

## **Administrative Procedure 262**

# **STUDENT TRAVEL INSIDE CANADA - Curricular & Extracurricular (Outside Alberta and Saskatchewan)**

## **Background**

The division, in recognizing the educational opportunities derived from student travel, approves student travel inside Canada, outside Alberta and Saskatchewan, for students who attend grade 7 through to grade 12 in Lloydminster Public School Division schools pursuant to the following procedures.

## **Procedures**

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

1. Teachers who supervise trips that involve student travel inside of Canada, outside Alberta and Saskatchewan, are not eligible to accrue hours towards Earned Days Off. 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 inside of Canada, outside Alberta and Saskatchewan:
  - 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.
    - 2.1.5 In some special circumstances, a school trip may include Lloydminster Public School Division students registered in another school.
  - 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 Appropriate supervisors will be provided for male and female students;
  - 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. (e.i. host families, hotel, church basement)
- 2.3 A supervisor to student ratio of 1 to 6 must be met unless approved by the Director or director designate.
- 2.4 Travel should take place during or adjacent to school vacations whenever possible in order to minimize the amount of class instructional time missed.
- 2.5 The Division makes no grants toward the support of student travel inside Canada, outside Alberta and Saskatchewan.
- 2.6 The proposed travel has the approval of the parents or guardians of the students concerned.
- 2.7 Collection and distribution of funds must be administered through a Division account and adhere to Division procedures.
- 2.8 Other staff members whose teaching responsibilities may be affected by the absence of the students and teachers who will be travelling have been consulted.
- 2.9 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 areas listed on the Canadian Government website advising travelers of safety concerns.
3. The Principal shall give advance notice to the Director or Director Designate that student travel plans inside of Canada, outside Alberta and Saskatchewan, are being developed at least 12 months in advance of the trip dates.
4. Following the advance notice, the Principal shall submit a formal inside of Canada, outside Alberta and Saskatchewan, student travel request to the Director or director designate at least 6 months prior to the anticipated departure date of the trip. The student travel request will include the following:
- 4.1.1 An itinerary of the proposed travel which specifically identifies times, places and modes of travel;
  - 4.1.2 A list of persons or agencies who have accepted responsibility for developing the trip;

- 4.1.3 A breakdown of anticipated costs (i.e. fares, meals, spending money, accommodation, deposits required, etc.);
- 4.1.4 A list of supervisors and their job descriptions or relationship to the school system and qualifications as supervisors of the proposed trip;
- 4.1.5 A list of participants indicating their grade level, home address and telephone number;
- 4.1.6 A statement that indicates a supervisor will carry a list of the following information on the trip:
  - Additional Medical coverage information
  - Medication and medical alert needs for participants
  - Correspondence which enables the emergency filling of prescription for medication, on behalf of each trip participant who is using prescribed medication.
- 4.1.7 A statement of anticipated benefits;
- 4.1.8 A supervision and safety plan which includes stringent expectation and precautions dependent upon the nature of the activities planned;
- 4.1.9 A statement of risks associated with the trip and planned activities;
- 4.1.10 An indication of parental involvement to date or indication of anticipated parental involvement;
- 4.1.11 An indication of student involvement or anticipated involvement in the project;
- 4.1.12 A statement of adequate insurance will be provided;
- 4.1.13 A statement of appropriate out-of-province medical coverage;
- 4.1.14 A statement of regulations governing student and supervisor behavior that adheres to the school rules which includes the use of alcohol or illegal drugs by all participants is prohibited during the trip.

5. The Director or designate, upon the receipt of the formal request, shall present the request to the Director of Education for approval.

6. Upon receipt of approval from the Director 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' personal identification are collected and verify that names are correct on travel documents. 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 supervising teacher shall submit a Request for Transportation \*Form (260-1) at least 30 days prior to the anticipated departure date for trips outside Alberta and Saskatchewan. The principal approves the Request for Transportation \*Form (260-1).

9. The supervising teacher will provide an itinerary to the bus driver.

10. The supervising teacher is responsible for booking accommodations for the bus driver for overnight travel.

11. The Principal shall ensure that Parent/Guardian Approval Travel Forms (260-2 or Agency consent form) are signed by a parent or guardian for all students involved in the trip.

12. The Principal must explain to all stakeholders that following approval of a trip, the approving authority (i.e. Principal, Director, or 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. The approving authority decides whether it is unsafe to commence or continue the trip. 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.

**Revised:**

June 2017

\*Contact School Administration for referenced form