

Overseas/International Travel

Considerable attention shall be given to overseas trips, which must have an educational value and shall be arranged only through a bona fide tour group or tour company.

Prior to any plans being made, all destinations overseas must have preliminary Board approval at least **twelve months** in advance of the planned tour.

The following information must be provided:

- Letter of request
- Presentation (if so desired)
- Initial itinerary with as much detail as possible
- Educational value of the trip
- Cost of the trip per student
- Grades of students the trip is geared towards

Meetings must be held with all students and parents to clarify details of the trip and the respective responsibilities of the school, parents and student.

Attention should be given to such items as health requirements, foreign food, passport requirements, packing lists, currency regulations and knowledge of student needs (i.e. allergies). Plans should be made for such emergencies as unforeseen expenditures.

A complete understanding between parents, students and staff must be established on various issues relating to different expectations in a foreign country: expectations related to use of alcohol, smoking and dress.

A minimum of ten SVSD students are participating (or a case is made by teacher supervisor for less)

Final approval from the Superintendent must be received no later than **six weeks** before departure after all documentation has been submitted.

Number of Chaperones

All co-ed groups should have a minimum of one male and one female chaperone. One chaperone must be a staff member of the school organizing the trip and is to be named Head Chaperone. A minimum of one chaperone to ten students or part thereof is required. Other than in exceptional circumstances out of country, trips should not require more than two supervising staff members. Parental involvement is encouraged wherever possible. The number of days away from school will also be kept to a minimum.

Overseas travel should be arranged during school breaks. Other than in exceptional circumstances supervising staff members will be allowed a maximum of three days with pay. Any additional days away from school will be taken as personal days, extra-curricular days or as unpaid leave.

Alcohol and Recreational Drugs

The use of alcohol and/or recreational drugs (including Cannabis) by all members of the tour group, regardless of age, is forbidden.

Dismissal of Student

Severe inappropriate behaviour shall result in dismissal from the tour and the participant's automatic return home at his/her own expense. Should authorities be involved, participants will be subject to the laws of the country they are visiting.

Prescription Drugs

Participants using prescription or other drugs must advise the Head Chaperone of this prior to departure.

If a student, staff member or chaperone requires Cannabis on prescription for a medical condition, they must schedule a meeting with the Superintendent. Subject to the rules of the Country or Countries that the group will be visiting and in line with Swan Valley School Division Policies and Procedures, a decision regarding participation will be made by the Superintendent on a case by case basis.

Final Superintendent Approval:

The Head Chaperone must develop a situational critical response plan in consultation with the Superintendent.

Final documentation to be sent to the Superintendent at least six weeks prior to the trip shall include:

- The names, birthdates, copies of passports and relevant visas of all students and staff involved.
- Names of any community members travelling with the group
- Current copies of Criminal Record Check and Child Abuse Check for **ALL** participating adults, to include chaperones, parents and community members. Record checks are deemed current if dated within the past 6 months (older record checks must be updated).

- Travel contact information for the following:
 - Head Chaperone and at least one other chaperone
 - The travel company representative
 - Insurance company contact (name and telephone number)
 - Accommodation contacts
 - Embassy contact
 - Airline contact
 - Local police contact

- Family contact information for all participants of the trip.

- Fully detailed Itinerary

- Safety Plans

The Head Chaperone **must** keep a copy of all passports, contact information for students, contact information for local authorities and embassy and school division contacts, with him/her at all times.

Staff and their immediate family members are not permitted to accept any form of gift, travel or compensation from a tour operating company.