

## Scope

This administrative procedure (AP) is the guideline for all off-site activities with the exception of those related to a specific course such as Work Experience, or a program such as Registered Apprenticeship or Green Certificate, for example. Guidelines for courses and programs can be found in [AP 60-14 Off-Campus Education](#).

With the exception of the above, **AP 60-03 Field Trips, Excursions, National and International Tours applies to ALL activities occurring off-site where the 'site' is the school grounds and buildings belonging to Pembina Hills School Division.** This procedure therefore defines the guidelines for co-curricular activities and extracurricular activities occurring off-site.

Please also see [AP 60-16](#) for guidelines to support extracurricular activities; guiding principles, guidelines for participation, coaching school sponsored teams, expectations for coaches and expectations for parents. This procedure defines the guidelines for Field Trips, Excursions, National and International Tours and includes the following contents:

- [Background](#)
- [Important Guides](#)
- [Definitions](#)
- [Principles, Guidelines and Procedures – ALL Field Trips, Excursions, National and International Tours](#)
- [Procedures – Specific to Field Trips and Excursions](#)
- [Procedures – Specific to National and International Tours](#)
- [Appendix A – Prohibited and High Risk Activities](#)
- [Appendix B – Safety Considerations](#)

## Background

Participation by students in special events such as field trips, athletic competitions, music and drama festivals, tours and student exchanges can significantly complement the educational program. While Field Trips, Excursions, National and International Tours have positive educational value, care must be taken to ensure that all off-site activities are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

## Important Guides

These guides should be referenced prior to any Field Trips, Excursions, National and International Tours:

- [ASBIE \(Alberta School Boards' Insurance Exchange\) Off-Site Policy and Procedures Manual \(May 2014\)](#)

- The ASBIE Off-Site Policy and Procedures Manual contains the authorized procedures to be followed when ASBIE-insured schools are initiating, planning, approving and conducting off-site activities.
- It is available at: [https://docushare.phrd.ab.ca/dsweb/Get/Document-412407/Exhibit%20-%20ASBIE\\_Off-Site\\_Activity\\_Manual\\_Jan%202012.pdf](https://docushare.phrd.ab.ca/dsweb/Get/Document-412407/Exhibit%20-%20ASBIE_Off-Site_Activity_Manual_Jan%202012.pdf)
- Safety Guidelines for Physical Activities in Alberta Schools (2014)
  - The intent of the Safety Guidelines for Physical Activity in Alberta Schools is twofold:
    1. to focus teacher attention on safe instructional practices in order to minimize inherent risk and
    2. to encourage school authorities to develop policies, and schools to develop plans and procedures, for the safety and security of their students.
  - Alberta Centre for Injury Control & Research (2014) – Safety Guidelines for Physical Activity in Alberta can be found at: [https://education.alberta.ca/media/160206/sq\\_pa\\_final\\_2014.pdf](https://education.alberta.ca/media/160206/sq_pa_final_2014.pdf)

## Definitions

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1. **Off-Site Activities:** For the purpose of this AP, off-site activities include all field trips, excursions, national and international tours. “Road games” associated with extracurricular teams are also considered off-site activities and require the same attention as any field trip. This AP does not guide off campus instructional courses such as Work Experience. Reference: [AP 60-14 Off-Campus Education](#).
2. **Field Trips:** Same-day visits by students and staff to off-site locations away from the school for the purpose of extending and/or enhancing a curricular outcome(s). Use of system transportation may or may not be involved. Examples of field trips could include visits to the local fire hall, a museum or historic site, or the zoo. Extracurricular competitions at a different site (road games) are considered similar to field trips and are supported by referencing the same guidelines.
3. **Excursions:** Extended field trips designed to enhance and/or extend a curricular outcome(s) involving an overnight stay of one (1) to three (3) nights. Typically, system or commercial transportation will be involved. Examples of excursions could include a trip to Southern Alberta or an outdoor education camp. Excursions occur within the province of Alberta. When extracurricular competitions take place off site and require overnight stays, (tournaments) supervisors should consider the event as if they were excursions.
4. **National Tours:** Extended trips undertaken by staff and students carried out to enhance and/or extend curricular outcomes. Considerable travel is common, usually via commercial carrier, as well as several overnight stays. National tours involve leaving Alberta, but the trip stays within Canadian borders.
5. **International Tours:** Extended trips undertaken by staff and students carried out to enhance and/or extend curricular outcomes. Considerable travel is common, usually via commercial carrier, as well as several overnight stays. International tours involve crossing international borders and therefore, leaving Canada.
6. **Co-Curricular Activities:** Organized educational activities selected because of a connection to one or more subjects of study, e.g. a field trip to the museum, occurring away from the school site. The purpose is to reinforce or extend student knowledge, skills

or attitudes being developed within the school setting. Student activities that are designed to expand/enhance the development of curricular goals and outcomes identified in the Alberta Program of Studies.

7. **Extracurricular Activities:** Organized student activities selected because of a connection to broader educational goals of a social, sports-related or cultural nature, e.g. a school team traveling to a basketball tournament. When extracurricular activities take place off site, they should be considered with the same guidelines that inform field trip and excursions.
8. **Lead Teacher:** Lead Teacher means the teacher directly responsible for the planning, coordination and implementation of the Field Trips, Excursions, National and International Tours.
9. **Parent:** Parent means a person as defined in the *Education Act* section 1(1) and (2).
10. **Supervisor:** Supervisor is an adult over the age of 18 years who is not a high school student and who has been selected by the Lead Teacher and approved by the principal to assist on a Field Trip, Excursion, National and International Tour.
11. **Supervision:** Supervision is the action or process of watching and directing students.

