

Administrative Procedure 260B

260B - EDUCATIONAL TOURS AND TRAVEL OUT OF PROVINCE / OUT OF COUNTRY

Background

Educational tours are recognized as providing worthwhile experience for students. To facilitate participation by Divisional students in an orderly and undisruptive manner, the following procedures shall be observed.

Procedures

1. Proposals for educational tours within Canada and abroad shall be submitted to the School Council of the organizing school for consideration as far in advance as possible, and in no case less than four months prior to the departure date.
2. Where the School Council is prepared to support the proposal, it shall be forwarded with supporting documentation to the Superintendent for approval in principle. This allows detailed planning to proceed.
3. Educational tours abroad should take place during or adjacent to school vacations, in order to minimize the amount of instructional time missed.
4. Tours which provide opportunities for students in more than one school in the Division are encouraged.
5. Teachers who are supervising the tour shall be considered to be on duty. Teachers wishing to participate in a tour may do so providing the substitute costs (if any) are assumed by the school.
6. Volunteer Involvement must be in accordance with Administrative Procedure 440 – Volunteers.
7. Proposals for approval in principle shall include:
 - 7.1 The proposed destination(s);
 - 7.2 The dates/duration of the trip;
 - 7.3 The ages or grade levels/schools involved;
 - 7.4 The name of the person(s) coordinating the activity;
 - 7.5 The expected number of student/teachers/adult supervisors participating; and
 - 7.6 The relevance to the school curriculum.
8. Final approval of out-of-country student travel can only be given by the Board. Prior to departure, the school will file with the Divisional Office:
 - 8.1 A copy of the final itinerary;
 - 8.2 A list of all students participating;
 - 8.3 A list of all teachers and adult supervisors accompanying the trip; and
 - 8.4 A completed risk analysis form.

9. It is expected that adult supervision will be in effect for all trips, taking into consideration the ages, sexes and composition of the students involved. The minimum student/adult ratio shall be 6:1.
10. Parent Permission
 - 10.1 The supervisor must:
 - 10.1.1 Provide the parent, guardian, volunteer, or independent student with written information regarding the tour and the hazards and safety procedures; and
 - 10.1.2 Obtain the consent of the parent, guardian, volunteer or independent student before the student may participate in an educational tour.
 - 10.2 A parent meeting must be held for all educational tours.
 - 10.3 When a parent meeting has been called for an educational tour:
 - 10.3.1 The supervisor must keep a record of attendance at the parent meeting;
 - 10.3.2 The student's parent or guardian must attend the parent meeting to discuss the educational tour and the student's responsibility related to the rules, expectations and conduct expected of students;
 - 10.3.3 If the student's parent or guardian does not attend the parent meeting, the supervisor must personally speak to the parent or guardian about the trip and the student's responsibilities; and
 - 10.3.4 Volunteers are expected to attend and if the volunteer is unable to attend, the supervisor must personally speak to the volunteer about the trip and the volunteer's responsibilities.
11. Any student expecting to go on an educational trip shall accept the responsibility of completing tasks missed during the trip.
12. Students shall accept the responsibility of preparing themselves for the trip by in-depth study of the background, culture and history of the country to be visited. This preparation may involve extracurricular time.
13. Participating students should accept the responsibility to act as resource persons for the class and community following the trip, if requested to do so.
14. The supervisor of an educational tour must ensure that a precise attendance report is taken during the trip and at all points of departure.
15. The Principal must ensure that arrangements are in place for covering all the financial matters, including a refund procedure, a contingency fund, and an accounting for all expenditures.
16. Organizational responsibilities shall include the following:
 - 16.1 Ensuring that adequate insurance coverage is in force
 - 16.2 Establishing and maintaining frequent communication with the parents of the students involved
 - 16.3 Deciding in consultation with the Principal, on the eligibility of a student to take a trip
 - 16.4 Ensuring that adequate safeguards are in place for students with known medical problems

17. Teachers traveling on these trips are responsible for providing their own medical insurance coverage, etc.
18. The Superintendent or designate may, should circumstances arise which may pose a critical threat to student safety, cancel out-of-country travel and inform the Board Chair at the first reasonable opportunity.

