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## ADMINISTRATIVE PROCEDURE 260

### FIELD TRIPS

#### Background

The Division recognizes the value of educational opportunities that abound in the world outside the school building and therefore encourages and permits certain student trips as Division approved field trips. Further, the Division expects that in the planning and execution of any Division approved field trip the assurance of student safety, supervision and well-being will be a primary concern.

#### Procedures

1. In this administrative procedure and its sub-components, the term “co-curricular field trip” means a Division approved field trip off school property, but within the province, that is part of the program of studies for which a student is to receive marks or which will be taken into consideration in the awarding of marks to a student.
2. In this administrative procedure and its sub-components the term “extended co-curricular field trip” means a Division approved field trip, in which all students belonging to the identified group must have the opportunity to participate, that extends beyond the province or out of the country and that is part of the program of studies for which a student is to receive marks or which will be taken into consideration in the awarding of marks to a student. It is a voluntary activity insofar as student participation is concerned. A student who is unable to participate in the extended co-curricular field trip will be provided with appropriate alternative learning opportunities.
3. In this administrative procedure and its sub-components, the term “extra-curricular field trip” means a Division approved field trip, within Canada or out of the country that is not part of the program of studies and is not an activity for which a student is to receive marks or which will be taken into consideration in the awarding of marks to a student. It is a voluntary activity insofar as student participation is concerned. An extra-curricular field trip includes but is not limited to activities such as trips to sports tournaments or other similar activities that enhance the school activities of an extra-curricular group.
4. Any field trip must conform to the definitions in Procedures 1, 2 and 3 to be identified as a Division approved field trip.
5. All field trips shall be categorized as follows:
  - ♦ **Category A:** a co-curricular field trip or an extra-curricular field trip that takes place within the town in which the school is located.

- ♦ **Category B:** a co-curricular field trip or an extra-curricular field trip that takes place beyond the town in which the school is located but within the province of Alberta (with the exception of trips originating from Hinton or Jasper where travel is 100 to 200 km into British Columbia).
  - ♦ **Category C:** an extended co-curricular field trip or an extra-curricular field trip that extends beyond the province but within Canada.
  - ♦ **Category D:** an extended co-curricular field trip or an extra-curricular field trip that extends out of the country.
6. The Superintendent delegates to the Principal of each school the responsibility for approving field trips and supervising the carrying out of the requirements of this administrative procedure for Category A, Category B and Category C trips.
- 6.1 The Principal shall identify whether or not the co-curricular field trip or extra-curricular field trip is a Division approved field trip as identified in Procedures 1, 2 and 3 in the case of Category A, Category B and Category C field trips. Proposals and all required supporting documentation (Forms 260-05, 260-06, 260-07, and 260-08) shall be submitted to the Principal to obtain approval for the trip. The Principal may permit the use of the short forms (found in Forms 260-02, 260-03, and 260-04) as well as the risk assessment in Form 260-08 for Category A and Category B Extra-Curricular Trips.
7. The Superintendent or designate has the responsibility for approving field trips and supervising the carrying out of the requirements of this administrative procedure for Category D trips.
- 7.1 The Superintendent or designate shall identify whether or not the co-curricular field trip or extra-curricular field trip is a Division approved field trip as identified in Procedure 1, 2 and 3 in the case of Category D field trips. Proposals and all required supporting documentation (Forms 260-05, 260-06, 260-07 and 260-08) shall be submitted to the Superintendent or designate to obtain final approval for the trip.
- 7.2 The teacher-leader through the Principal shall consult with the Superintendent or designate and submit in writing a request for preliminary approval for a Category D field trip. A teacher-leader may have an initial meeting to gauge interest and support prior to submitting this request. The preliminary approval shall be obtained a minimum of six (6) months in advance of the date for the field trip.
- The request for preliminary approval should address the following:
- 7.2.1 The trip concept;
  - 7.2.2 The curriculum relevance;
  - 7.2.3 The identification of the grade and approximate number of students;
  - 7.2.4 The equipment requirements;

- 7.2.5 Transportation requirements;
- 7.2.6 Accommodation requirements;
- 7.2.7 Procedures for accident or injury;
- 7.2.8 Any special requirements; and
- 7.2.9 Support in principle by the school principal.

8. All Division approved trips will be conducted as required in this administrative procedure. The reference to a Division approved field trip includes, without limiting the generality of the term, all associated activities and events, including organization, departure and return, and participation in all activities at the destination of the field trip.