#### Principles, Guidelines and Procedures:

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**The Principles, Guidelines and Procedures listed in Number 1 apply to ALL Field Trips, Excursions, National and International Tours (including off site extracurricular events).**

**NOTE: Every proposed Field Trip, Excursion, National or International Tour must be presented to the approving authority for “Approval in Principle” PRIOR to any discussions with students and or parents. See charts 2.1 and 3.2 below for specific guidelines.**

1. **All Field Trips, Excursions, National and International Tours** shall meet the following criteria:
  - 1.1 Educational goals are specified for the activity by the lead teacher for the activity and are compatible with the Alberta Program of Studies, the Guide to Education and the school’s instructional program.
  - 1.2 The educational value of the activity is described to balance the loss of instructional time in the regular classroom program.
    - 1.2.1 Excursions and tours of longer duration (with greater potential impact on instructional time) and/or greater distance (with increased potential for associated risks) will require increased evidence of alignment with curricular objectives.
  - 1.3 For the safety and well-being of staff, students and others, all Field Trips, Excursions National and International Tours must take place within a context of:
    - Attention to the safety and security of students
    - Attention to risk assessment of off-site activities
    - Safety and legal protection of students, staff, volunteers, and the Division.
  - 1.3.1 An appropriately equipped portable first aid kit must be accessible at all

- times.
- 1.3.2 Where necessary and possible, a prior site visit to the activity destination has been made by the lead teacher for the activity for purposes of program planning and risk assessment.
  - 1.3.3 In the event of illness or injury during a Field Trip, Excursion, National or International Tour, the lead teacher must assess the situation and, if injuries have occurred, attend to the immediate medical concerns and call or make arrangements to call for rescue, assistance or ambulance as required. In addition, the teacher shall:
    - 1.3.3.1 Determine whether or not the trip will continue based on all the circumstances;
    - 1.3.3.2 Notify the principal or designate at the earliest opportunity if serious injuries have occurred so that the principal may inform the parent or guardians, the Superintendent and others, as necessary; and
    - 1.3.3.3 Complete a Student Accident Report within forty-eight (48) hours of the incident or as soon as possible upon return to the school and forward it to Regional Office.
    - 1.3.3.4. Reference: [AP 20-21 Health and Safety](#)
- 1.4 Conditions for participation in off-site activities.
- 1.4.1 The diversity of the student population is considered
  - 1.4.2 The activity is both accessible and inclusive.
  - 1.4.3 Opportunities for International Tours are restricted to senior high students (Grades 10-12).
  - 1.4.4 No student shall be permitted to participate in any Division Field Trips, Excursions, National and International Tours unless the parent/guardian consent letter has been fully completed, signed and dated by the parent or guardian and received by the school prior to the commencement of the trip.
  - 1.4.5 Participants must remain in 'good standing' as students prior to and during events. Risk to students' academic progress and students' conduct histories will be considered when determining 'good standing'.
  - 1.4.6 The school reserves the right to deny a student the opportunity to engage in a particular activity or field trip if in the principal's opinion the student's skill level, maturity level or behavioural characteristics do not permit adequate supervision.
  - 1.4.7 Participation is voluntary and students are not penalized as a result of the decision by a parent/guardian to withhold consent to participate.
  - 1.4.8 Participation is not to be limited by a parent's financial limitations. Parents must be advised that financial assistance is available for students whose family has a demonstrated inability to pay.
  - 1.4.9 Meaningful alternative activities are provided for students who do not participate, but who will be in attendance at the school during the time of the trip. The alternate activities must be of educational relevance.
  - 1.4.10 Participating students are prepared to undertake the learning outcomes proposed and the physical requirements for the trip are within the capacity of students (i.e., fitness, skill level, values).
    - 1.4.10.1 For high-risk activities, competent instruction and supervision in these activities are mandatory. Competence may be established by virtue of a certificate from a governing body for an activity, or where certificates are not issued, competence may be that recognized by virtue of experience and demonstrated expertise in the activity.
  - 1.4.11 Students must be appropriately clothed for travel by road for the seasonal