Reference: Section 60, School Act
Policy 2 – Role of the Board
Administrative Procedure 260 – Field Trips

Appendix 1

**WILD ROSE SCHOOL DIVISION
FIELD TRIP PROPOSAL
TO SCHOOL ADMINISTRATION**

LEAD TEACHER'S NAME _____

TYPE OF FIELD TRIP:

___ Day trip out of town ___ Overnight trip ___ Out of Province/Country

GRADE(s) _____ # STUDENTS INVOLVED _____

PROPOSED DATE(S) _____

DEPARTURE TIME _____ ARRIVAL BACK _____

ITINERARY (use attachment if necessary)

RELATIONSHIP TO CURRICULUM _____

NAMES OF STAFF SUPERVISORS _____

WHO HAS UP TO DATE FIRST AID CERTIFICATION? _____

NUMBER OF OTHER ADULT SUPERVISORS NEEDED _____

COST (use attachment to breakdown expenses)

HOW WILL THE MONEY BE RAISED?

PROVISION FOR STUDENTS NOT PARTICIPATING

ATTACH PARENT PERMISSION LETTER

I HAVE REVIEWED ADMIN. PROCEDURE #260 (initial) _____ (see attached)

LEAD TEACHER SIGNATURE _____ DATE _____

Appendix 2

ORGANIZING TEACHER'S ROLES AND RESPONSIBILITIES

The Organizing Teacher will:

- a) plan and organize the field trip
- b) identify and provide methods of addressing safety concerns
- c) review school division admin. procedure 260 & 261
- d) is responsible for supervision arrangements and provides a list of participating staff and volunteers to the principal prior to field trip departure
- e) submit field trip proposal form to the principal
- f) send home, collect, and correlate parent consent forms (including detailed itinerary)
- g) be responsible for ensuring that the return portion of the parent permission letter has been fully completed, signed and dated by the parent
- h) obtain and maintain a field trip resource kit (contact names and phone numbers, first aid, etc.)
- i) take attendance at all points of departure on the field trip
- j) advise the principal of any problems, unusual incidents, and unsafe situations immediately upon return
- k) arrange for appropriate volunteers and for volunteer instruction regarding the nature and requirements of the field trip as well as volunteer responsibilities.

The principal will:

- a) review the completed field trip form and supporting information
- b) determine whether or not the field trip supports the curriculum
- c) determines whether safety requirements and appropriate supervision levels have been met
- d) determines if field trip authorization is granted or not

Appendix 3

**WILD ROSE SCHOOL DIVISION
PARENT PERMISSION FORM
WITHIN PROVINCE FIELD TRIPS**

Dear Parent:

I am writing to you with regard to a field trip which our school has planned as described below.

The organizing teacher for this field trip is _____. If you have any questions regarding this field trip, please do not hesitate to call the school.

This letter gives you detailed information about the field trip. After you have carefully read this letter, if you wish to consent to the participation of your child in the activities, please sign the Parental Consent portion at the end of this letter and return that portion to the school. Please keep the remainder of this letter for your information and records.

DATE(S) OF DEPARTURE AND RETURN: _____

Leaving School At: _____ Returning By: _____

Description of Trip & Detailed Itinerary (If over night, include detailed itinerary)

Cost of Trip to Each Student: _____

Method of Transportation: _____

Additional Teacher/Staff Member(s) Attending Field Trip

Number of Additional Volunteer Supervisors needed: _____

Educational Value/Connection With Program of Studies

Special Elements of Risk and Safety Precautions

Special Clothing and Equipment Requirements:

In-school Provisions for Students Not Participating in the Field Trip:

Organizing Teacher's Signature _____

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PARENT CONSENT FORM (please return this section to the school)

I, _____, parent/guardian of _____,
(Parent/Guardian's Signature) (Student's Name)

give permission for him/her to participate in the _____ field trip as outlined on this document. I have read the document and understand the program and the conditions under which it is being offered. I am aware of the hazards associated with the transportation to and from, as well as participation in, the activity. I give my permission for the above listed student to be transported by school personnel or their designees and to participate in the above listed activity. I also authorize any necessary emergency medical treatment to be administered to the above name student.

