



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson

## REGISTER OF POLICIES, PROCEDURES, AND BY-LAWS

### Extracurricular Activities and Field Trip Policy

**Category and code:**

**Policy 3.8**

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**Legal Department**

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## Table of Contents

1.	Introduction .....	3
2.	Objective .....	3
3.	Legal Context.....	3
4.	General Rules .....	4
5.	Organization of the Activity .....	4
6.	Communicating Information to parents .....	5
7.	Medical Information.....	6
8.	Safety and Security.....	6
9.	Insurance .....	7
10.	Accident Reports .....	7
11.	Deposits.....	8
12.	Transportation.....	8
13.	Modification.....	8

Addendum A: Definitions

Addendum B: Prohibited Activities

Addendum C: Extra-Curricular Activities and Field Trip Cover Page

Addendum D: Authorization for School Activity

Addendum E: Carpool Authorization Form

Addendum F: Synopsis of a Trip Outside Canada

Addendum G: Procedures in the Event of a Bus Accident

Addendum H: Criteria for Student Transportation

Addendum I: Steps to Follow for Trips Outside Canada

## 1. INTRODUCTION

The School Board recognizes that effective learning experiences often result from first hand observation of, and participation in, events or activities that take place off school premises.

Extra-curricular activities and field trips shall be linked to the education received by the students and take into consideration the school's educational project. They should have instructional or educational purposes, which may include the following:

- The promotion of academic, social and personal growth
- The participation in athletic activities
- The promotion of cultural awareness
- The participation in recreational activities.

Extra-curricular activities and field trips should enhance the provision of aesthetic, cultural, intellectual, spiritual, athletic and social experiences.

## 2. OBJECTIVE

This policy aims to provide Governing Boards, administrators and all other school personnel with guidance related to extra-curricular activities and field trips that take place off school premises.

## 3. LEGAL CONTEXT

3.1 This policy applies to all extra-curricular activities and field trips which take place at any time throughout the calendar year, under the direction of the school, off school premises, including those associated with a school's daycare. When it is expressly indicated, this policy will also apply to activities involving minor students that are organized by a vocational training centre.

3.2 In accordance with the Education Act (section 87), the school's Governing Board is responsible for approving extra-curricular activities and field trips as proposed by the administrator. Only activities which are covered by the School Tax Management Committee of the Island of Montreal's self-insurance policy may be approved (Addendum B).

3.3 Governing Board may provide a blanket approval for each academic year, for the following activities:

- Activities taking place in parks and playgrounds adjacent to school property
- Trips between two campuses of the same school
- Work study, community service and career explorations
- Tournaments, including debating, public speaking and sporting events

- Greater Montreal Athletic Association (GMAA) events
- Board-sponsored activities such as career days or leadership activities
- Activities organized by the school team related to the learning programs of individual students, such as life-skills outings.

In all cases, the Governing Board will determine whether approval is required only once, or more often as needed. Nonetheless, these activities are still subject to all the rules and procedures outlined in this policy.

- 3.4 The school/centre has a responsibility to inform parents of minor students of the activity and provide all relevant information.

#### **4. GENERAL RULES**

- 4.1 The administrator of the school/centre shall inform the staff and Governing Board annually about this policy and its application.
- 4.2 The administrator shall verify the links between the activity and the educational objectives.
- 4.3 The source of funding and method of transportation for the activity shall be made known and the cost shall be reasonable.
- 4.4 When a one-day activity takes place during the regular class schedule, the school/centre shall make every reasonable effort to ensure that no student is excluded for financial reasons.
- 4.5 When the activity takes place during regular class time and the parents refuse to give authorization, or when a student is excluded, the student is still required to attend classes and the administrator shall ensure that an appropriate in-school alternative is provided.
- 4.6 No student shall be penalized academically for not participating in an extra-curricular activity or field trip.

#### **5. ORGANIZATION OF THE ACTIVITY**

- 5.1 In planning the activity, the school/centre staff must pay special attention to:
- the pedagogical aspect
  - the program outline
  - the implication on the schedule and the school/centre calendar.
- 5.2 The school's administrator shall ensure that a request for approval be an item on the Governing Board's agenda. The approval must be in the minutes of the Governing Board's meeting.