- conditions, as determined by the lead teacher.
- 1.4.12 Participating students must be enrolled in a Pembina Hills School Division school or is an exchange student with a PHSD school.
- 1.5 All students will be expected to act in a manner consistent with the standards of conduct at their schools, the Division and the Education Act. Reference: [AP 50-09 Student Code of Conduct](#).
- 1.6 Parents must be informed and consent to every educational activity occurring off the school site.
- 1.6.1 Parents must be informed in writing, or by confirmed digital communication methods, with regard to details such as (but not limited to) the date and time of the activity, destination, transportation arrangements, program description, itinerary, supervisory arrangements, elements of risk for the activity, cost to student and school contact information.
- 1.6.2 The Division parent consent letter will be distributed to parents in advance of the Field Trip, Excursion National or International tour. ([Form 6-03-H](#) or [Form 6-03-C](#) as appropriate to type of event.). When available, schools may choose to use digital means for communicating about the event and receive consent digitally. Parents who have no access to digital resources or want paper copies must be provided with hard copies.
- 1.6.2.1 One Parent Consent Letter may be provided to and signed by the parent and will be sufficient for repetitive field trips (such as athletic events, swimming lessons, and physical education classes), provided that the Parent Consent Letter includes a schedule of all activities, destinations and dates.
- 1.6.2.2 Schools are encouraged to have parents sign an informed consent / permission form for ad hoc field trips within walking distance of the school. These would include low risk educational activities within walking distance of the school grounds, such as nature walks, cross-country running, Terry Fox run, etc. [See Form 6-03](#).
- 1.6.3 Parents shall be expected to inform lead teachers of the need for administration of prescribed medication during the Field Trips, Excursions, National and International Tours.
- 1.6.3.1 Reference: [AP 50-25 Administration of Medicine and Drugs](#)
- 1.6.4 Parent Meetings are necessary for any activity that includes an overnight stay, and all Type Three, Four and Five activities, as described in [ASBIE Off-Site Policy and Procedures Manual](#). Please see section 11.6 of this manual for a guide to Parent Meetings, attendance expectations, agendas, etc.
- 1.6.3.1 The principal will determine if a parent meeting needs to be held to provide additional information about a specific off-site activity and will arrange one if needed.
- 1.6.3.2 Lead teachers will maintain a record of the dates of the meetings, names of participating parents and meeting agendas.
- 1.7 Supervision of off-site activities:
- 1.7.1 Students must be supervised during the course of Field Trips, Excursions, National and International Tours as recommended by the current Safety Guidelines for Physical Activity in Alberta Schools. If the activity is not detailed in the Safety Guidelines, then the principal shall specify acceptable supervision arrangements.
- 1.7.2 A professional staff member is appointed as the lead teacher in charge of the off-site activity.

- 1.7.3 When the activity includes overnight accommodation, and when the group of students includes more than one gender, then both male and female supervisors are required.
- 1.7.4 The lead teacher shall ensure that there is compliance with specified adult supervisor to student ratios to ensure acceptable levels of student behaviour and safety, as per the following guidelines. (The nature and extent of the activity will affect the flexibility of these ratios as deemed appropriate by the principal.)
- 1:5 for Preschool-Kindergarten
  - 1:8 for Grades K-6
  - 1:10 for Grades 7-9
  - 1:15 for Grades 10-12 (Field Trips, Excursions, and National Tours)
  - 1:10 for Grades 10-12 (International Tours)
- 1.7.5 All non-staff adult supervisors must be registered as volunteers as per [AP 40-60](#) for volunteers and must adhere to the Volunteer Code of Conduct.
- 1.7.6 All designated supervisors accompanying students on Field Trips, Excursions, National and International Tours must be 18 years of age or older and be advised by the lead teacher as to the nature and requirements of the activity and their responsibilities prior to departure.
- 1.7.7 All volunteers are responsible to the lead teacher in charge of the activity and shall be briefed on their duties prior to the start of the Field Trips, Excursions, National and International Tours.
- 1.8 Transportation to and from, and after off-site activities.
- 1.8.1 The activity is organized in such a manner that it conforms to policy and procedure regarding transporting students and use of private vehicles. Students shall not drive themselves or other students to and from Field Trip, Excursion, National or International Tour destinations.
- 1.8.2 The lead teacher must ensure that they have clearly communicated the post-event pick-up procedure to parents/guardians and if a parent/guardian requests other arrangements then the lead teacher must ensure that the student, parent, and any supporting volunteers or drivers are also aware of the alternate pick-up arrangements. No student can be left unattended after an event.
- 1.8.3 Reference: [AP 70-105 Student Transportation Services – Rules, Responsibilities, and Student Discipline Process](#)
- 1.9 A contingency plan should be prepared in case the trip needs to be postponed or cancelled due to weather, a staffing issue, change of location, change of activity, equipment malfunction, a transportation issue, or change of service provider.
- 1.9.1 Before leaving: During severe weather or poor driving conditions, principals must ensure that weather and road conditions are conducive to travel before students leave the school for Field Trips, Excursions, National and International Tours. If one or more of the following exist, the off-site activity shall not proceed:
- There are blizzard conditions en route or blizzard or severe weather conditions are forecast by Environment Canada;
  - The RCMP or the Alberta Motor Association has advised against travel on any en route highway;
  - The temperature is below -35°C; or
  - The wind-chill falls in the very high or extreme categories as defined by Environment Canada.

- 1.9.2 If the principal approves a postponement, the teacher-in-charge should immediately notify all students, parents and service providers, including accommodation and transportation providers. New dates should be approved by the principal and sent to parents and volunteers as quickly as possible.
- 1.9.3 In the event of an off-site activity cancellation, the teacher-in-charge could employ the alternate lesson plan created for students who may not have been able to attend the activity. The alternate lesson plan should reflect the educational objectives and outcomes planned for the activity.
- 1.9.4 During the trip: In the event that the weather deteriorates, the location destabilizes, or there is an emergency during the trip, the teacher-in-charge should refrain from continuing the planned activity and immediately consult the principal.
- 1.9.5 The Division is not responsible for any financial shortfall associated with a student excursion or costs incurred by participants due to the cancellation of the event.
- 1.10 Document management and security of student records and information. The lead teacher will ensure the care, custody and control of student records before and during the off-site activity.
- 1.10.1 The lead teacher shall be responsible for carrying a list of student participants including telephone contact numbers, medication and medic-alert needs.
- 1.10.2 The lead teacher shall ensure the security of student information in the records and documents associated with the event.
- 1.10.3 The lead teacher will provide the bus driver transporting the students on the off-site activity with a list of all participating students, staff and volunteers, and the bus driver will ensure the care, custody and control of student information in the record during the off-site activity.
- 1.10.4 After the activity. Document retention is the responsibility of school administration. Division administration will retain National and International tour documents. All pre- and post-trip documents from off-site activities should be filed together and kept for two years as per AP 30-55 Record Retention Schedule.
- 1.10.5 The following is a list of documents that require storage:
- Off-Site Activity Proposals including written approval from the principal
  - All parental Acknowledgement of Risk and Informed Consent Forms
  - Lists of volunteers from volunteers registered with the school
  - Driver Abstracts and vehicle insurance policies
  - Pre-trip site assessment notes
  - Parent meeting minutes, attendance sheets (including who did not attend) and any other pertinent information
  - Student participant lists, medical forms, travel insurance and passport copies
  - Signed Student Code of Conduct Forms
  - Maps
  - Equipment and emergency kit sign-out checklists
  - Lesson plans
  - Records of changes in itinerary
  - Accident forms and all post-accident notes, reports and correspondence
  - Contracts with service providers
  - Financial reports, e.g. a record of student payment and record of costs

