

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 262
SECTION:	MATERIALS		
PROCEDURE:	STUDENTS OUT-OF-PROVINCE TRAVEL		

BACKGROUND

In recognizing the educational opportunities derived from student travel, the Division approves out-of-province travel, both in Canada and outside its boundaries, for students pursuant to these administrative procedures. Examples of tours could include a tour of Europe or a class exchange with students from another province.

The Division will not provide grants to support such projects.

PROCEDURES

1. All out-of-province student travel organized under the auspices of the Division must have the approval of the Director or designate. Notwithstanding the foregoing, it is expected student travel time shall normally occur during school breaks.
2. Prior to any communication with student or parents preliminary approval to proceed must be received from the Principal and Superintendent.
3. Costs for tours may be met as follows:
 - 3.1 Individual student fees;
 - 3.2 Funds raised by students, parent groups, etc.; or
 - 3.3 A combination of the above as may be approved by the Principal.
4. The Principal of the school must ensure that the following conditions can be met before recommending out-of-province student travel.
 - 4.1 Only students registered in the school(s) submitting the proposal will be considered;
 - 4.2 The educational benefits from such travel will complement the regular school program.
 - 4.3 The students will suffer no serious loss in their basic educational program normally provided through the school;
 - 4.4 The proposed travel has the approval of the parents or guardians of the students concerned;
 - 4.5 Other staff members whose teaching responsibilities may be affected by the absence of the students and teachers who will be traveling have been consulted;

- 4.6 Adequate provision will be made for the accommodation, supervision, safety and welfare of the students traveling;
- 4.7 Adequate and appropriate insurance is provided to protect the students, teachers and Division in the event of an accident;
- 5. The Lead Teacher and Principal shall give four (4) months advance notice, by submitting the Curricular Trip Application Form, to the Director or designate indicating that travel plans are being proposed for a trip within Canada.
- 6. The Lead Teacher and Principal shall give four (6) months advance notice, by submitting the Curricular Trip Application Form, to the Director or designate indicating that travel plans are being proposed for an international trip.
- 7. The out-of-province or international trip application form shall include the following:
 - 7.1 The educational value;
 - 7.2 Projected costs;
 - 7.3 Safety plans;
 - 7.4 Accident and travel insurance;
 - 7.5 An itinerary of the proposed travel which specifically identifies times, places and modes of travel; and
 - 7.6 Special needs.
- 8. The Director or designate upon receipt of the formal request and upon confirmation that the above conditions have been met, shall consider such request, make a decision and communicate it to the Principal.
- 9. Upon receipt of approval from the Director or designate to proceed, the Principal shall arrange for a meeting of parents, students, chaperones, travel leaders and one school administrator to review the total package submitted and provide additional information as deemed necessary. Printed copies of the actual request are to be provided to each family and the following plans are to be discussed in detail:
 - 9.1 The educational value of the trip including pre-travel and post-travel educational activities, and anticipated trip highlights;
 - 9.2 A list of chaperones;
 - 9.3 Proposed itinerary;
 - 9.4 Description of activities or events planned;
 - 9.5 Elements of risk which may be encountered;
 - 9.6 Safety precautions in place to deal with activities involving risk;
 - 9.7 Contingency plans and emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - 9.8 Need for additional medical and travel insurance coverage;
 - 9.9 Expectations for student behaviour;
 - 9.10 Arrangements for supervision;

- 9.11 Transportation methods and arrangements;
- 9.12 Accommodation arrangements (male & female supervisors for co-ed trips);
- 9.13 A breakdown of anticipated costs (i.e., fares, passports, meals, spending money, accommodation, deposits required, etc.); and
- 9.14 Parent consent forms are completed, with each parent/guardian having returned a signed copy of the form.

Reference: Sections 85, 87, 108, 109, 151, 175, 179, 231 Education Act
Physical Education Safety Guidelines

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