

# Administrative Procedure 260

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2.2.3 The excursion does not involve a high-risk activity as identified in the Physical Activity Safety Guidelines.

### 3. Overnight Excursions, Outdoor Education Excursions and High Risk Activities

3.1 The Superintendent of Operations in charge of extra-curricular 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 has been completed and approved by the principal.

3.1.2 The principal has submitted the form to the Superintendent of Operations in charge of extra-curricular at least ten weeks prior to the event or by a date approved by the Superintendent of Operations.

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 as identified in the Physical Activity Safety Guidelines.

### 4. Out-of-Province Excursions

4.1 All potential out-of-province pupil travel organized under the auspices of the Division must have the approval in principle from the Superintendent of Operations.

4.2 Following approval in principle the school principal must ensure that the following conditions can be met before recommending out-of-province pupil travel to the Director of Education:

4.2.1 The proposed travel has the signed approval of the parents or guardians of the pupils 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 pupils who are traveling.

4.2.4 Adequate and appropriate insurance is provided to protect the students, teachers, and Board of Education 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.