- Trip debrief reports
- 1.11 For those Field Trips, Excursions, National and International Tours which require fundraising or fee payment by the participants, the lead teacher will provide, on request, a financial accounting to the Superintendent or designate and to the parents/guardians of the participants. This accounting must be available within 30 days of the completion of the excursion.
  - 1.12 In September of each year, the Superintendent will obtain a list of non-insurable activities from the Division’s liability carrier and circulate that list to principals. Any updates received by the Superintendent during the year will be forwarded to principals for their information.
  - 1.13 Providing Field Trips, Excursions, National and International Tours are school-sponsored, are duly approved by the designated individual, and are designated approved activities by the Division’s liability insurance carrier, the liability insurance carried by the Division will cover the Division’s employees and volunteer supervisors responsible for organizing and supervising the activity.
  - 1.14 All Division policies and administrative procedures are deemed to be in effect during all Field Trips, Excursions, National and International Tours.

**The Procedures listed in Number 2 are specific to Field Trips and Excursions:**

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2. **Field Trips and Excursions (including off site extracurricular activities):** A Field Trip or an excursion will be considered a minor educational activity. The principal will review and approve activities according to the criteria and Forms described below:
  - 2.1 Field Trips and Excursions Procedures

	Field Trips	Excursions
<b>Forms required:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Form 6-03-A</a> Approval in principle</li> <li>• <a href="#">Form 6-03-B</a> Final Approval</li> <li>• <a href="#">Form 6-03-C</a> Informed Consent</li> <li>• If Volunteers are required, then also include: <a href="#">Form 4-60</a></li> <li>• If drivers are required to transport students in private vehicles, also include: <a href="#">Form 7-120-A</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Form 6-03-A</a> Approval in principle</li> <li>• <a href="#">Form 6-03-B</a> Final Approval</li> <li>• <a href="#">Form 6-03-C</a> Informed Consent</li> <li>• If Volunteers are required, then also include: <a href="#">Form 4-60</a></li> <li>• If drivers are required to transport students in private vehicles, also include: <a href="#">Form 7-120-A</a></li> </ul>
<b>Planning Time Lines*:</b>	<u>Approval in Principle:</u> <ul style="list-style-type: none"> <li>• Set by school practice</li> </ul> <u>Final Approval:</u> <ul style="list-style-type: none"> <li>• Set by school practice</li> </ul>	<u>Approval in Principle:</u> <ul style="list-style-type: none"> <li>• 4 weeks prior to event</li> </ul> <u>Final Approval:</u> <ul style="list-style-type: none"> <li>• Set by school practice</li> </ul>
<b>Approving Authority:</b>	School Administration	School Administration

- 2.2 Role of the Approving Authority: The principal must ensure that the activity aligns with the guidelines described in number 1.1 through 1.14 described above.
  - 2.2.1 Upon receipt of the above conditions, the principal shall indicate approval (or lack of) by reviewing and signing the lead teacher’s application for the Field Trip or Excursion, and return it to the lead teacher.

**The Procedures listed in Number 3 are specific to National and International Tours:**

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3. **National and International Tours:** School-sponsored tours outside Alberta (national or international) shall be considered major educational activities, and, as such, require the approval of the Superintendent, or designate. **In addition, all national and international tours require approval in principle by the Board.** The Superintendent or designate will review and approve tours according to the criteria and Forms described below.
  - 3.1 Selecting an Educational Tour company (AKA “Service Provider” or “Vendor”): **Lead teachers are encouraged to discuss the selection of service providers with the Superintendent or designate in the early stages of their planning.** 3.1.1  
Lead teachers must undertake the procurement of services process described in AP 30-15 Purchasing of Goods and Services.
    - 3.1.1.1 Service providers will be assessed by the criteria listed in the “Invitation to Prequalify” described below.
    - 3.1.1.2 Lead teachers are encouraged to consider the list of prequalified vendors described below.
    - 3.1.1.3 If a prequalified vendor is selected, the procurement process does not have to be repeated. (Note: Using a prequalified tour company does not guarantee the Board’s authorization of the tour). See also 3.6 below.
  - 3.1.2 For tours that have destinations other than in North America:
    - 3.1.2.1 Pembina Hills Administration will conduct an open “Invitation to Prequalify” on the Alberta Purchasing Connection to create a list of prequalified international educational tour service providers. This process shall occur in the summer of 2018, and every third summer thereafter (2021, 2024...). To be considered for the prequalification list, the International Educational Tour company must have demonstrated the following:
      1. Highest standards in Security and Safety
      2. Certificate of Liability Insurance - \$50M total liability preferred
      3. Fair, reasonably priced travel protection and cancellation policies
      4. Staff recruitment practices that include background checks
      5. Staff training and deployment that maximizes local language and local knowledge to support tour groups in cases of emergency
      6. 24 hour emergency contacts and support
      7. Participants’ payment protection
    - 3.1.2.2 Companies that meet the requirements for the prequalification list include:

