



NAME: 04.05.01 EXTRA-PROVINCIAL OR INTERNATIONAL TRIPS	VERSION: 1
ADOPTED: JANUARY 21, 2012	REVIEW: 2016-2017

REVIEW EVERY 3 YEARS

PREAMBLE

Extra-provincial and out of country trips offer opportunities for students to experience and engage in cultures that they would not normally have the opportunity to experience. Richmond Christian School (RCS) believes that mission trips and cultural field schools are both valuable to the individual and of benefit to the school community. However, consideration for student safety and the proper supervision of students must be well established before a Category 4 or Category 5 trip can be approved and implemented.

The RCS Field Trip Policy outlines additional requirements for extra-Provincial and International trips and must be consulted.

DEFINITION

Mission Trip – A school organized trip to an international location which serves to instill in students a spirit of service for the poor and to connect the school’s social teaching with practical experience.

Field School – A school organized trip to an international location which serves to expose students to teachings they have previously studied and for which a first-hand experience would be valuable.

Teaching Supervisor – The school representative who is primarily responsible for curriculum and the related educational or service components of the trip.

Lead Supervisor – The school representative who is primarily responsible for the organization of the trips daily planning and overall supervision of all participants. The Lead Supervisor is responsible for communicating guidelines and parameters to ensure the safety and well-being of all participants.

APPROVAL PROCESS

1. The Principal must pre-approve the international trip prior to engaging the services of a travel organization or announcing the program and schedule.

- a. The Principal will work with the teaching and/or lead supervisor to ensure that the student-supervisor ration is met and that minimum and maximum participation levels are established.
 - i. The minimum school supervisor to student ratio will be 1 adult for every 7 students; and
 - ii. A minimum overall ratio of 1 adult for every 5 students.
 - iii. Minimum and maximum participation levels will be established prior to announcing the trip.
2. The Principal shall complete the Field Trip Policy checklist with the lead supervisor to ensure that all items are covered.

TRAVEL ORGANIZATION

3. Quotes must be obtained from two professional travel organizations before services can be contracted.
 - a. A detailed itinerary and all expected expenses and benefits must be provided in writing.

FUNDING

4. Category 4 and 5 trips must be self-funded so that there is no burden on the school or expectation that RCS will off-set the costs of offering the trip.
5. RCS staff that has the opportunity to participate as supervisors will be asked to accept some financial responsibility for their involvement. Currently, staff is required to pay a minimum of 10% towards the total cost of the trip being charged to student participants.
6. Any benefits provided by the tour company will be used to offset the costs of RCS staff that are required to supervise during the full duration of the trip.
 - a. First priority for meeting the staffing requirements goes to employees from the campus through which the trip originates.
7. All other travel company benefits or perks shall be shared on a rotating basis amongst the required staff supervisors.

SUPERVISORY RESPONSIBILITIES

8. Adult supervisors are expected to remain on duty 24/7.
 - a. To conduct themselves professionally at all times;

- b. To serve as role models to students;
 - c. To act as ambassadors of the school; and
 - d. To ensure the safety and well-being of the students.
9. Supervisors must be capable of reasoned judgment at all times during the field trip; therefore, alcohol may not be consumed at any time during the excursion.
10. Clear expectations of responsibility for all adult supervisors must be provided and agreed to in writing prior to the commencement of the trip.

REPORTING

11. The Superintendent will ensure that follow up reports will be provided within 10 business days from the return date. Written reports must be provided by:
- a. The lead supervisor;
 - b. The teaching supervisor; and
 - c. Each staff volunteer.
12. The Superintendent will ensure that follow up reports or a survey is forwarded to parent volunteers and student participants for completion within 10 business days from the return date.
13. The completed reports and survey results will be reviewed by the Superintendent and/or another member of the Administration team who did not participate nor was immediately associated with the trip.
- a. This summary report will be provided to the Administration team within 30 days.