I understand that this is a school sponsored program, that the students are expected to conduct themselves as responsible individuals, and that the rules and regulations of the school and the Wild Rose School Division will apply at all times for the duration of the field trip.

Signature of Parent/Guardian _____ Date _____

Appendix 4

**WILD ROSE SCHOOL DIVISION
PARENT PERMISSION FORM
OUT OF PROVINCE/COUNTRY FIELD TRIPS**

Dear Parent:

I am writing to you with regard to a field trip which our school has planned as described below.

The organizing teacher for this field trip is _____. If you have any questions regarding this field trip, please do not hesitate to call the school.

This letter gives you detailed information about the field trip. After you have carefully read this letter, if you wish to consent to the participation of your child in the activities, please sign the Parental Consent portion at the end of this letter and return that portion to the school. Please keep the remainder of this letter for your information and records.

DATE(S) OF DEPARTURE AND RETURN: _____

Leaving School At: _____ Returning By: _____

Description of Trip & Detailed Itinerary (Attached)

Cost of Trip to Each Student: _____

Cost to Volunteers _____

Method of Transportation:

Additional Teacher/Staff Member(s) Attending Field Trip

Number of Additional Volunteer Supervisors needed: _____

Educational Value/Connection With Program of Studies

Special Elements of Risk and Safety Precautions

Special Clothing and Equipment Requirements:

Special Rules and Expectations for ALL participants (students and supervisors).

In-school Provisions for Students Not Participating in the Field Trip:

Organizing Teacher's Signature _____

=====

PARENT CONSENT FORM (please return this section to the school)

I, _____, parent/guardian of _____,
(Parent/Guardian's Signature) (Student's Name)

give permission for him/her to participate in the _____ field trip as outlined on this document. I have read the document and understand the program and the conditions under which it is being offered. I am aware of the hazards associated with the transportation to and from, as well as participation in, the activity. I give my permission for the above listed student to be transported by school personnel or their designees and to participate in the above listed activity. I also authorize any necessary emergency medical treatment to be administered to the above name student.

I understand that this is a school sponsored program, that the students are expected to conduct themselves as responsible individuals, and that the rules and regulations of the school and the Wild Rose School Division will apply at all times for the duration of the field trip.

Signature of Parent/Guardian _____ Date _____

Appendix 5

**WILD ROSE SCHOOL DIVISION
PARENT CONSENT FOR TEAM SPORTS**

ATHLETIC PROGRAM _____

PLAYER'S NAME _____

GRADE _____ AGE _____

BIRTHDATE (Month, Day, Year): _____

ALBERTA HEALTH CARE # _____

ALLERGIES OR HEALTH CONCERNS

(All information on this page will be shared among the coaches/assistants and school representatives: please sign this page to indicate your agreement according to the Freedom of Information and Protection Privacy Act)

Parent's Signature _____ Date _____

PLANNED OUT OF TOWN EVENTS

The sports team will be competing at the following schools/sites:

Date(s)	Location		Date(s)	Location

Please be aware that other events may be scheduled. We will communicate with you further, if necessary.

PERMISSION TO TRAVEL:

I hereby give permission for my son/daughter to participate in the athletic program indicated on the form and allow my son/daughter to travel to all events sponsored by the team including over night tournament play and league play.

EMERGENCY PERMISSION:

In case of emergency I give permission for the coach or their assistant to arrange for my child to receive medical treatment as necessary. I realize that I will be solely responsible for cost of any such medical treatment that is provided.