EF Tours: This company has the qualities we seek to feel confident about the safety and security of our students while travelling beyond North America
    - 3.1.2.3 Companies that approach the requirements for the prequalification list and could be considered for specialty trips or destinations; or to meet specific learning outcomes; and when the above companies programs, itineraries or schedules are not a fit for these needs, include:

Ellison Travel – this company has significant experience and is certainly worth consideration, especially for trips related to music festival competitions and the Arts

Merit Travel – this company should be considered for specialized and or custom tours

3.1.3 For tours to destinations in North America:

3.1.3.1 Teachers are strongly encouraged to use Prequalified tour companies

3.1.3.2 Any other tour itineraries, tour services, and or activities must be planned with similar levels of attention to the Security and Safety of the students. The above conditions are the standard. Any variation from the standard must be explained in the proposed tour plan submitted.

3.2 National and international Tour Procedures

	National Tours	International Tours
<b>Forms required:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Form 6-03-D</a> Approval in principle</li> <li>• <a href="#">Form 6-03-E</a> Final Approval</li> <li>• <a href="#">Form 6-03-H</a> Informed Consent</li> <li>• If Volunteers are required, then also include <a href="#">Form 4-60</a></li> <li>• If drivers are required to transport students in private vehicles, also include <a href="#">Form 7-120-A</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Form 6-03-F</a> Approval in principle</li> <li>• <a href="#">Form 6-03-G</a> Final Approval</li> <li>• <a href="#">Form 6-03-H</a> Informed Consent</li> <li>• If Volunteers are required, then also include <a href="#">Form 4-60</a></li> <li>• If drivers are required to transport students in private vehicles, also include <a href="#">Form 7-120-A</a></li> <li>• Travelling with Child Consent letters (Government of Canada) (See 3.10.4)</li> </ul>
<b>Planning Time Lines*:</b>	<u>Approval in Principle:</u> <ul style="list-style-type: none"> <li>• At least 3 months prior to event</li> </ul> <u>Final Approval:</u> <ul style="list-style-type: none"> <li>• 4 weeks prior to event</li> </ul>	<u>Approval in Principle:</u> <ul style="list-style-type: none"> <li>• At least 6 months prior to event</li> </ul> <u>Final Approval:</u> <ul style="list-style-type: none"> <li>• 3 months prior to event</li> </ul>
<b>Approving Authority:</b>	<u>Approval in Principle:</u> <ul style="list-style-type: none"> <li>• School Board</li> </ul> <u>Final Approval:</u> <ul style="list-style-type: none"> <li>• Superintendent or Designate</li> </ul>	<u>Approval in Principle:</u> <ul style="list-style-type: none"> <li>• School Board</li> </ul> <u>Final Approval:</u> <ul style="list-style-type: none"> <li>• Superintendent or Designate</li> </ul>
<b>Presentation / Report</b>	The participants or a representative group will be scheduled to provide the Board with an informal review of their experiences.	

\* It is strongly advised that National and International Tour proposals have planning timelines that exceed the minimum expectations.

The minimum expectations exist to account for instances when unpredictable or unanticipated opportunities arise (such as, but not limited to, a band class wins a local competition and has an opportunity to compete nationally).

Exceptions to the deadlines may occur at the discretion of the approving authority.

3.3 Role of the Approving Authority: The Superintendent or designate must ensure that the activity aligns with the guidelines described in number 1.1 through 1.14 described above.

3.3.1 Upon receipt of the above conditions, the Superintendent or designate shall indicate approval (or lack of) by reviewing and signing the lead teacher's application for the National or International Tour, and return it to the lead

teacher.

- 3.3.1.1 Safety and security of the destination will be assessed with reference to the Canadian Government website and that of the destination countries.
  - 3.3.1.2 Reference: <http://travel.gc.ca/travelling/advisories>. This is a portal to accessing information related to tourist safety and security. It is important to examine the information provided by the national security offices of the destination countries.
  - 3.3.1.3 The Board may cancel any National or International Tour based on changing or uncertain Safety and Security at the destination cities and countries. Government issued reports and advisories related to safety and security at the destination are valued resources in these decisions. (See references to Trip Cancellation Insurance.)
- 3.4 Additional considerations for the lead teacher on National and International Tours:
- 3.4.1 The lead teacher will ensure that supervisors and activity leaders conducting the activity have the training and knowledge appropriate for the safe completion of the proposed activities.
  - 3.4.2 The lead teacher will provide a detailed Tour Plan and activity plan that aligns with the guidelines described in number 1.1 through 1.14 described above.
  - 3.4.3 The lead teacher will facilitate one or more parent/guardian meetings to discuss tour arrangements and risks, and a parent/guardian for each student participating must be in attendance. If necessary, parents/guardians not able to be in attendance may be informed personally at another time. The meeting(s) shall inform parents/guardians, at a minimum, of the following:
    - The procedure guiding planning and implementation for field trips is AP 60-03.
    - The name of the lead teacher and a telephone contact number as well as a cell phone contact for the trip, if advisable;
    - Purpose/goal of the educational study tour;
    - Proposed itinerary, with date and time of departure and estimated time of return;
    - Description of activities or events planned;
    - Any inherent risks and consequences associated with the activity (inherent risk refers to the hazard, danger, chance of injury, damage or loss that exists in something as a natural and inseparable quality or characteristic of that activity);
    - Trip cancellation potential and insurance;
    - Elements of risk which may be encountered, such as rigorous physical activity, water-related activities or water sports;
    - Safety precautions in place to deal with activities involving risk;
    - Contingency plans and emergency procedures to be followed in the event of injury, illness or unusual circumstances;
    - Need for any special equipment, clothing or personal items;
    - Need for additional medical coverage;
    - A reminder that parents/guardians must inform the lead teacher about any relevant medical conditions of the student (e.g. food allergies);
    - Expectations for student behaviour;
    - Arrangements for supervision;
    - Transportation methods and arrangements;
    - Accommodation arrangements;

