swimming pool) may require a Certificate of Insurance which is provided by the Vice President of Corporate Services.
- f) Teachers are encouraged to:
  - i. Use educational excursions throughout the school year instead of year-end.
  - ii. Give due consideration to both the age and maturity of the students involved.
  - iii. Connect curricular experiences to student learning and incorporate pre and post classroom work in relation to the experience.

## 2. Curricular Invitational Educational Excursions

- a) Day Invitational Educational Excursions.
  - i. Are not to exceed one (1) day.
  - ii. Are curriculum related.
  - iii. Require signed pre-approval from both the PLN Facilitator connected to the topic of the excursion and Superintendent of Student Programming.
- b) Overnight Invitational Educational Excursions.
  - i. Require advance approval of the PLN Facilitator (and Superintendent of Operations if high risk) prior to the event.
  - ii. Require notification to guardian and completion of the **Extra-Curricular Overnight Trip form**.
  - iii. Are approved by the PLN Facilitator after consent forms are received.
- c) Multiple Night/ Out of Province/ Out of Country Educational Excursions.
  - i. Includes all out of province student travel.
  - ii. The Campus Principal and PLN Facilitators involved must ensure that the conditions outlined on **Extra-Curricular Day and Recurring Day Excursions form** can be met before recommending out-of-province student travel to the Chief Executive Officer or designate.
  - iii. Guardians must complete either the **Curricular Overnight Trip form** (for trips within the same province) or the **Curricular and Extra-Curricular Multiple Overnight form** (for trips outside the province or country).

**Definition**

- Curricular Experiences Beyond the Classroom: refers to curriculum-based activities which extend the classroom into the community and beyond.