

Administrative Procedure 261

Extended Student Travel

Background:

The division, in recognizing the educational opportunities derived from student travel, approves student travel outside Canada for students at the Lloydminster Comprehensive High School and Avery Outreach School pursuant to the following procedures.

Procedures:

Planning for student travel outside of Canada may begin up to two years in advance of the trip dates. All student travel outside Canada organized under the auspices of the Division must have the approval of The Board of Education using the following procedures:

1. Teachers who supervise trips that involve student travel outside of Canada are not eligible to accrue hours towards Earned Days Off. If required, teachers will be granted up to two days for student travel; supervising teachers are not required to use their personal days for student travel.
2. The Principal of the school must ensure that the following conditions can be met before recommending student travel outside of Canada:
 - 2.1. Only students registered in the school submitting the proposal will be considered.
When selection of students is necessary, the criteria shall be:
 - 2.1.1. Acceptable record of behavior;
 - 2.1.2. Demonstrated commitment to preparation for the trip;
 - 2.1.3. Notwithstanding the above, it is recognized that in the case of school teams and clubs, selection based on ability may be necessary;
 - 2.1.4. The supervising teacher in charge of the trip shall arrange for the selection of students, with the final responsibility resting with the Principal.
 - 2.2. The trip will be under the direct supervision of a Division teacher. The Principal is responsible for the level and quality of supervision on the trip and will determine the parameters and process for selection of trip supervisors giving consideration to the following factors:

- 2.2.1. The number of participants;
 - 2.2.2. The age, maturity and competency of the participants;
 - 2.2.3. The destination and duration of the trip;
 - 2.2.4. The nature of the venues on the itinerary and the guidelines suggested by the travel company;
 - 2.2.5. The nature of the activities to be undertaken and the risks associated with those activities;
 - 2.2.6. The extent to which the supervisor(s) is familiar with the venues and have appropriate qualifications to carry out the activities and respond to emergency situations
 - 2.2.7. Travel involving students of both genders shall be accompanied by both male and female supervisors;
 - 2.2.8. An adult supervisor must be available to students at all times (24 hours per day); And,
 - 2.2.9. Other factors, which in the judgment of the Principal are important to the successful and safe implementation of the trip.
- 2.3. Travel should take place during or adjacent to school vacations whenever possible in order to minimize the amount of class instructional time missed.
 - 2.4. The Division makes no grants toward the support of student travel outside Canada.
 - 2.5. The proposed travel has the approval of the parents or guardians of the students concerned
 - 2.6. Collection and distribution of funds must be administered through a Division account and adhere to Division procedures.
 - 2.7. Other staff members whose teaching responsibilities may be affected by the absence of the students and teachers who will be travelling have been consulted.
 - 2.8. Adequate provision will be made for the accommodations, supervision and welfare of the students travelling.
 - 2.9. Adequate and appropriate insurance is provided to protect the students, teachers and Division in the event of an accident.
 - 2.10. Teachers and/or supervisors are not permitted to personally accumulate rewards such as points or benefit with free trips beyond those needed for planning purposes.

- 2.11. Students may not be permitted to travel to any countries listed on the Canadian Government website advising travelers of safety concerns in various countries.
3. The Principal shall give advance notice to the Director that student travel plans outside of Canada are being developed.
4. Following the advance notice, the Principal shall submit a formal outside of Canada student travel request a minimum of 8 months prior to the anticipated departure date of the trip which will include the following:
 - 4.1. An itinerary of the proposed travel which specifically identifies times, places and modes of travel;
 - 4.2. A list of persons or agencies who have accepted responsibility for developing the trip;
 - 4.3. A breakdown of anticipated costs (i.e. fares, passports, meals, spending money, accommodation, deposits required, etc.);
 - 4.4. A list of supervisors and their job descriptions or relationship to the school system and qualifications as supervisors of the proposed trip;
 - 4.5. A list of participants indicating their grade level, home address and telephone number;
 - 4.6. A statement that indicates a supervisor will carry a list of the following information on the trip:
 - 4.6.1. Alberta/Saskatchewan Health Care numbers for participants
 - 4.6.2. Additional Medical coverage information
 - 4.6.3. Medication and medical alert needs for participants
 - 4.6.4. Correspondence which enables the emergency filling of prescription for medication, on behalf of each trip participant who is using prescribed medication.
 - 4.7. A statement of anticipated benefits;
 - 4.8. A supervision and safety plan which includes stringent expectation and precautions dependent upon the nature of the activities planned;
 - 4.9. A statement of risks associated with the trip and planned activities;
 - 4.10. An indication of parental involvement to date or indication of anticipated parental involvement;
 - 4.11. An indication of student involvement or anticipated involvement in the project;
 - 4.12. A statement of adequate insurance will be provided;

- 4.13. A statement of appropriate out-of-country medical coverage;
- 4.14. A statement of regulations governing student and supervisor behavior that adhere to school rules which must state that the use of alcohol or illegal drugs by all participants is prohibited during the trip.
5. The Director, upon the receipt of the formal request and certification that the above conditions have been met, shall present the request to The Board of Education for approval.
6. Upon receipt of approval from The Board of Education, the Principal shall arrange for a meeting of the parents/guardians, students, and supervisors to review the total package submitted and additional information as deemed necessary.
7. The Principal shall ensure that copies of students' passports, birth certificates and driver's licenses are collected and verify that names are correct on boarding passes and travel information. A letter from the Principal listing participant names and the purpose of the trip will be carried by the trip supervisor for the duration of the trip.
8. The Principal will arrange for appropriate ground transportation following Division procedures.
9. The Principal shall ensure that parental consent forms are signed by parents or guardians for all students involved in the trip. Form 261-1 or Agency consent form.
10. The Principal must explain to all stakeholders that following approval of a trip the Board of Education is responsible to monitor the level of risk associated with the trip and has the authority to cancel the trip, either prior to or during its implementation, if in the judgment of the Board, it is unsafe to commence or continue the trip.
 - 10.1. In the event that a trip is cancelled under such circumstances, the Division will not provide compensation or reimbursement to students, parents/guardian, or supervisors for costs associated with the trip, unless the specific funds contributed by students, parents/guardians, or supervisors are available to the Division.

Reference:

Section 85, 87, 108, 109, 151, 175, 179, 231, Education Act

Revised:

June 2009

April 2014

October 2015

November 2017