- Cost to the student;
  - Cost to the participants;
  - Fundraising plans;
  - Open accounting of revenues and expenses.
- 3.4.4 The lead teacher will maintain a record of the dates of the meetings, names of participating parents and meeting agendas.
- 3.4.5 The lead teacher will ensure that everyone involved understand and plan to comply with any health measures that are in place locally and abroad. These include health measures set by the Canadian and or Alberta governments and any set by the destination countries.
- 3.4.6 The lead teacher will create and share a list of the addresses and contact information for Canadian Government offices in the destination countries
- 3.4.6.1 <https://travel.gc.ca/assistance/embassies-consulates>
- 3.5 Costs associated with National and International Tours:
- 3.5.1 The principal, under certain circumstances and when found necessary, may authorize the engagement of substitutes to be covered by the school's budget.
- 3.5.2 The school's operating budget may be used at the discretion of the principal to supplement the cost of the tour.
- 3.5.3 The cost to individual students should not inhibit participation nor discriminate by income.
- 3.6 Regarding the expenses relevant to an International Tour:
- 3.6.1 Lead teachers must reference AP 30-15 Purchasing of Goods and Services to confirm process for requesting and receiving quotes from tour providers. AP 30-15 describes value thresholds for when no quotes, verbal quotes, or written quotes are required. Note: 3.1 above describes the specific qualities and characteristics expected of Tour Companies. These are the primary considerations for the selection of the Company. If the Lead Teacher is planning to select a prequalified company for the tour, there is no expectation that teachers seek additional quotes from other companies. Quotes are only necessary when more than one company has tours for the same destination, purpose and time frame.
- 3.6.2 International tours may be supported in part or whole by parents or guardians of eligible students.
- 3.6.3 Fundraising may be utilized to support the activity in part or whole and participants shall have equitable access to fundraising dollars, based on the involvement of the participant in the fundraising activities.
- 3.6.4 Under no circumstances will students participate in covering the costs of substitute teachers.
- 3.6.5 Fundraising activities must follow [AP 30-03 School Fundraising](#).
- 3.6.6 Travel and Trip Cancellation Insurance: All participants must purchase travel and trip cancellation insurance. Lead teachers should include this in the cost of the trip for each student. The Board is NOT liable for any costs associated with the trip or its cancellation for any reason, including if the Board exercises its authority to cancel a trip.
- 3.7 Additional Responsibilities of Supervisors (including Volunteers) on National and International Tours
- 3.7.1 Every adult travelling with the group will have supervision responsibilities.
- 3.7.2 An adult supervisor must be available to students at all times (24 hours per day) on tours.
- 3.7.3 Supervisors must also:

- 3.7.3.1 Complete appropriate trip forms
- 3.7.3.2 Know the details of the activity and their specific duties and authority prior to departure
- 3.7.3.3 Report any inappropriate conduct to the teacher-in-charge
- 3.7.3.4 Adhere to the schedule or itinerary
- 3.7.3.5 Dress appropriately according to the type of activity
- 3.7.3.6 Fulfill their duties for the duration of the activity, including evenings and weekends
- 3.7.3.7 Attend meetings as required
- 3.7.3.8 Be appropriately identified for the duration of the trip
- 3.8 Responsibilities of students on National and International Tours. Each student participating in a National and/or International Tour must:
  - Purchase travel and trip cancelation insurance
  - Comply with the school's expectations for students and the student code of conduct
  - Account to the lead teacher for their conduct
  - Cooperate fully with everyone authorized by the Board to provide education programs and other services
  - Fulfill all preparatory requirements at an appropriate level of performance
  - Dress appropriately according to the type of activity
  - Participate in a responsible and cooperative manner during the trip
  - Respect the rights of others
  - Carry out all follow-up activities in an appropriate manner
- 3.9 Preventative Vaccinations: All participants travelling internationally are strongly encouraged to be vaccinated against Measles as per the recommendation from the Ministry of Education.
  - 3.9.1 The Lead Teacher is responsible for checking with local health authorities regarding any other vaccinations that are required for travel to the destination country. Participants must comply with destination country regulations.
  - 3.9.2 Reference: [MMR Brochure](#), Measles Policy Attachment Q and A
- 3.10 Travelling Internationally with Children – Consent Letter
  - 3.10.1 The Government of Canada strongly recommends that Canadian children carry a consent letter if they are travelling abroad alone, with only one parent/guardian, with friends or relatives or with a group. For the purposes of this consent letter, a Canadian child is defined as anyone who is under the age of majority (18 or 19, depending on the province or territory of residence).
  - 3.10.2 A consent letter is not a legal requirement in Canada, but it can simplify travel for Canadian children, as it may be requested by immigration authorities when entering or leaving a foreign country or by Canadian officials when re-entering Canada. The letter demonstrates that Canadian children have permission to travel abroad from parents or guardians who are not accompanying them.
  - 3.10.3 The Division requires Lead Teachers to collect all these letters prior to departure and have the letters available throughout the duration of the International Tour. The Lead Teacher will not sign as witness. It is advised that parent/guardian signatures should be witnessed by a Commissioner of Oaths.
  - 3.10.4 Reference: <http://travel.gc.ca/travelling/children/consent-letter> and <https://www.alberta.ca/notaries-and-commissioners.aspx#toc-2>
- 3.11 Registrations of Canadians Abroad

