

## Administrative Procedure 261

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### AP 261 – EDUCATIONAL TRIPS - OUT OF PROVINCE/COUNTRY TRAVEL

Educational trips are an integral part of a student's education. Effective learning experiences often result from firsthand observations, or participation in events or activities that occur out in the community away from school.

The District encourages and supports educational trips as part of the learning experience.

#### Procedures

1. Authorization for Out-of-Province/Country is as follows:
  - 1.1 Out-of-Province Travel
    - Approval at the District level
  - 1.2 Out-of-Country Travel
    - Approval at the Board level
2. The District must be adequately indemnified against all liability concerned with the trips undertaken for Out-of-Province/Country Educational Travel, (e.g., medical coverage, loss of money, failure to travel due to sickness, etc.).
3. The District is not responsible for any losses which may arise from cancellation or alteration of a supplementary or optional educational trip itinerary.
4. All students travelling out of Canada must have individual medical coverage and a valid passport and a signed letter from the parent(s) giving their child permission to travel and may also be required to have an individual visa, and/or other specific documents as required by each country.
5. Travel Safety Warnings
  - 5.1 Travel will not be approved to locations where the [Government of Canada Travel Advice and Advisories](#) has published outside of normal precautions security risks.
  - 5.2 Educational trip itinerary must not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory outside of normal security precautions. In the event that a significant security, safety or health issue arises before or during a trip, the trip will be effectively cancelled and participants will return home unless the Superintendent determines otherwise.
6. The Principal must ensure that all educational trips are appropriately planned, authorized, organized and supervised.
7. Mandatory group medical/travel/cancellation insurance coverage must be in place for all Out-of-Province field trips.

8. In requesting approval for educational trips, the appropriate form(s) are required.
  - 8.1 [Form 260-03](#) Out of Province/Country Travel
  - 8.2 [Form 260-04](#) High Risk Curricular and Extra Curricular trips
  - 8.3 [Form 260-05](#) High Risk Consent and Waiver form
  
9. The following items are required as part of the package that is to be sent to the Associate Superintendent for approval.
  - 9.1 Completed Curricular and Extra Curricular Out of Province/Country Travel form.
  - 9.2 Completed High Risk waiver form if risk is involved.
  - 9.3 Brief memo from the Principal to your Associate Superintendent indicating support of the trip, a summary of the information in the package and assurances that all safety concerns have been assessed, and managed or eliminated.
  - 9.4 Tentative itinerary/schedule.
  - 9.5 Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements (i.e.):
    - 9.5.1 If the trip is optional the letter should indicate that for students who do not participate in this trip, they will be provided with an educational program at school.
    - 9.5.2 If fees are charged, the hardship clause, for those who cannot afford to participate, should be clearly laid out in the letter.
  - 9.6 Other additional items that might apply to your trip, such as:
    - 9.6.1 The requirement to provide a signed waiver.
    - 9.6.2 Travel cancellation insurance forms.
    - 9.6.3 Company waiver forms.
    - 9.6.4 Life guard/certification/safety plan.
    - 9.6.5 Detailed accounting of costs, etc.
  
10. Timelines and approval process
  - 10.1 Curricular and Extra Curricular Trips –Out of Province (International)
    - 10.1.1 Step A – Approval in Principle
      - Requires review by Associate Superintendent – at least 90 days (3 months) prior to trip.
    - 10.1.2 The following items are required as part of the package that is to be sent to the Associate Superintendent for pre-approval.
      - Completed Curricular and Extra Curricular Out of Province/Country Travel form.
      - Completed High Risk waiver form if risk is involved.

- Brief memo from the Principal to your Associate Superintendent indicating a) support of the trip, b) a summary of the trip itinerary, c) purpose of trip, d) processes for various insurances, and e) assurances that **all** safety concerns have been assessed, and managed or eliminated.
- Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements (i.e.):

10.1.2.1 If the trip is optional the letter should indicate that for students who do not participate in this trip, they will be provided with an educational program at school.