- 5.3 Approval must be given by Administration and the school's Governing Board before the Authorization for School Activity Form (Addendum D) is sent home and the activity takes place. As a minimum, the following information shall be provided to the school's Governing Board when approval is requested: educational objective, date and time, destination, grade level or class, cost to parents, supervision ratio, method of transportation, additional rules of conduct and safety and security considerations, as applicable.
- 5.4 The Extra-Curricular Activities and Field Trips Cover Page (Addendum C) must be completed, signed by the administrator and retained by the school for all day trips. Addendum C must be sent by the administrator to the Regional Director for all water activities and/or overnight trips. Following approval, the Regional Director will send the form back to the school.
- 5.5 A complete list of students participating in the activity will have been prepared at the school/centre level prior to the activity taking place, with one copy retained at the school/centre and one copy accompanying the organizer or supervisor of the activity. If multiple buses are used on the trip, rider lists for each bus must be prepared. This list is excluded as information to be provided to the school's Governing Board.
- 5.6 When busing is used, riders are expected to return on the same bus.
- 5.7 For trips outside Canada, schools and centres must follow the procedure outlined in Addendum I (Steps to follow for trips outside Canada).
- 5.8 Authorization for trips outside Canada will be cancelled if the Federal Government issues a travel advisory recommending that the country be avoided.

## **6. COMMUNICATING INFORMATION TO PARENTS**

- 6.1 Once all approvals are obtained, an information letter shall be given to the parents, which shall include the following:
  - A description of the activity, including date, grade level(s), place and time;
  - The purpose of the activity – i.e. its connection to the curriculum, sports program, etc
  - A description of the safety measures and the supervision that will apply during the activity;
  - A description of all the specific skills that participants need to have for the activity;
  - The name(s) of the person(s) who will be in charge;
  - The means of transportation;
  - The total cost per student and any amount covered by other sources;
  - A list of the forms enclosed that the parent is required to complete including the Authorization for School Activity Form (Addendum D);

- If applicable, a warning that travel outside Canada is subject to cancellation should the Government of Canada issue a travel advisory recommending the country be avoided.

6.2 The school/centre will determine the eligibility criteria for participation and the final decision rests with the administrator.

## 7. MEDICAL INFORMATION

7.1 Parents shall complete the Emergency Medical Treatment Form at the beginning of each school year. Parents are responsible for submitting a revised form should there be any changes in the medical information provided.

7.2 Original forms remain at the school. A copy is provided by the school and shall accompany the field trip/activity supervisor.

## 8. SAFETY AND SECURITY

8.1 Details about the safety and security of the location to be visited shall be known to the trip leader and to the accompanying adults. Schools and Governing Boards should reference the LBPSB “Emergency Preparedness Procedure”, in particular sections referring to extra-curricular activities and transportation.

8.2 Regardless of the list of prohibited activities (Addendum B), it is expected that for every activity proposed, all parties will weigh the potential educational benefits of the activity against any foreseeable risk to participants.

8.3 The principles and guidelines established in the *Safety guide for certain sports and extra-curricular activities*, published by the *School Tax Management Committee of the Island of Montreal*, shall be considered as an essential reference for Schools and Governing Boards organizing and approving activities. In particular, the following rules shall apply :

8.3.1 All the appropriate security measures must be put in place in order to minimize foreseeable risks;

8.3.2 Appropriate supervision must at all times be provided to ensure the safety and well-being of the students participating. The ratios of adults/students are to be determined at the school level and may vary according to the age level, the skills of the students and the type of activity;

8.3.3 For all activities that require a specific skill, special attention must be given to the training and capacity of each student;

8.4 Where carpooling is used, a Carpool Authorization Form (Addendum E) will be completed for each driver prior to the activity taking place. A copy will be retained at

the school.

8.5 In order to be considered as a driver for carpooling, candidates must adhere to the Criteria for Student Transportation (Addendum H).

## 9. INSURANCE

The administrator shall verify if the activity is covered by the school board insurer and not prohibited as per Addendum B. In the case of a trip outside Canada, the following procedure must be respected.

