

**National and International Field Trips
Elk Island Catholic Schools
Guiding Principles**

In order for a national or international trip to be approved, the following items must take place.

- 1) **Adherence to Administrative Procedure 260.** All timelines must be met or the trip will not be approved. No promotion of the trip or monies collected prior to the trip receiving preliminary approval a minimum of 6 months prior to the trip starting.
- 2) **Adherence to travel advisories.** A trip may be cancelled up to the moment of departure if a travel advisory occurs. All parents will be instructed to purchase travel insurance; EICS will not be held liable for any losses should a trip be cancelled by the Superintendent of Schools.
- 3) **Sunday Mass Attendance.** Students will attend Sunday Mass each Sunday that students are on a national or international trip. The trip will not receive preliminary or final approval if this is not a part of the itinerary.
- 4) **Staff Compensation.** Staff will not be in a position to benefit from organizing or participating on a trip. If the travel company pays a stipend to the teacher for organizing a trip, the balance is to be remitted to reducing the fee of the participants. Staff are not to accept free trips or credits from a travel company. A travel company that does not comply will be not approved to host a trip.
- 5) **Staff Involvement.** Staff opportunity to organize national and international trips will be equitably shared amongst the staff. It will not be the domain of a small group of teachers.
- 6) **Student Sleeping Arrangement.** All students must have their own bed. Students are not permitted to share a bed. Specific sleeping arrangements for all nights must be pre-arranged with the travel company prior to preliminary approval and then re-affirmed prior to receiving final approval.