10.1.2.2 If fees are charged, the hardship clause, for those who cannot afford to participate, should be clearly laid out in the letter.

#### 10.1.3 Step B – Final Approval

- Requires final review by Associate Superintendent and Superintendent to sign off – 60 days prior to trip.

10.1.4 The following items are required as part of the package that is to be sent to the Associate Superintendent for pre-approval.

- Completed Curricular and Extra Curricular Out of Province/Country Travel form.
- Completed High Risk waiver form if risk is involved.
- Brief memo from the Principal to your Associate Superintendent indicating a) support of the trip, b) a summary of the trip itinerary, c) purpose of trip, d) processes for various insurances, and e) assurances that all safety concerns have been assessed, and managed or eliminated.
- Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements (i.e.):
- Copy of Final itinerary/schedule.
- Other additional items that might apply to your trip, such as:
  - 10.1.4.1 Copy of group tour and/or other insurances.
  - 10.1.4.2 Ground and Airline travel arrangements.
  - 10.1.4.3 Medical insurance forms.
  - 10.1.4.4 Cancellation insurance forms.
  - 10.1.4.5 Company waiver forms.
  - 10.1.4.6 Budget information

### 10.2 Curricular and Extra Curricular Trips – Out of Country/International

#### 10.2.1 Step A – Approval in Principle

- Requires review by Assistant Superintendent/Superintendent and Board to approve – 120 days (4 months) or up to 1 year prior to trip.

10.2.2 The following items are required as part of the package that is to be sent to the Associate Superintendent for pre-approval.

- Completed Curricular and Extra Curricular Out of Province/Country Travel form.
- Completed High Risk waiver form if risk is involved.
- Brief memo from the Principal to your Associate Superintendent indicating a) support of the trip, b) a summary of the trip itinerary, c) purpose of trip, d) processes for parents to sign off on required forms, obtain required

visas, passports etc. and medical/trip insurance etc., as well as e) assurances that all safety concerns have been assessed, and managed or eliminated.

- Copy of the consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements.

10.2.3 Recommendation for approval in principle will go to the Board from the Superintendent.

10.2.4 \*No fundraising or meetings with parents are to happen until after receiving approval in principle.

10.2.5 Please note for International Student Travel: Present all forms in English. We are aware forms will be translated into other languages as required.

10.2.6 Step B – Final Approval

- Requires final review by Associate Superintendent, Superintendent to sign off and the Board to approve – 60 days prior to trip.

10.2.7 The following items are required as part of the package that is to be sent to the Associate Superintendent for pre-approval.

- Completed Curricular and Extra Curricular Out of Province/Country Travel form.
- Completed High Risk waiver form if risk is involved.
- Brief memo from the Principal to your Associate Superintendent indicating a) support of the trip, b) a summary of the trip itinerary, c) purpose of trip, d) processes for parents to sign off on required forms, obtain required visas, passports, etc. and medical/trip insurance, etc. as well as e) assurances that all safety concerns have been assessed, and managed or eliminated.
- Copy of finalized consent/information letter(s) to parents, with language included that covers the purpose, fees and procedural requirements.
- Copy of Final itinerary/schedule.
- Other additional items that might apply to your trip, such as:
  - Copy of group tour and/or other insurances.
  - Ground and Airline travel arrangements.
  - Travel insurance forms.
  - Medical Insurance forms.
  - Company waiver forms.
  - Sports injury insurance forms.
  - Budget information.

10.3 Principal Safety Plans for Out of Province and Country travel are to be kept at school and are to include:

- List of all participants.
- Copy of signed parent permission letters.
- Copy of working cell numbers.
- Copy of emergency contacts.
- Copy of phone tree.
- Copy of final itinerary.
- Copy of flight arrangements.

- Copy of group tour and/or other insurances.
- Copy of medical forms.
- Copy of travel insurance.

Reference: Sections 17, 20, 22, 65, 75, 85 School Act  
Motor Vehicles Act  
Collective Agreements

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