9.1 Prior to the organization of the trip, verification of Canada's travel advisory status must have been made on the website of Foreign Affairs and International Trade Canada at the following address: [www.voyage.gc.ca](http://www.voyage.gc.ca)

The country or part of the country visited must not be the object of a warning of the following type:

- "avoid non-essential travel"
- "avoid all travel".

9.2 The completed form entitled "*Synopsis of a Trip Outside Canada*" (Addendum F), including a printed copy of the web page mentioned above, must be approved by the administrator and subsequently by the Regional Director. This form must be received by the School Tax Management Committee of the Island of Montreal at least 60 days before the departure. Upon approval, the Regional Director will then forward it to the Board's Legal Department.

9.3 The web page confirming the status of the country must be printed 24 hours before the departure and must be kept with the documentation regarding the trip. The insurance is in force if the above-mentioned warnings do not appear.

9.4 Every participant travelling on school trips out of the country must purchase insurance through the school board for medical care and evacuation, and also for trip cancellation and baggage loss in the case of air travel. Trip organizers should reference Trips Outside Canada – How to Secure Trips Insurance (LBPSB) for specific instructions regarding insurance procurement.

## 10. ACCIDENT REPORTS

If an accident occurs, the *Risk Management Plan Accident Report* must be completed and personal notes taken indicating all the circumstances of the accident. The administrator then submits the report to the school board. In the case of a bus accident, the procedures outlined in Addendum G must also be followed.

## 11. DEPOSITS

Parents must be made aware via the initial field trip cover letter, if deposits are not refundable. The school board, or any of its establishments, is not responsible for any lost deposit.

## 12. TRANSPORTATION

When student transportation is involved in an activity, the rules stated in Addendum H must be respected.

## 13. MODIFICATION

To the exception of *Addendum A (Definitions)*, none of the addenda is an integral part of the present policy and can be modified without consultation.

## **ADDENDUM A**

### **Definitions**

**Extra-curricular Activities:** are defined as school-sponsored events or activities that provide opportunities for students to develop and expand their interests, talents and service to the school and community and to participate actively in school life. These range from interscholastic sports to clubs, music and theatre.

**Field Trips:** are defined as school-sponsored, first-hand, educational experiences for students taking place off the school premises that supplement class activities.

**Administrator/Administration:** The administrator is the principal of a school or the director of a vocational centre.

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## **ADDENDUM B** **Prohibited Activities**

### **Excerpt from the Risk Management Plan of the School Tax Management Committee of the Island of Montreal**

For insurance purposes certain high-risk activities have been excluded from this coverage and are consequently prohibited in all school boards on the Island of Montreal.

#### **PROHIBITED:**

- a) motorized vehicles (with the exception of licensed authorized transportation)
- b) all types of boats used on swift water (white water rafting); all types of boats equipped with a motor of more than 5HP or the equivalent, except when driven by a person having a boating driver license
- c) all types of off-road vehicles (go-karts, all-terrain vehicles, snowmobiles, motocross) driven by a student or where students are passengers, unless in a trailer used for the transportation of persons. This exception does not apply if the activity is in relation to the learning of a mechanical trade
- d) all types of aircraft (with the exception of commercial planes); all types of parasails, parachutes, delta-planes, gliders, hang gliders, hot air balloons
- e) mountain climbing and outdoor rock climbing
- f) bungee jumping
- g) war games
- h) trampolines (with the exception of super-mini-trampolines used for gymnastics)
- i) scuba diving (except in pools) and deep water diving
- j) boxing, kickboxing, extreme combat and martial arts necessitating any kind of weapon
- k) any jump, acrobatic, vault, or rodeo ride on animals or mechanical imitations of animals
- l) any jump, acrobatic, or vault carried out with sliding or rolling equipment except in areas specifically designed for the practice of skate-boarding or roller skating and on structures no more than 1 metre high
- m) any activity qualified as an extreme sport.

