

## Administrative Procedures

<p><b>AP-418</b></p> <p>LEARNING ACTIVITIES OUTSIDE OF THE SCHOOL</p>	<p><b>Date of implementation:</b> Fall 2006</p> <p><b>Date of update:</b> November 29, 2023</p>
	<p><b>Related Administrative Procedures:</b></p> <p><a href="#">AP-410 Physical Safety</a></p> <p><a href="#">AP-413 Administering Essential Medication and Procedures to Students</a></p> <p><a href="#">AP 434 - Volunteers</a></p> <p><a href="#">AP-806 Special Use of Buses</a></p> <p><a href="#">AP-807 Transportation in Private Vehicles</a></p>

**Purpose:** To provide guidance to employees when planning learning activities that will occur outside of the school.

The Division recognizes that out-of-school learning experiences enhance educational opportunities for students. Transportation is supported for learning experiences as outlined in AP-806 Special Use of Buses and which provide opportunities for:

- Extension of the curriculum and connection to the curriculum
- Personal experience in environmental education
- Awareness of the outdoors as a resource of activities for a healthy lifestyle
- The development of self-reliance, initiative, responsibility and cooperative attitudes
- Gaining knowledge of the cultural, spiritual, historical, geographical, scientific, industrial, social and physical aspects of life
- Activities leading to peer recognition and leadership roles
- Participation in public performances, festivals and competitions; and
- Extra-curricular activities.

**Procedures:**

- 1) Appropriate planning is required for students who may require accommodations (such as transportation, personal care, supervision, etc.) to participate in the learning activity that is occurring outside of the school.
- 2) All groups participating in out-of-school learning experiences are to be under the supervision of a teacher and/or other employees or approved Community Coach and volunteer chaperones

approved by the principal. All non-staff supervisors and volunteer chaperones shall be advised in writing of their duties and responsibilities.

- 3) Adequate safety precautions are required to be in place and an emergency plan should be clearly set out in accordance with AP-410 Safety.
- 4) Transportation is by school bus, paid licensed carrier or approved private vehicles. There will be no out-of-province trips by division-owned buses (refer to AP-807 Transportation in Private Vehicles).
- 5) For all out-of-school learning experiences, the number of students per chaperone will be in proportion to the nature of the particular activity, age of the students, length of the activity and conditions set out by host facilities.
- 6) Notwithstanding Section 5 above, the number of chaperones will be determined by the principal and coach of the athletic activity for athletic competitions not exceeding one (1) day.
- 7) Learning experiences and athletic competitions that involve over-night travel shall have at least two (2) chaperones. Consideration should be given to the composition of the group. Any chaperone who is not an employee of Division will be considered a "volunteer" and subject to the conditions outlined in AP-434 Volunteers, including a Criminal Record Check and Vulnerable Sector Check.
- 8) All learning experiences shall have the support and approval of the principal.
- 9) Learning Experiences
  - a) Day Trips
    - i) School day trips are trips that do not exceed one (1) day in duration.
    - ii) The principal is authorized to approve day trips when the following conditions are met:
      - (1) Parent or guardian has completed the Medical Fitness Form – Parent/Guardian Consent Form (Appendix B). Appendix B need not be completed if schools collect this information as part of their registration package at the beginning of the school year.
      - (2) Parents have been informed of the event (including all information on the day trip sample template – internal document) and consent has been obtained. Blanket consent for walking day trips inside the community may be collected as part of the registration package. For trips outside the community or trips requiring motor vehicle transportation inside the community, trip specific consent must be obtained.
      - (3) For events or trips outside of the community, the teacher has completed the School Day Trips Form (Appendix C) and submitted it to the principal.
  - b) Overnight Excursions
    - i) The Learning Superintendent is authorized to approve overnight excursions and outdoor education excursions when the following conditions are met:

