	Administrative Procedure **Educational Excursions (Curricular and Extracurricular)**	
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
	Date Approved:	**February 5, 2024**
	Revision Date(s):	**February 23, 2026**
	Review Date:	
	External References • *The Education Act, 1995* • Saskatchewan Physical Education: Safety Guidelines for Policy Development	
	Internal References • Career Development AP • Educational Excursion Proposal Form • Educational Excursions Form: Parent/Guardian Consent, Acknowledgment and Authorization	

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 within Saskatchewan under the auspices of Sask DLC, whether curricular or extracurricular.

Policy Statement

- Sask DLC provides opportunities for all students to experience growth and success in academics, physical fitness, life skills and teamwork. These experiences balance curriculum requirements and instructional time with learning opportunities beyond the classroom.
- Sask DLC supports curricular and extracurricular educational experiences. Sask DLC curricular excursions connect directly with curriculum outcomes and are planned to enhance student learning. Extracurricular excursions complement academic learning and support student development in areas beyond the core curriculum.
- All educational excursions are optional in nature - not required elements of any course.
- Extracurricular excursions are not funded by Sask DLC. Families shall bear all costs associated with student participation in extracurricular excursions.

Procedures

1. General Guidelines for Educational Excursions

a) Determine the Type of Excursion

i. The Lead Teacher will determine whether they are planning a curricular or an extracurricular excursion and follow the respective approval process outlined in this administrative procedure.

b) Planning Expectations – Teachers will:

i. Connect curricular experiences directly to student learning outcomes and incorporate pre-excursion preparation and post-excursion reflection activities;

ii. Give due consideration to both the age and maturity of the students involved; and

iii. Distribute educational excursions throughout the school year rather than concentrating them at year-end.

c) Supervision Guidance

i. All educational excursions must be supervised at all times by at least one staff member employed by Sask DLC.

ii. Minimum two adults total is strongly recommended for all excursions to ensure emergency response capability. One must be a Sask DLC employee.

iii. When planning excursions involving physical activities or outdoor education staff will consult the Saskatchewan Physical Education Safety Guidelines.

iv. Supervision must be continuous from the start to the end of the educational excursion.

v. The Campus Administrator shall ensure adult supervision and safety and emergency arrangements are responsive to the nature of activity, student age and risk level.

d) Transportation

i. Sask DLC does not provide transportation to educational excursions. All transportation arrangements remain the sole responsibility of families. Sask DLC staff do not assess, approve, or supervise private transportation arrangements.

ii. Families are responsible for arranging and managing all transportation to and from educational excursions. This includes ensuring the safety and appropriateness of transportation arrangements and adherence to proper driving rules and safety practices.

e) Insurance Requirements

i. 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 Executive Director of Finance, Human Resources and Planning.

2. Approval Process: Curricular Educational Excursions

a) Proposal Submission

i. The Lead Teacher will co-plan the excursion with their PLN Lead, other teachers and their Campus Administrator where applicable. The proposal must be aligned with curricular outcomes and the goals of the PLN.

ii. The Lead Teacher must complete the Educational Excursion Proposal Form. Their Campus Administrator and respective PLN Lead must review and approve the proposal form.

iii. The Lead Teacher will submit the proposal to the Curriculum, Instruction and Assessment (CIA) Consultant for review and recommendation.

b) Approval: Excursions with No Cost

i. The CIA Consultant will review the proposal for alignment with the Educational Excursion Administrative Procedures.

ii. If the proposal meets the requirements, the CIA Consultant will recommend approval to the Superintendent of Student Programming.

c) Approval and Funding Determination: Excursions with a Cost

i. The CIA Consultant will review the proposal for alignment with the Educational Excursion Administrative Procedures and then present the proposal to the Educational Excursion Committee.

ii. Upon approval of funding from the Educational Excursion Committee, the CIA Consultant will recommend approval to the Superintendent of Student Programming.

d) Communication of Decision

i. The CIA Consultant will communicate the final decision of approval or denial to the Lead Teacher, Campus Administrator and PLN Lead. If approved, all Sask DLC staff, including Communications, will be notified via the Hub.

e) Registration and Family Communication

i. The Lead Teacher will create the Educational Excursions registration form by using the Educational Excursions Form: Parent/Guardian Consent, Acknowledgment and Authorization template and submit it to Campus Administration for review prior to sending it to the families.

ii. The Lead Teacher will send the registration form to families and collate the responses.

iii. The Lead Teacher is responsible for updating families, their Campus Administrator, PLN Lead, Communications and the CIA Consultant on any changes or cancellations to excursions.

iv. The Lead Teacher is responsible for sharing excursion information with Communications to highlight and celebrate the excursion.