- 3.11.1 All participants, including adults and students, must register with the Canadian government prior to departure.
- 3.11.1.1 <https://travel.gc.ca/travelling/registration>
- 3.11.1.2 “The Registration of Canadians Abroad service enables government officials to contact you to provide important information in preparation for an emergency (such as a natural disaster or civil unrest), instructions during emergencies, important changes or updates to the Travel Advice and Advisories for the country for which you registered, and more”

## Reference

### [Education Act](#)

#### [Policy 26 Field Trips, Excursions and Tours](#)

#### [Alberta Centre for Injury Control & Research \(2014\) – Safety Guidelines for Physical Activity in Alberta Schools](#)

#### [ASBIE \(Alberta School Boards' Insurance Exchange\) Off-Site Policy and Procedures Manual \(2014\)](#)

[www.voyage.gc.ca](http://www.voyage.gc.ca) and <http://travel.gc.ca/travelling/advisories> for warnings

<http://travel.gc.ca/travelling/children/consent-letter> for information re: recommended consent letter for children travelling abroad

#### [ASBIE \(Alberta School Boards' Insurance Exchange\) Insurance Bulletin – Safety While Travelling Abroad](#)

[AP 20-21 Health & Safety](#)

[AP 30-03 School Fundraising](#)

[AP 30-15 Purchasing of Goods and Services](#)

[AP 40-60 Volunteers in Schools](#)

[AP 50-09 Student Code of Conduct](#)

[AP 50-12 Unauthorized/Illegal/Stolen Substances/Items](#)

[AP 50-25 Administration of Medicine and Drugs](#)

[AP 60-14 Off-Campus Education](#)

[AP 60-16 Extracurricular Activities, Supervision and Coaching](#)

[AP 70-105 Student Transportation Services – Rules, Responsibilities and Student Discipline Process](#)

[AP 70-120 Student Transportation in Private Vehicles](#)

[Form 6-03 Informed consent / permission: Field trips within walking distance](#)

[Form 6-03-A Approval in Principle: Extracurricular or Co-Curricular Trips, Field Trips and Excursions](#)

[Form 6-03-B Final Approval: Extracurricular or Co-Curricular Trips, Field Trips and Excursions](#)

[Form 6-03-C Informed Consent/Permission for Extracurricular or Co-Curricular Trips, Field Trips and Excursions](#)

[Form 6-03-D Approval in Principle: National Tours](#)

[Form 6-03-E Final Approval: National Tours](#)

[Form 6-03-F Approval in Principle: International Tours](#)

[Form 6-03-G Final Approval: International Tours](#)

[Form 6-03-H Informed Consent/Permission Form for National and International Tours](#)

[Form 4-60 Volunteer Registration](#)

[Form 7-120-A Driver Authorization – Student Transportation in private vehicles](#)

## Appendix A — Prohibited and High Risk Activities

[Return to Contents](#)

### Prohibited Activities

Participation in the following activities is prohibited on school board property, as a school-organized activity and as an off-site activity:

- Aerial gymnastics
- Automobiles-racing, drag racing, motor cross, motorcycling, snowmobiling, off road all-terrain vehicles
- Aviation — small aircraft, helicopters, hot air balloon rides, skydiving, parasailing
- Boxing
- Bungee jumping
- Chuckwagon races
- Demolition derbies, or of derelict vehicles, equipment or buildings
- Dunk tanks
- Diving into or sliding on foam, mud, ice or snow (does not include normal supervised sledding or tobogganing on schoolyard hills)
- Excursions to natural disaster areas, e.g. earthquakes, floods, hurricane, tornado zones
- Excursions to war zones (imminent or existing)
- Gladiator-style activities
- Ice climbing
- Luge
- Mechanical bulls
- Mountain climbing
- Open water scuba diving
- Paintball warfare games
- Pole vaulting
- Personal watercraft
- Rodeos
- Tackle Rugby
- Trampoline
- Use of fireworks or other pyrotechnic devices
- Use of air-filled “Fun Structures”
- White water rafting

## High Risk Activities

The following are classified as high risk activities and require consideration and assessment of risk factors and are not for every grade or student:

Consult the following resource for specific direction on each activity:

- Safety Guidelines for Physical Activities in Alberta Schools (2014)
  - The intent of the Safety Guidelines for Physical Activity in Alberta Schools is twofold:
    1. to focus teacher attention on safe instructional practices in order to minimize inherent risk and
    2. to encourage school authorities\* to develop policies, and schools to develop plans and procedures, for the safety and security of their students.
  - Alberta Centre for Injury Control & Research (2014) – Safety Guidelines for Physical Activity in Alberta can be found at:  
[https://education.alberta.ca/media/160206/sq\\_pa\\_final\\_2014.pdf](https://education.alberta.ca/media/160206/sq_pa_final_2014.pdf)

