



Board Workshop Date: 11.13.23

Title: Extended Travel Process Updates

Type: Discussion

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning

Description: This board report provides information on updates that have been made to the processes for extended travel. The purpose of the updates is to add clarity and support for the staff leading the experiences, as well as the students and families engaging in them. The updates specifically tighten the alignment with [Policy 538](#) to ensure travel experiences are “properly planned, well-organized, conducted in an orderly manner and safe environment, and are carefully supervised.”

Recommendation: No recommendation is being made at this time. This item has been prepared for board discussion.

Desired Outcomes for the Board: Review the extended travel updates and provide feedback.

Updated Processes:

1. All travel companies used for extended travel will be vetted using this [Vetting Process](#).
2. All staff involved in extended travel will use this [Flow Chart](#) to ensure clarity of process.
3. All staff proposing extended travel will complete this [Application](#) AND review it with their administrator prior to sharing it with Teaching and Learning staff at the District Office.