Some activities may pose greater risks and, while not prohibited, may require additional supervision. Examples are:

- 1. bike tours, hiking
- 2. cross-country skiing, alpine skiing, snowshoeing, snowboarding
- 3. tobogganing, tubing
- 4. obstacle courses
- 5. orienteering
- 6. outdoor survival exercises
- 7. camping
- 8. horseback riding
- 9. non-motorized boating, boats fully equipped according to safety standards, motorized boating, boats equipped with a motor of 5HP or less
- 10. swimming (pool or elsewhere)
- 11. hockey, lacrosse, ringette, interior hockey, cosom-hockey
- 12. football
- 13. soccer
- 14. fencing
- 15. martial arts without weapons
- 16. wrestling
- 17. weightlifting
- 18. zip-lining.

## ADDENDUM C

### Extra-Curricular Activities and Field Trip Cover Page

SCHOOL: _____											
EDUCATIONAL OBJECTIVE: _____											
THEME OF ACTIVITY: _____											
DESTINATION: _____											
DATE(s): _____ TIME PERIOD: _____											
METHOD OF TRANSPORTATION: _____ GRADE LEVEL: _____											
<p><b>SUPERVISION:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid black; height: 30px;"></td> <td style="width: 33%; border: 1px solid black; height: 30px;"></td> <td style="width: 33%; border: 1px solid black; height: 30px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">ADULTS</td> <td style="text-align: center; font-size: small;">STUDENTS</td> <td style="text-align: center; font-size: small;">ADULT/STUDENT RATIO</td> </tr> </table> <p>PERSON(S) RESPONSIBLE: _____</p> <p>_____</p> <p>OTHER ADULTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				ADULTS	STUDENTS	ADULT/STUDENT RATIO	<p><b>EXPENSES:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; text-align: center; font-size: large;">\$</td> <td style="width: 50%; border: 1px solid black; text-align: center; font-size: large;">\$</td> </tr> <tr> <td style="text-align: center; font-size: small;">COST PER STUDENT</td> <td style="text-align: center; font-size: small;">ANTICIPATED TOTAL COST</td> </tr> </table> <p><b>INFORMATION INCLUDED WITH THIS APPLICATION:</b> (PLEASE CHECK BELOW)</p> <p><input type="checkbox"/> PROGRAM OF ACTIVITIES</p> <p><input type="checkbox"/> INFORMATION LETTER TO PARENTS</p> <p><input type="checkbox"/> BUDGET</p> <p><input type="checkbox"/> ADDITIONAL RULES OF CONDUCT &amp; SAFETY (IF APPLICABLE)</p> <p><input type="checkbox"/> PARTICIPANTS</p> <p><input type="checkbox"/> NAME/ASSOCIATION OF QUALIFIED LIFEGUARDS (SWIMMING)</p> <p><input type="checkbox"/> SYNOPSIS OF A TRIP OUTSIDE CANADA FORM (IF APPLICABLE)</p> <p><input type="checkbox"/> PERMISSION &amp; RELEASE FORM (CONFIDENTIAL)</p> <p><input type="checkbox"/> EMERGENCY MEDICAL TREATMENT FORM (CONFIDENTIAL)</p>	\$	\$	COST PER STUDENT	ANTICIPATED TOTAL COST
ADULTS	STUDENTS	ADULT/STUDENT RATIO									
\$	\$										
COST PER STUDENT	ANTICIPATED TOTAL COST										
PROGRAM APPROVED BY GOVERNING BOARD: _____ DATE: _____											
SIGNATURE OF ADMINISTRATOR: _____ DATE: _____											
SIGNATURE OF REGIONAL DIRECTOR (IF APPLICABLE): _____ DATE: _____											

***This form must be completed and kept at the school for day trips. For water activities and overnight trips, the form is to be sent to the Sector Director as per section 6.***

**ADDENDUM D  
AUTHORIZATION FOR SCHOOL ACTIVITY**

<i>School name</i>	
<i>Activity description (Refer to the information letter if applicable)</i>	
<i>Special requirements / skills</i>	
<i>Educational objectives</i>	
<i>Location</i>	
<i>Date(s)</i>	
<i>Supervision (description and ratio)</i>	
<i>Person(s) in charge</i>	
<i>Method of Transportation</i>	
<i>Cost</i>	

**PERMISSION AND RELEASE**

NAME OF STUDENT: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_

1. The undersigned declares that the above named student is a minor in their legal charge.
2. The undersigned acknowledges full awareness of the risks involved in this activity, and accepts the arrangements for supervision as noted above;
3. Consequently, the undersigned hereby grants permission for the above named student to participate in this activity.
4. A signed Emergency Medical Treatment Form is on file. Please communicate immediately to the school's main office any revisions or changes to your child's medical status.
5. If necessary, the undersigned authorizes the student to be carpooled.