- |   |  |
|---|--|
| ➤ Archery   | ➤ Sailing  |
| ➤ Broomball (ice)   | ➤ Scuba in a swimming pool   |
| ➤ Canoeing in moving water of grade 1 or less                         | ➤ Skateboarding/skateboarding parks                                    |
| ➤ Cheerleading (acrobatic)  | ➤ Skiing (alpine), snowboarding, snow blading                          |
| ➤ Cycling/mountain biking   | ➤ Swimming   |
| ➤ Cliff rappelling and rappelling towers                              | ➤ Synchronized swimming  |
| ➤ Climbing Walls (incl. zip lines)                                    | ➤ Tackle Football  |
| ➤ Fencing   | ➤ Tobogganing  |
| ➤ Firearm courses — rifle ranges                                      | ➤ Track and field — field events; javelin, shot-put, discus, high jump |
| ➤ Gymnastics  | ➤ Triathlon  |
| ➤ Hunter Training   | ➤ Water polo   |
| ➤ Ice skating/Ice Hockey  | ➤ Weightlifting  |
| ➤ In-line skating   | ➤ Winter camping   |
| ➤ Kayaking  | ➤ Wrestling  |
| ➤ Lacrosse (field, box)   | ➤ Zip lines (see climbing walls)                                       |
| ➤ Motorized watercraft (operator to be licensed and properly trained) |  |
| ➤ Rollerblading/inline skating  |  |
| ➤ Rope courses — high and low   |  |

### General Risk Assessment Factors

The following factors should be considered when assessing risk:

- Type of activity and the level at which it is undertaken
- Location, e.g., mountainous terrain, outdoor water, urban versus backcountry setting
- Qualification and certification of instructors, staff and volunteers
- Age appropriateness of the activity
- Character of each individual student and the students together in a group
- Fitness level and experience of the student
- Availability and appropriateness of the safety equipment, e.g. helmets
- Seasonal conditions
- The number and experience of supervisors

### Severe/Inclement Weather:

1. Outdoor activities will not be held during inclement weather.
2. During severe weather or poor driving conditions, principals must ensure that weather and road conditions are conducive to travel before students leave for an off-site activity trip.
3. On return trips, the lead teacher must verify weather and road conditions.
4. Students must be appropriately clothed for travel by road during the winter, as determined by the lead teacher.

### Water Activities:

1. All participants involved in sailing or boating activities must:
  - 1.1 have swimming skills commensurate with the activity and,
  - 1.2 wear a Transport Canada approved lifejacket or Personal Floatation Device.
2. For activities involving canoeing and sailing the activity must meet or exceed the Safety Guidelines for Physical Activity in Alberta Schools.
3. When canoe trips take place on lakes or rivers, the lead teacher must have visited the site prior to the trip, and be familiar with the proposed route and the seasonal conditions at the time of the trip.
4. Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity.

### Swimming Pools:

1. Students may not use swimming pools on off-site activities unless there is a lifeguard on duty.
2. If the facility operator does not provide a lifeguard at a swimming pool, students may use the swimming pool if the school provides a lifeguard with current certification in National Lifeguard Service (NLS), Standard First Aid, and CPR Basic Rescuer for every 50 participants using the swimming pool.

### Remote or Wilderness Areas:

1. In a remote or wilderness area, the lead teacher must:
  - 1.1 acquire sufficient awareness of and information about the proposed site(s) of the activity to make a safety assessment for the activity;
  - 1.2 use professional guides when appropriate or as directed by the trip approving authority (principal or Superintendent as applicable);
  - 1.3 establish and communicate class safety and emergency procedures to all participants;

- 1.4 ensure that appropriate communication devices are taken on the trip;
  - 1.5 ensure constant communication within the group and access to external communication as needed;
  - 1.6 be familiar with the nearest accessible medical station and telephone service;
  - 1.7 notify local area authorities, such as RCMP, forestry or park officials or other persons in the area, and;
  - 1.8 obtain fire permits, fishing and other licenses and area use permission where required.
2. In a remote or wilderness area, if a group splits into two or more independent traveling groups, each group must have a teacher in charge. Independent traveling groups do not include groups of two or more high school students conducting course related field studies in an area designated by the teacher in charge provided prior specific instruction has been given to students on the area of study, re-assembly procedures and timelines, and emergency procedures applicable to the situation.

#### Mountain Biking

1. Mountain biking is permitted within urban and suburban areas on designated roadways, quiet residential streets near the school, bicycle pathways and trails at established parks.
2. Backcountry mountain biking is not permitted unless professional guides are employed.

#### Skiing and Snowboarding

1. Downhill skiing and snowboarding are acceptable activities for students as long as all of the following conditions have been met:
  - 1.1 conditioning activities have occurred in physical education classes, or as part of a fitness program, leading up to the skiing or snowboarding activity;
  - 1.2 skiing or snowboarding are part of a well-balanced yearly program, and reflect the school's commitment to a quality physical education program, and;
  - 1.3 for novices the activity includes, at a minimum, one mandatory lesson at the beginning of each day on a ski hill.
2. Downhill skiing and snowboarding activities must be conducted in accordance with the applicable Safety Guidelines for Physical Activity in Alberta Schools.
3. School sponsored downhill skiing and snowboarding activities shall be restricted to grades 4-12: Only commercially operated ski facilities with suitable teaching areas (gentle slopes) should be used. The area should be patrolled by members of a recognized ski patrol. The guidelines in the Safety Guidelines for Physical Activity in Alberta Schools must be followed. An individual consent form is required for skiing that informs parents of the nature of activity including the need for appropriate clothing and sunscreen.