

Administrative Procedure 260

STUDENT EXCURSIONS

Background

Student excursions are organized educational activities that occur away from the school where the participants are enrolled. Whether co-curricular or extracurricular, these excursions provide students with learning opportunities beyond those offered within the school.

Definitions

Co-Curricular Excursions are organized educational activities selected because of a connection to one (1) or more subjects of study, e.g. an excursion to the museum. The purpose is to reinforce or extend student knowledge, skills or attitudes being developed within the school setting.

Extracurricular Excursions are organized student activities selected because of a connection to broader social, sports-related or cultural educational goals, e.g. a school team travelling to a basketball tournament.

Procedures

1. The safety and well-being of students are of paramount importance, and excursions must be adequately supervised, taking into consideration factors such as:
 - 1.1 The number and age of the participants,
 - 1.2 The type of activities; and
 - 1.3 The duration of the excursion.
2. A thorough review of risks associated with the excursion and mode of transportation must be conducted for each proposed student excursion.
 - 2.1 Should circumstances related to the safety and well-being of students change, prior approval(s) may be withdrawn.
3. Each Principal will maintain a student excursions program which is educationally accountable, fiscally responsible, effectively and efficiently managed, and equitable in relation to all students' learning interests and needs.
4. After consulting with staff members, the School Council, and others, the Principal or designate will provide educational leadership and administrative direction over the school's student excursions program.
5. Eligible students who are not participating in an excursion which occurs during school hours will be provided with meaningful in-school activities.

6. Under usual circumstances, elementary students will be restricted to excursions within Alberta and junior high students to excursions within Canada.
7. The Division has student travel insurance, including appropriate medical and cancellation insurance. For questions regarding coverage contact the Associate Superintendent, Business & Finance
8. A file containing all supporting documentation for each student excursion must be maintained at the school.
 - 8.1 The following forms need to be completed for each student excursion
 - 8.1.1 Student Excursion – Approval in Principle/Final Approval Form
 - 8.1.2 Student Excursion – Consent Form (provided by the school)
 - 8.2 The Principal will submit a copy of the signed Student Excursion - Final Approval Form and supporting documentation for all student excursions of any duration to the Administrative Assistant to the Associate Superintendent, Learning Services.
9. Parents and students are to be made aware that Education Act sections regarding student behaviour also apply to student excursions. For international student excursions, students are required to complete the Student Conduct form.
10. In order for any student to participate in an excursion off school property, the parent must provide permission, including completion of the appropriate informed consent and transportation forms (Student Excursion – Consent Form).
11. The mode of student transportation must be approved in writing by the designated approving authority (refer to Appendix A).
12. Supervision
 - 12.1 A school bus used for a student excursion will be staffed with at least one (1) of the designated adult supervisors. This supervisor will be responsible for monitoring the behaviour of the students riding the bus.
 - 12.2 An overnight excursion involving male and female students requires at least one (1) male and one (1) female supervisor.
 - 12.3 Each volunteer accompanying a student excursion must complete a Volunteer Registration Form as indicated in Administrative Procedure 490 – School Volunteers.
 - 12.4 Each volunteer accompanying an overnight student excursion of any duration will require a current (within 12 months) Vulnerable Sector Check and Intervention Record Check as indicated in Administrative Procedure 490 – School Volunteers.
 - 12.5 Copies of the Vulnerable Sector Checks and Intervention Record Checks are to be sent to the Associate Superintendent, Learning Services, prior to students leaving on the applicable excursion.
13. No commitment will be made to students, parents, transportation authorities, travel agents, etc. until approval in principle has been received from the appropriate approving authority (refer to Appendix A).

14. Approval in principle, does not imply final approval. In considering final approval, the following criteria will be used by the approving authority:
 - 14.1 Expressed educational value of the excursion.
 - 14.2 Evidence of thorough planning and appropriateness of activities.
 - 14.3 Appropriate liability insurance has been verified.
 - 14.4 Suitability of proposed supervision.
 - 14.5 Suitability of proposed travel and accommodation arrangements.
 - 14.6 Appropriate financial plan identifying proposed sources of funding.
 - 14.7 Parents will be offered the choice to organize and participate in a fundraising effort to offset some or all of the excursion cost for their child.
 - 14.8 Evidence of written informed consent from parents.
 - 14.9 Appropriateness of plans for non-participants.
 - 14.10 Impact on the regular program caused by student and teacher absence during the excursion.
15. For any excursion which requires approval from the Board, the Principal is responsible for completing the Post Excursion Follow-up Report and the Excursion Final Accounting Form. Both forms are to be submitted to the office of the Associate Superintendent, Learning Services.
16. For excursions requiring fundraising, the Fundraising Approval Form must be completed.
17. The Division is not responsible for any financial shortfall associated with a student excursion.

Reference: Section 1, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act
Administrative Procedure 490 – School Volunteers
Administrative Procedure 520 - Fundraising
Guide to Education ECS to Grade 12
School Physical Activity, Health and Education Resource for Safety

Form: 260-1 Student Excursion Approval in Principle / Final Approval
260-2 Student Excursion Checklist
260-3 Student Conduct
260-4 Post Excursion Follow-up Report for Board Approved Excursions
260-5 Excursion Final Accounting Form
490-1 Volunteer/Volunteer Coach Registration and Confidentiality
520-1 Fundraising Approval
Student Excursion – Consent Form (provided by the school)