

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Student Excursions			
Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.33	Last Approval Date:	JAN 19, 2026
AP Owner:	Superintendent of Learning	Last Reviewed:	JAN 19, 2026
Legal Reference(s):	<i>The Education Act, 1995, s. 151, 175, 179, 231</i>		

Background

Living Sky School Division (LSKYSD) recognizes that out-of-school educational and outdoor experiences enhance learning opportunities for students. Activities are encouraged which provide opportunities such as:

- the connection and extension of curricular outcomes;
- 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; and
- participation in public performances, festivals, and competitions.

Scope

School staff who are planning and leading educational out-of-school excursions and school staff who are coaching and leading Division sanctioned extra-curricular trips.

Definitions

Curricular Excursions are structured learning experiences conducted away from the school setting that directly support and enhance established curricular outcomes. These excursions involve the whole class and are designed to extend classroom learning through real-world, curriculum-aligned activities.

Extra-Curricular Excursions are optional activities offered to students and staff that take place outside the regular classroom experience and are not connected to specific curricular outcomes. Participation is voluntary, and these excursions are intended to enrich students' broader school experience rather than fulfill curriculum requirements.

Roles & Responsibilities

Principal shall

- ensure student excursions complement or enhance the regular instructional program
- oversee the comprehensive planning and safety precautions of each excursion

Teachers shall:

- assess the expected learning outcomes of an excursion and the finances required
- plan excursions to include all students or team/club members prioritizing their learning and safety

Director shall:

- ensure the Student Curricular Excursion Form for Curricular Student Excursions has been completed
- approve out-of-province and overnight trips for curricular student excursions



- approve out-of-province trips for extra-curricular excursions

Procedures

All Student Excursions

1. Principals shall follow procedure *5.05 Volunteers* for use of volunteers.
 - a. Any volunteers accompanying the trip shall be approved by the principal.
 - b. Each volunteer shall be made aware of their duties.
2. Adequate safety precautions shall be in place, including supervision based upon the risk level of the activities.
3. Every student participating in an excursion shall conduct themselves in accordance with the school's behavioral expectations and be subject to the general discipline of the school in the same manner as if in attendance on the school premises.
4. Transportation shall be by school vehicle, paid licensed carrier, or private vehicles.
 - a. Owners of private vehicles shall follow procedure *8.06 Private Vehicles*.
5. Any funds collected shall be done in compliance with procedure *7.09 School Generated Funds*.
6. The Division has the authority to cancel any school-organized travel.

Curricular Excursions

7. All groups participating in out-of-school curricular activities shall be under the supervision of an LSKYSD employee approved by the principal.
8. Whenever possible, excursions shall be planned to provide equitable opportunity for all students to participate.
 - a. Appropriate planning shall take place 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.
 - b. In the event that some students may not participate, the school shall make provision for their supervision at the school and ensure that they are engaged in meaningful activities.
9. For all curricular activities outside the community of the school, the school shall obtain signed consent forms from parents or guardians.
10. Staff shall follow *4.33A Student Curricular Excursion Checklist*.

Extra-Curricular Excursions

11. All groups participating in out-of-school extra-curricular activities shall be under the supervision of a teacher, LSKYSD employee, or community coach as outlined in the SHSAA Handbook and approved by the principal. Non-staff and volunteers shall be made aware of their duties.



12. Principals are authorized to approve overnight travel for SHSAA athletic competitions and Division-approved extra-curricular groups (e.g. Drama, SADD, Debate, etc.) pending the submission of the 4.33C *Student Overnight Extra-Curricular Form* to the principal.
13. Extra-curricular activities shall not exceed two consecutive school days unless approved by the director of education.
14. Director or designate shall approve out-of-province travel for SHSAA athletic competitions and Division-approved extra-curricular groups (e.g. Drama, SADD, Debate, etc.) pending the submission of the 4.33C *Student Overnight Extra-Curricular form*.

Appendices

- 4.33A Student Curricular Excursion Checklist (*internal document*)
- 4.33B Student Curricular Excursion Application Form (*internal document*)
- 4.33C Student Overnight Extra-Curricular Excursion Form (*internal document*)
- School Generated Funds Handbook (*in development*)

Related

- 6.14 Physical Activity Safety
- 5.05 Volunteers
- 7.09 Accumulated Surplus from Operations
- 8.06 Private Vehicles

Attendance Process in Edsby (*internal document*)