Parent Signature _____ Date _____

Appendix 6

Risk Analysis for Field Trips Out of Country/Out of Province

The classroom teacher, school staff and the division are charged with the responsibility for student safety. Wild Rose School Division has liability insurance to cover acts of negligence that may be proven in court (or out of courts settlements). However, acts of terrorism are not covered by liability insurance. There is a fine balance between affording students educational opportunities outside of the school and classroom, and the risk exposure that may become a reality if acts of negligence are proven.

In order to minimize the risk exposure, it is advisable to generate a set of criteria that will be used to approve school field trips, co-curricular trips, and student travel (not specifically related to the curriculum) that occur during school days and are planned by or involve school or staff.

Criteria established for approval purposes must be able to analyze the “risk factor” associated with any field trip. The criteria cannot be static and must be able to respond to the changing nature of world events and be able to reflect a changing curriculum.

Criteria

1. Destinations
 - a. Political climate
 - b. Domestic climate
 - c. Epidemiology
 - d. Availability of quality medical services
 - e. Weather patterns and climate of destinations
 - f. Proximity to natural disasters
 - g. Ease of communication (telephone, internet, etc.)
 - h. Requirement for passports/visa
 - i. Adequate medical insurance
2. Length of Trip
3. Supervision schedule
 - a. Ratio of student/adult
 - b. Expertise of supervisors (non staff)
 - i. Familiarity with areas visited
 - ii. Languages spoken
 - iii. First aid course, etc.
 - c. Expertise of staff
 - i. Familiarity with areas visited
 - ii. Languages spoken
 - iii. First aid course, requisite skills, certification, etc
 - d. In-service for all supervisors (with guidelines available)
4. Coverage for trip cancellation
5. Method of travel
 - a. From home to area(s) visited
 - b. Within area(s) visited
 - c. Return travel
6. List planned student activities (e.g. hiking, sailing, mountain climbing) and list of alternate activities
7. Emergency preparedness

Analysis Grid

Criteria	Required	Trip	Approval
Destination			
a. Political climate	Stable		
b. Domestic climate	Stable		
c. Epidemiology	No outbreaks		
d. Availability of quality medical services	Full services		
e. Weather patterns and climate of destinations involved	No extremes		
f. Proximity to natural disasters	No geological activity and not extreme weather conditions within 300 km		
g. Ease of communication (telephone, internet, etc.)	Full		
h. Passport/visa requirement	Passport		
i. Photocopies of destination (5 sets)			
Length of trip	greater than 5 days of school time		
Supervision			
a. Ratio of student/adult	<6:1		
b. Expertise of supervisors (non staff)			
i. Familiarity with areas visited	1 supervisor		
ii. Languages spoken	1 supervisor		
iii. First aid courses, etc.	supervisors		
c. Expertise of staff			
i. Familiarity with areas visited	1 if not above		
ii. Languages spoken	1 if not above		
iii. First aid course, requisite skills, certification, etc	1 if not above		
d. In-service for all supervisors	all – required		
Coverage for trip cancellation (related to #1 above)	Required		
Method of travel			
a. To/from port of departure			

<i>b. From home to area(s) visited</i>	Commercial		
<i>d. Within area(s) visited</i>	Commercial		
<i>c. Return home</i>	Commercial		
List of student activities	All activities involve normal risk & adhere to Alberta Regulations		
<i>a.</i>			
<i>b.</i>			
<i>c.</i>			
<i>d.</i>			
<i>e.</i>			
Emergency Preparedness			
<i>a. In country – medical number</i>	Yes		
<i>b. Out-of-country – medical insurance</i>	Yes		
<i>c. Evidence of familiarity with medical system of area</i>	Yes		
<i>d. Emergency/Alternate Travel Arrangements</i>			
<i>e. Emergency Communication Plan</i>			