- (1) The Overnight Excursion/Outdoor Excursions Form (Appendix A) has been completed and approved by the principal.
  - (2) The principal has submitted the form to the Learning Superintendent at least one (1) month prior to the event or within a time frame acceptable to the Learning Superintendent.
  - (3) The Principal has submitted a High-Risk Sport/Activity Permission Form to the Superintendent in charge of athletics and has received approval for the activity or activities.
- ii) Once the principal has received written approval from the Learning Superintendent, notification is to be sent to parents and permission slips received.
  - iii) Once the permission slips are received, the principal may approve the excursion.
  - iv) Principals are authorized to approve overnight travel for athletic competition. The Athletics Overnight Trip Authorization Form (Appendix D) should be completed and retained in the school files. Activities sanctioned by the Saskatchewan High School Athletics Association (SHSAA) that require travel out of province require the completion of Appendix D, if the activity requires overnight travel. High risk activities will require the approval of the Coordinator or designate in charge of athletics.
- c) Out-of-Province Travel
- i) All out-of-province student travel organized under the auspices of the Board must have the approval of the principal and the Learning Superintendent, except as noted in Section 9(b)iv) above.
  - ii) There shall be a minimum of two (2) chaperones for any out-of-province excursions and the number of students per chaperone shall not exceed ten (10). At least one (1) adult supervisor must be a Division employee approved by the principal.
  - iii) The principal of the school must ensure that the following conditions can be met before recommending out-of-province pupil travel to the Learning Superintendent:
    - (1) The proposed travel has the signed approval of the parents or guardians of the students concerned.
    - (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.
    - (3) Adequate provision will be made for the accommodation, supervision and welfare of the pupils who are traveling.
    - (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 Learning Superintendent.

- (5) Teachers, volunteers and/or chaperones are responsible for purchasing appropriate medical insurance to protect themselves in the event of an accident or illness.
  - (6) The students will suffer no serious loss in their basic educational program normally provided through the school.
- iv) The educational benefits from such travel will complement the regular school program.
- (1) This travel could be a school-approved curricular offering in which a whole class participates on a field trip within Canada or it could be an approved extra-curricular offering that is voluntary for students to join such as a Travel Club that travels within Canada.
- v) Once the preceding conditions are met, the principal is to inform the Learning Superintendent in a timely manner of the travel plans being developed.
- vi) If the Learning Superintendent consents, the principal is to make a formal written request at least eight (8) weeks prior to the proposed travel, which is to include the following:
- (1) An itinerary of the proposed travel that specifically identifies times, places, modes of travel, and emergency contact telephone numbers for provinces to be visited.
  - (2) A list of persons or agencies who have accepted responsibility for developing the trip.
  - (3) A breakdown of anticipated costs (i.e., fares, meals, spending money, accommodation, deposits required, etc.).
  - (4) A list of chaperones and their job descriptions or relationship to the school system and qualifications as leaders or chaperones of the proposed trip.
  - (5) A list of participants including grade level, home address, and telephone number(s).
  - (6) A statement of anticipated educational benefits, including pre-travel and post-travel educational activities and anticipated trip highlights.
  - (7) An indication that the principal has been involved in all steps of the planning.
  - (8) An indication that the signed approval of the parents/guardians has been received.
  - (9) An indication of student involvement in the project.
  - (10) A statement of regulations governing student behavior. It should be noted that students are subject to all regulations normally associated with behavior in the school setting including the prohibited use of alcohol or illicit drugs, regardless of age.
- vii) The Learning Superintendent, upon receipt of the formal written request, is authorized to make the decision regarding approval of the excursion.
- viii) Notwithstanding the foregoing, it is expected that student travel time shall normally occur during the school breaks.

d) Out-of-Country Travel

- i) The Division will not approve school-based Out-of-Country travel, including travel to the United States. Travel outside of Saskatchewan is only permitted in Canada.

*References:*

[\*Sport and Activity Handbook\*](#) (internal document) – *High Risk Sport/Activity Permission Form, Appendix K*

[\*Day Trip Sample Template\*](#) (internal document)