

Administrative Procedures Manual	Administrative Procedure 260
	Appendix E
	International Field Trips
	APPROVED: August 2017
Page 1 of 3	AMENDED/REVIEWED: September 2019, April 2019, June 12, 2018,
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 Safety Guidelines for Physical Activity in Alberta Schools Safety Guidelines for Secondary Inter-School Athletics in Alberta Physical Education Safety Guidelines YouthSafe Outdoor Field Trip Safety for Alberta Schools

Background

The Board supports student learning experiences through the provision of international field trips. These must be carefully planned to ensure success.

Purpose

This procedure exists in order to provide the Superintendent an overview of the organization, supervision, documentation and approval of International Field Trips to ensure there is a clear focus on student learning outcomes and the safety of students.

Definition

High risk activities are listed by our Division's Insurance Broker as one that has been demonstrated to have the most serious claims across Canada.

Procedures for Trip Write-Up

1. All field trips require compliance with [Administrative Procedure 260](#), Section 2 through 9. International field trips requires a further assessment as to whether there are any particular conditions or additional requirements that need to be met or addressed. The Trip Organizer in consultation with the School Administrator must complete [Form 260-7 Application for International Field Trip](#) and complete all where applicable, the following circumstances need to be assessed and outlined:
 - 1.1 The country's social and economic stability and the potential for civil strife during the field trip.
 - 1.2 Health conditions of the country and any unique diseases.
 - 1.2.1 Vaccinations as per the recommendations for all travelers and most travelers as per the Canadian Center for Disease Control <https://wwwnc.cdc.gov/travel/destinations/list> must be undertaken by all participants on an approved international trip.
 - 1.2.1.1 The Division expects students to have the vaccinations which are required by the Canadian Government for the travel destination. [Form 260-7a Parent Affirmation of Vaccination for Division Authorized International Travel](#) must be completed for all travelers.
 - 1.3 Access to fresh water, if applicable
 - 1.4 Availability of medical care and hospitals
 - 1.5 Supervisor/student ratio required for this trip

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- 1.6 Male supervisor(s) for male students and female supervisor(s) for female students
 - 1.7 Accommodations and sleeping arrangements
 - 1.8 The availability of information for sites to be visited
 - 1.9 The use of a local guide
 - 1.10 Expected weather conditions at the time of field trip
 - 1.11 Ease of contact between home and student
 - 1.12 Supervisor(s) in charge of medical histories and student paperwork in case of an emergency.
 - 1.13 Who will be responsible for passports, or if required visas during the trip
 - 1.14 Trip organizers must include the most recent travel report issued by the Canadian Department of Foreign Affairs and International Trade for the destination(s) of the international field trip. This information will be used for the proposal and approval process, and parent consent for the field trip. These are available at <https://travel.gc.ca/travelling/advisories>.
2. Chaperones and Chaperone Selection. Overnight travel requires staff/adult supervision of the same gender as the student participant at the following ratios:
 - Grade 7-8 6:1
 - Grade 9-12 8:1.
 - 2.1 All adults travelling with the group, whether supervisors or not must provide recent Criminal Record Checks prior to participation in the field trip.
 - 2.2 All Parents must be made aware of how chaperones will be selected for the trip.
 - 2.3 If parents are travelling as chaperones, there must be clear process as to how they were chosen.
 3. Travel Provider selection rational must be made clear to the parents and students.
 4. Fundraising must adhere to:
 - [Administrative Procedure 511 – School Generated Funds](#),
 - [Administrative Procedure 512 – Administration of School Collected Funds](#),
 - [Administrative Procedure 512 Appendix A – Major School Activity Budgets](#)
 - [Administrative Procedure 512 Appendix B – Student Activities Fund Management](#).

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5. A travel budget must be provided to students and their parents at the onset of planning. An updated budget 30 days prior to travel and a final budget within 60 days of return.