

AP 260 – STUDENT TRAVEL

Background

The Division recognizes the value of educational opportunities that extend beyond school property and permits certain field trips. The Division expects that in the planning and execution of any approved field trip, the assurance of educational value and student safety will be of primary concern.

Procedures

1. Applications for approval of field trips that extend beyond the City of Lloydminster must be submitted to the Director by September 30 of each school year.
2. The Principal or designate shall obtain all information necessary to assure the safety and educational value of the field trip.
3. The Principal or designate shall keep a record of all approved field trips and share this record with school staff. This record shall contain parent/guardian consent, agendas, all information provided to parents or guardians, a list of participating students, a list of supervisors and their assigned duties, and any other relevant information that the Principal or designate deems necessary.
4. Records for field trips where no injury occurred or where no unusual report was filed may be destroyed at the end of the school year. Records for field trips where an injury occurred or where an unusual incident was reported shall be retained according to the schedule for student accumulative records.
5. Transportation
 - 5.1 Wherever possible, school buses should be used as the mode of transportation when traveling with students.
 - 5.2 When rental vehicles are used to transport students, the staff member must produce a valid class V drivers' license.
 - 5.3 Students cannot transport other students for school-approved activities under any circumstances.
 - 5.4 Parents or staff transporting students with private vehicles must demonstrate possession of the following:
 - 5.4.1 A valid class V drivers' license;
 - 5.4.2 A valid vehicle registration; and
 - 5.4.3 Proof of a minimum of one million dollars (\$1,000,000) Third Party Liability Insurance.

6. Student safety is our first and primary interest. Therefore staff will take appropriate actions to assess any risk associated with proposed field trip activities and the proposed site associated with the field trip and take safety measures to minimize any such risk.
7. Organizers of field trips are required to take the following actions to enhance student safety:
 - 7.1 Ensure emergency procedures are in place for reasonable foreseeable contingencies.
 - 7.2 Ensure students and volunteers have the required extended medical coverage before they are allowed to participate in travel out of the country.
 - 7.3 Ensure all supervisors are advised of their roles and responsibilities for the field trip.
 - 7.4 Ensure all training, preparation and orientation is complete for all that is reasonably foreseeable.
 - 7.5 Ensure student supervision is available at appropriate levels at all times.
 - 7.6 Ensure each supervisor has a list of the students for whom they are responsible.
 - 7.7 Ensure an appropriately equipped portable first aid kit is available and accessible and that all supervisors are able to use it contents appropriately.
 - 7.8 Ensure all students traveling outside of the province are carrying their personal health cards and that a copy of each health card number is in the possession of the immediate supervisor. Furthermore, each supervisor should have a list of medical needs and conditions for all participating students.
 - 7.9 Carry a list of student participants, with their parent/guardian contact information, and a cell phone.
8. The Principal shall ensure adequate supervision is in place for all approved field trips, led by competent persons with training and skill that allows for the safest and best educational conditions necessary. As such, the Principal will also ensure all staff follow Administrative Procedure 216 – Appendix: Sports Activity Handbook.
9. Supervision shall be provided for all students with disabilities or students requiring special attention at a level that maximizes the safety of the students and the opportunity for success for the students on the field trip.
10. For all travel outside of Saskatchewan or Alberta:
 - 10.1 The teacher/leader of the activity must submit any preliminary planning documents to the Principal for preliminary approval before any information is given to parents or guardians. The Principal must then submit these documents to the Director for approval. Preliminary planning documents must address:
 - 10.1.1 The basic concept of the trip;
 - 10.1.2 The curriculum relevance;
 - 10.1.3 A preliminary risk assessment;
 - 10.1.4 The identification of grade(s) and number of students;
 - 10.1.5 Transportation requirements;

- 10.1.6 Food requirements;
 - 10.1.7 Accident procedures;
 - 10.1.8 Supervision plans; and
 - 10.1.9 Any pertinent further information.
- 10.2 A waiver containing specific information about the activity shall be prepared. For travel outside of Canada, please use Form 260-1. The waiver for international travel must clearly state That supervisors are authorized to arrange for necessary medical treatment for the student at the cost of the parents/guardians Shall include an acknowledgement that in the event that a student’s health or conduct necessitates, the student and one (1) supervisor may be transported home with the parent/guardian being responsible for the cost for both travelers.
- 10.3 The waiver must fully explain the activity to the parent(s)/guardian(s) and be signed.
11. Alternate programming shall be provided to any student not attending a field trip conducted during school hours.
12. The Director reserves the right to cancel any field trip up to and including the day of departure.
13. The Division will not provide refunds and/or compensation for any cancelled field trip.

Reference: Sections 85, 87, 108, 109, 151, 175, 179, 231 Education Act
Physical Education Safety Guidelines