3. Approval Process: Extracurricular Educational Excursions

a) Proposal Submission

i. The Lead Teacher will co-plan the excursion with other teachers and their Campus Administrator where applicable.

ii. The Lead Teacher will submit the Educational Excursion Proposal Form to their Campus Administrator for review.

b) Approval

i. The Campus Administrator of the Lead Teacher will review the proposal for alignment with the Educational Excursion Administrative Procedures.

ii. The Campus Administrator will recommend approval to their Superintendent of School Operations.

c) Communication of Decision

i. The Campus Administrator will communicate the final decision of approval or denial to the Lead Teacher and the CIA Consultant.

ii. The CIA Consultant will provide notice to all Sask DLC staff via The Hub.

d) Registration and Family Communication
   i. The Lead Teacher will create the Educational Excursions registration form by using the Educational Excursions Form: Parent/Guardian Consent, Acknowledgment and Authorization template and submit it to Campus Administration for review prior to sending it to the families.
   ii. The Lead Teacher will send the registration form to families and collate the responses.
   iii. The Lead Teacher is responsible for updating families, their Campus Administrator, Communications and the CIA Consultant on any changes or cancellations to excursions.
   iv. The Lead Teacher is responsible for sharing excursion information with Communication to highlight and celebrate the excursion.

Roles and Responsibilities

Superintendent of Student Programming (Curricular Educational Excursions Only):

a) Review and approve curricular educational excursions recommended by the CIA Consultant.

Superintendent of School Operations (Extracurricular Educational Excursions Only):

a) Review and approve extracurricular educational excursions recommended by the Campus Administrator.

CIA Consultant:

a) Chairs Sask DLC Educational Excursions Committee;
b) Reviews curricular educational excursions proposals;
c) Presents curricular educational excursions funding requests for a committee review;
d) Recommends curricular educational excursions to the Superintendent of Student Programming for approval;
e) Communicates decisions to Lead Teacher, PLN Lead, Campus Administrator of the Lead Teacher and Communications; and
f) Tracks decisions and updates relevant curricular excursions documentation.

PLN Lead (Curricular Educational Excursions Only):

a) Reviews curricular educational excursions for curriculum and program alignment.

Campus Administrator of Lead Teacher:

a) Reviews Educational Excursion Proposal forms for alignment with the Educational Excursion Administrative Procedure;
b) **(Extracurricular Educational Excursions Only)** Recommends the extracurricular educational excursions for approval to the Superintendent of School Operations;
c) **(Extracurricular Educational Excursions Only)** Communicates the final decision to the Lead Teacher and CIA Consultant;
d) Reviews Educational Excursions Registration forms before distribution to families;
e) Ensures adult supervision and safety and emergency arrangements are responsive to the nature of activity, student age and risk level; and

f) Provides support to the Lead Teacher throughout the educational excursion.

Lead Teacher:

a) Co-plans educational excursions with other teachers, PLN Leads and their Campus Administrator as required;
b) Completes Educational Excursion Proposal Form;
c) Follows the appropriate educational excursions approval process;
d) Creates the Educational Excursions registration form by using the Educational Excursions Form: Parent/Guardian Consent, Acknowledgment and Authorization template;
e) Updates relevant Sask DLC collaborators as changes to approved educational excursions arise;
f) Leads the excursion; and
g) Shares pictures, videos and celebration of excursion materials with Communications Department as appropriate.

Parents/Guardians:

a) Provide formal authorization and acknowledgement for student participation;
b) Arrange transportation to and from the excursion and ensure compliance with all applicable traffic and licensing laws;
c) Provide accurate medical and emergency contact information;
d) Ensure adequate supervision for their student(s) throughout the educational excursion; and
e) If attending/supervising the excursion, follow Sask DLC's Student and Family Code of Conduct and trip rules.

Students:

a) Follow Sask DLC's Student and Family Code of Conduct and trip rules.

Definitions

- **Curricular Educational Excursion:** An optional learning experience outside the online classroom that directly connects to curriculum outcomes and course content. These activities are planned to enhance student understanding of specific curricular concepts and typically include pre-excursion preparation and post-excursion reflection activities. Also referred to as "Curricular Experiences Beyond the Classroom."
- **Extracurricular Educational Excursion:** An optional activity that complements academic learning and supports student development. These activities are not directly tied to specific course outcomes but contribute to holistic student development.