

STUDENT EDUCATIONAL EXCURSIONS

Belief

The Division recognizes the value of student excursions and supports them to enhance learning, to promote better understanding and improved relationships between people at the regional, provincial, national, and international levels.

Procedures

1. Student educational excursions will involve information exchange between individuals or groups and may or may not involve travel.
2. The purpose of the excursion must be to enhance the educational program of participating students and must not detract from nor interfere with the curricular program of the school.
3. The Principal shall approve all excursions, provide a written summary of details to parents/guardians in care of students under the age of 18, and have those parents /guardians provide written/electronic consent to participate on behalf of their student(s).
4. Students aged 18 and over, and those aged 16-17 who are living independently must be advised in writing of details and provide written/electronic consent on their own behalf.
5. Superintendent's approval for excursions as recommended by the Principal is required only for:
 - 5.1 Those of more than three instructional days duration, and/or
 - 5.2 Those to destinations out of province.
 - 5.3 Combinations of 5.1 and 5.2 above.
6. At the time of its approval by the Principal, the Principal shall submit to the Superintendent a complete written proposal for an excursion requiring the Superintendent's approval.
7. Student educational excursion records shall be retained as follows:
 - 7.1 The Principal shall maintain on file, for a period of two years, all information relevant to each excursion;
 - 7.2 If, during an excursion, a student is injured or there is suspicion of improper treatment or sexual harassment, all excursion records must be forwarded to Associate Superintendent Business with a covering letter outlining the incident or concern.

8. In the event that an excursion is cancelled for any reason, the Division is not responsible for the reimbursement of any funds that may have been forfeited because of the cancellation.
9. During the excursion supervisors are responsible for student behavior on the school bus, and bus drivers are responsible for the safe and efficient transportation of students and staff. Any concerns or student behavior issues that may arise during the excursion should be immediately discussed between the supervisor and bus driver.
10. In planning for student educational excursion, the Principal shall ensure that the following criteria are met:
 - 10.1 All travel shall be conducted in accordance with administrative procedures regarding travel;
 - 10.2 A welcoming, safe and healthy environment shall be maintained;
 - 10.3 Proper and adequate supervision must be provided;
 - 10.4 Rules of conduct appropriate to the school activity shall be established and proper discipline shall be maintained;
 - 10.5 Principals may budget, fund-raise, and/or charge participants for the costs incurred by excursions;
 - 10.6 No student shall be excluded from a prescribed curricular activity because of inability to pay;
 - 10.7 Proper records and accounting shall be maintained for each event with a financial statement to be submitted by the Principal for audit;
 - 10.8 Activities must be organized in such a manner that classroom instruction for persons who are not involved in the trip is not interrupted;
 - 10.9 Maximum use is to be made of weekends, regular school holidays, and out-of-school time for excursions that must be approved by the Superintendent;
 - 10.10 Unless exempted due to outstanding academic achievement, students shall be accountable for the completion of all assignments and/or missed while absent from school;
 - 10.11 Student participation shall be subject to approval in writing/electronic form from parents/guardians, or students in the case of 18 year olds and independent living 16 - 17 year olds (e.g., Form 260 – 1: Authorization To Participate in Educational Excursions Or Competitive Sports); forms shall be maintained on file for at least two years;
 - 10.12 Where applicable, student participation shall be subject to a receipt of statements from the student's teachers indicating the possible effects that participation will have on the student's chance of success in a course of study;
 - 10.13 Parental involvement in the planning out-of-province trips is encouraged;

- 10.14 Proper and adequate arrangements shall be made for insurance coverage;
 - 10.15 Fund-raising shall be in accordance with administrative procedures;
 - 10.16 Where applicable, teacher participation shall be subject to the availability of appropriate substitute teachers;
 - 10.17 Teacher participation will not involve loss of pay.
11. Organizers of excursions must seek approval in principle from the Principal prior to any discussion of the proposal with students or parents. Proposals shall be submitted with sufficient lead-time to allow for proper consideration and shall include the following information:
- 11.1 Destination;
 - 11.2 Dates;
 - 11.3 Number of participants, grade level, etc.;
 - 11.4 Number of chaperones;
 - 11.5 Names of organizers;
 - 11.6 Itinerary;
 - 11.7 Budget and fund raising;
 - 11.8 Educational benefits to students;
 - 11.9 Rules of conduct;
 - 11.10 Safety considerations;
 - 11.11 Insurance coverage;
 - 11.12 Other pertinent information in support of the proposal.
12. Organizers of student excursions shall ensure that all participants are advised of all incentives provided to those responsible for organizing or supervising the excursion (i.e. free accommodation, free transportation, gifts, credits, etc.) and the reason and manner to be followed to allocate such incentives to those supervising, organizing or participating in the excursion.

Reference: Section 20, 45, 60, 61, School Act
Traffic Safety Act
Safety Guidelines for Physical Activity in Alberta Schools
Safety Guidelines for Secondary Inter-School Athletics in Alberta

APPENDIX 1

STUDENT EDUCATIONAL EXCURSIONS

When considering whether to approve a student educational excursion the Principal shall consider the following:

- Does the student educational excursion have educational value?
- Does this activity meet all school and Division requirements for student educational excursions?
- Where applicable, does this activity meet the “Safety Guidelines for Physical Activity in Alberta Schools”?
- Have students been given instruction in this activity?
- Will there be sufficient number of staff/chaperones to the number of student participants?
- If the participants are co-ed, will the staff/chaperones be co-ed?
- Where applicable, is a staff member qualified in this activity?
- Where applicable, is a staff member or chaperone First Aid Certified / CPR Certified?
- Where applicable, will one or more chaperones have some expertise related to the activity?
- Have the students been provided with the rules of behaviour for this activity?
- Has a consent, release or Authorization to Participate in Educational Excursions or Competitive Sports form been completed for every participating student?
 - Are the date, time and location of the activity located on the form?
 - Does the form include the cost of the activity?
- Where applicable, how will a medical emergency and required medical treatment be dealt with and have parents / guardians provided consent?
- Is there a contingency plan for dealing with other emergencies?
- Have alternate plans been made if the activity is cancelled.