\_\_\_\_\_

Name

\_\_\_\_\_

Relationship (parent, tutor or legal guardian)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## ADDENDUM E Carpool Authorization Form

Extra-curricular activity or field trip: \_\_\_\_\_

Date of event: \_\_\_\_\_

Complete name of driver (please print): \_\_\_\_\_

Telephone: \_\_\_\_\_

*I, the undersigned, \_\_\_\_\_ certify that I hold a valid driver's license, bearing the proper class or endorsement, and that I will use my personal vehicle, which is in good working order, for the transportation of students for the above- mentioned activity.*

*I understand that I must obey the Quebec Highway Safety Code and declare not having been convicted of a driving offence by a court of law<sup>(1)</sup> in the past two (2) years, nor any offence prohibiting me from associating with children.*

*I attest to the facts that:*

- 1. I have a valid class 5 driver's license (non-probationary) and a registration certificate*
- 2. I have not had a license suspension in the last 2 years*
- 3. I am capable of driving, am fit and well, and in full possession of my faculties.*

*I have read "Addendum H" of the Extra-Curricular Activities and Field Trip Policy and I am in compliance with it.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This form must be completed for all types of trips or activities off school premises where carpooling is the means of transportation.***

(1) These offences do not include parking or other stationary fines and penalties, where a license has not been suspended or revoked. For greater detail, you may contact the Société D'Assurance Automobile du Québec by phone at (514)873- 7620, or by email at [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca)

## ADDENDUM F

### Synopsis of a Trip Outside Canada

Name of the school board:			
Establishment's name:			
Number of students:		School level:	
Age of the students:			
Number of guides: <input style="width: 80px; height: 30px;" type="text"/>		Number of employees: <input style="width: 80px; height: 30px;" type="text"/>	
		Number of volunteers: <input style="width: 80px; height: 30px;" type="text"/>	
Starting date:		Ending date:	
Means of transportation:	<input type="checkbox"/> Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Plane
	Other: _____		
Destination (country, city or country area):	<hr/> <hr/> <hr/>		
Route (place, site, activity):	<hr/> <hr/>		
Transportation between the sites:	<input type="checkbox"/> Car	<input type="checkbox"/> Train	<input type="checkbox"/> Boat
	<input type="checkbox"/> Bus	<input type="checkbox"/> Plane	Other: _____
Type of lodging: _____			
Date of verification of the warning <a href="http://www.voyage.gc.ca">www.voyage.gc.ca</a> (attach copy): _____			
<hr/> Organizer		<hr/> Administrator	

***N.B. This form must be submitted to the Comité de gestion de la taxe scolaire de l'île de Montréal at least 60 days before the starting date.***

## **ADDENDUM G**

### **Procedures in the Event of a Bus Accident**

1. When the report of the bus accident comes in, the administrator will notify the Sector Director.
2. The administrator (or delegate) will use the rider list(s) to notify parents or emergency contacts. If the location or condition of students is known, that information will be conveyed to the parents or emergency contacts.
3. The administrator (or delegate) will remain at the school while a Board representative, the administrator (or delegate) and designated staff may go directly to the site of the accident and/or to hospital locations. Those who go to the accident site or hospital locations will carry a copy of the rider list(s) with them.
4. The procedure for responding to traumatic events will be initiated if necessary. Refer to the school Emergency Preparedness Plan.

