

	Administrative Procedure	
	Subject	Learning Activities Outside the School
	AP Code	260

Background

All learning activities outside the school must have a curricular focus.

Procedures

1. General

- 1.1. All groups participating in out-of-school activities are to be under the supervision of a teacher or one of the following when approved by the principal:
 - 1.1.1. Another employee
 - 1.1.2. Non-faculty coach
- 1.2. A current criminal records check is required for volunteers involved in any activities involving direct, unsupervised contact with students, the results of which must be acceptable to the school director. Refer to AP406 – Criminal Record Checks.
- 1.3. There must be assurance that adequate safety precautions are in place. An adequate number of pre-approved staff and volunteers of the gender of students participating is required. There is to be no single adult/child shared sleeping accommodation outside of immediately family.
- 1.4. The teacher is to ensure that no child is alone with an adult volunteer during any activity.
- 1.5. A buddy system is to be in place for children in elementary school, or students who are developmentally challenged.
- 1.6. Transportation is by school bus, paid licensed carrier, or private vehicles having adequate insurance coverage. Refer to AP555 - Transportation in Private Vehicles.

2. Day trips

- 2.1. School day trips are trips that do not exceed one day in duration.
- 2.2. The principal is authorized to approve day trips when the following conditions are met:
 - 2.2.1. Parent or guardian has been informed and the Parent / Guardian Consent Form (AP260.3) has been completed.
 - 2.2.2. For events or trips outside of the community, the teacher has completed the Field Trip Form & Bus Requisition (AP260.1).
 - 2.2.3. The excursion does not involve a high-risk activity.

3. Overnight excursions, outdoor education excursions, and high-risk activities

- 3.1. The school director is authorized to approve overnight excursions, outdoor education excursions, and high-risk activities when the following conditions are met:
 - 3.1.1. The Overnight Excursion/Outdoor Education/High-Risk Activities Form (AP260.2) has been completed and approved by the principal.
 - 3.1.2. The principal has submitted the form to the school director at least ten weeks prior to the event or by a date approved by the school director.
- 3.2. Once the principal has received approval, notification is to be sent to parents and permission slips received.
- 3.3. Once the permission slips are received, the principal may approve the excursion.

- 3.4. The principal is authorized to approve overnight extra-curricular excursions that do not involve a high-risk activity.
4. Out-of-province excursions
 - 4.1. All potential out-of-province student travel organized under the auspices of the school must have approval in principle from the school director.
 - 4.2. Following approval in principle, the principal must ensure that the following conditions can be met before recommending out-of-province student travel to the school director:
 - 4.2.1. The proposed travel has the signed approval of the parents or guardians of the students concerned.
 - 4.2.2. Other staff members whose teaching responsibilities may be affected by the absence of the students, and teachers who will be traveling, have been consulted and show a willingness to support the proposal.
 - 4.2.3. Adequate provision will be made for the accommodation, supervision, and well-being of the students who are traveling.
 - 4.2.4. Adequate and appropriate insurance is provided to protect the students, teachers, and board in the event of an accident. A statement that adequate insurance will be provided is to accompany the submission to the board.
 - 4.2.5. It is suggested that teachers and volunteers and/or chaperones purchase appropriate medical insurance to protect themselves in the event of an accident or illness.
 - 4.2.6. The students will suffer no serious loss in their basic educational program normally provided through the school.
 - 4.2.7. Adequate provision will be made to address safety.
 - 4.3. Once the preceding conditions are met, the principal is to inform the board through the school director. The final documentation will include:
 - 4.3.1. An itinerary of the proposed travel that specifically identifies times, places, modes of travel, and emergency contact telephone numbers for countries and provinces to be visited.
 - 4.3.2. Number of instructional days lost.
 - 4.3.3. A list of people or agencies who have accepted responsibility for developing the trip.
 - 4.3.4. A breakdown of anticipated costs (i.e. fares, passports, meals, spending money, accommodation, deposits required, etc.).
 - 4.3.5. A list of chaperones and their job descriptions or relationship to the school system and qualifications as leaders or chaperones of the proposed trip. In addition, the number of students per chaperone should not exceed ten.
 - 4.3.6. A list of participants including grade level, home address, and telephone number.
 - 4.3.7. A statement of anticipated educational benefits, including pre-travel and post-travel educational activities, and anticipated trip highlights.
 - 4.3.8. An indication that the principal has been involved in all steps of the planning.
 - 4.3.9. An indication of parental involvement to date, or an indication of anticipated parental involvement.
 - 4.3.10. An indication of student involvement in the project.
 - 4.3.11. A statement of regulations governing student behavior. It should be noted that students are subject to all regulations normally associated with behaviour in the school setting including the use of alcohol, vaping, or cannabis.
 - 4.4. The principal is to ensure that parents or guardians of all students involved in the trip sign parental consent forms.

References

The Education Act, 1995 – sections 85, 87, 151, 175, 231

Date Adopted

September 1, 2024

Revised