## **ADDENDUM H CRITERIA FOR STUDENT TRANSPORTATION**

Transportation of 10 people or more, including the driver, must be:

1. By school bus or minibus complying with sections 7-36 of the Regulation Respecting Road Vehicles used for the transportation of school children. Among other things, these buses or minibuses must be of “chrome yellow” colour, and must have alternately flashing lights and an extendable stop sign (the conventional school bus);
2. By a carrier holding a chartered transportation license issued by the Commission des transports du Quebec (coach bus);
3. By more than one car used exclusively for student transportation according to contracts signed with the Board. These vehicles must show a board or lantern with the word “écoliers” (the conventional school sedan);
4. By public transit, according to usual safeguards.

Transportation of 9 people or less, including the driver, may be done in the same manner as above. In addition, the school may authorize transportation of students by volunteers (carpooling), while respecting the following:

1. The vehicle used must be able to hold at least 4 passengers and at most 9 passengers, including the driver;
2. An additional adult attendant must be present in any vehicle carrying more than 4 students in order to supervise the students and ensure good order on board.

All other applicable rules stated in the Student Transportation Policy must be respected.

## ADDENDUM I STEPS TO FOLLOW FOR TRIPS OUTSIDE CANADA

### PLANNING

- 1- Extra-curricular projects must be developed in accordance with Policy 3.8 (Extra-Curricular and Field Trip Policy).
- 2- Verify with Foreign Affairs, Trade and Development Canada, [www.voyage.gc.ca](http://www.voyage.gc.ca) that the location you plan to visit is NOT the object of a warning such as: "avoid non-essential travel" or "avoid all travel".
- 3- Create your trip project package. It must contain:
  - Project name
  - Full name and title of the person responsible for the project
  - 2 quotes from pre-approved travel agencies (see below)
  - Proposed departure and return dates
  - Destination and proposed itinerary and activities
  - Estimated number of participants
  - Description of participating group (age, grade level)
  - Any other pertinent information (i.e. Type of group: classe d'accueil, special needs, music class, etc.)

### APPROVAL

- 4- The project must be approved by the Principal, the school's Governing Board and the Regional Director in compliance with the Extra-Curricular and Field Trip Policy (refer to Addendum C for a list of documents to provide). The form entitled "Synopsis of a Trip outside Canada" (Addendum F) must be completed and added to the documents to provide for approval;

### TRAVEL AGENCIES

- 5- Consult the list of **approved travel agencies** in order to find the one best suited to your needs. Visit their websites and don't hesitate to contact them to obtain more info: possible itineraries and the availability of your desired travel dates.
- 6- Obtain **at least two quotes** and include them in your trip project package. The travel contract must be granted to the pre-approved agent who offers the lowest price in accordance with the conditions of your quote request. It is preferred to include documentation of the negotiation process.
- 7- Hint: offer departure/return dates as intervals rather than specific days. For example: Departing between May 5 – 7, returning between May 14 – 16. This gives the travel agent more leeway to procure the best possible offer.
- 8- You can include an itinerary, as a guide, in your quote request; however, to allow them to maximize times –vs- activities, specify that the agent may propose an alternate itinerary. Alternatively you might include a list of desired attractions and activities and let the agent propose an itinerary.
- 9- The *Comité de gestion de la taxe scolaire de l'île de Montréal* (CGTSIM) must be notified of the trip at least 60 days before departure, in order to maintain civil liability coverage for the school board and its officials during the trip. As soon as the contract is awarded to a travel agency, or as soon as your departure and return dates are confirmed, send the "Synopsis of a Trip outside Canada" (Addendum F), duly signed, to Hélène Mockle at [helene.mockle@cgtSIM.qc.ca](mailto:helene.mockle@cgtSIM.qc.ca) with a copy at [trips@lbpsb.qc.ca](mailto:trips@lbpsb.qc.ca).
- 10- For all trips outside Canada, Lester B. Pearson School Board subscribes to a travel insurance which covers medical care and evacuation, and also trip cancellation and lost baggage coverage for air travel. This insurance is not optional and all participants must adhere to the insurance. Please refer to the document "How to Secure Trip Insurance".

**REMINDER - BEFORE DEPARTURE:** Remember to double-check the Foreign Affairs, Trade & Development Canada website 24 hours before departure to verify that your destination is still free of travel warnings. Please print the confirmation and keep it with your documentation. Should a warning be in effect for your destination, the insurance may still be in force but you should contact the Legal Services department immediately for additional information.