8.1 A teacher-leader must be identified and be in charge of, and responsible for, any Division approved field trip. In the event that the teacher-leader is not able to participate in the field trip another person must be identified as the adult in charge. The teacher-leader is responsible for preparing the field trip proposal and submitting it to the person authorized in Procedures 6.1 and 7.1. For the purposes of a Category D field trip, this submission is for the final approval. The teacher-leader shall use Form 260-9 as well as the checklists in Forms 260-02, 260-03, 260-05, and 260-06 and complete the risk assessment in Form 260-08 in the trip planning process.

Required Forms:

Category A	Category B	Category C	Category D
260-02	Extra Curricular: 260-02	260-05	260-05
260-03	260-03	260-06	260-06
260-04	260-04	260-07	260-07
260-08	260-08	260-08	260-08
260-09	260-09	260-09	260-09
260-11	260-11	260-11	260-10
	(as permitted by school principal – section 6.1)		
	OR		
	260-05		260-11
	260-06		
	260-07		
	260-08		
	260-09		
	260-11		
<b>Principal Approval Form</b>	260-12		

In addition the teacher-leader:

- 8.1.1 Is responsible for being familiar with, and conducting a risk assessment, as per Form 260-08, of the activities and the proposed site associated with the field trip, and to ensure that each class is provided with a description of known hazards that may be encountered and known hazards that may be inherent in the activities involved, and any resultant safety measures. The conducting of the risk assessment may or may not require a pre-visit to the field trip site;
- 8.1.2 Is responsible for establishing a chain of authority whereby the roles, responsibilities and expectations are clearly identified for all Grande Yellowhead Public School Division staff, any contracted personnel and any volunteer supervisors involved in the activity prior to and during the field trip, and for communicating this chain of authority to all participants in the field trip;
- 8.1.3 Is responsible for ensuring emergency procedures are in place for reasonably foreseeable contingencies that may arise during the field trip. These procedures must be communicated to all trip participants;
- 8.1.4 Is responsible for contacting the Superintendent or designate to find out if it is necessary to have a Certificate of Insurance extending coverage made on the Grande Yellowhead Public School Division Comprehensive General Liability Policy for any part of the field trip being planned;
- 8.1.5 Is responsible for ensuring that students, staff and volunteers have the required extended medical coverage before they are allowed to participate in any extended co-curricular field trip that involves travel out of the Country;
- 8.1.6 Is responsible for ensuring that all supervisors are advised of the role, responsibilities and expectations outlined in 8.1.2 and are prepared to carry out the emergency procedures outlined in 8.1.3.
- 8.1.7 Shall ensure that training, preparation and orientation of all student participants and supervisors is provided;
- 8.1.8 Must ensure that student supervision is available at appropriate levels at all times;
- 8.1.9 Shall ensure that all student participants are assigned to a supervisor;
- 8.1.10 Shall ensure that each supervisor has a list of the students for whom they are responsible;
- 8.1.11 Shall ensure, in accordance with Procedure 10.6, that an appropriately equipped portable first aid kit is available and accessible and that sufficient Grande Yellowhead Public School Division staff and volunteer supervisors are able to use its contents appropriately;

- 8.1.12 Shall ensure, when traveling out of province, that all students are carrying their Alberta Personal Health Card.
- 8.1.13 Shall be responsible for carrying:
- ◆ A list of student participants;
  - ◆ Information regarding medication and medical needs of all student participants;
  - ◆ Telephone contact numbers; and
  - ◆ A cell phone (when available or appropriate).
- 8.1.14 Shall provide for the determination of student abilities where relevant.
- 8.2 All proposals for Division approved field trips must be in writing and demonstrate adequate preparation and contain all the information necessary for the Principal, for Category A, Category B and Category C trips or the Superintendent or designate for Category D trips, to make an informed decision when considering the approval of the activity. Such information shall include at least:
- 8.2.1 The detailed description of each field trip and the curriculum relevance, if any;
- 8.2.2 The details of the areas of the curriculum the activities included in the field trip will enhance for the student and the manner the student curricular learning will be evaluated;
- 8.2.3 Details of the risk assessment conducted by the teacher-leader and the conclusions flowing from that assessment;
- 8.2.4 Any safety provisions that may be specific to the activity;
- 8.2.5 Details of the chain of authority for all Grande Yellowhead Public School Division staff, any contracted personnel and any volunteer supervisors involved in the activity and the delegation of responsibilities prior to and during the field trip;
- 8.2.6 The identification of the grade(s) and number of students;
- 8.2.7 The identity of any and all students with disabilities or students requiring special attention, including dietary needs;
- 8.2.8 The results of the determination of student abilities where relevant;
- 8.2.9 The identity of the supervisors of those students identified in 8.2.7 above;

- 8.2.10 The reasons for excluding any student pursuant to Procedure 9 of this administrative procedure and the alternate learning opportunity to be provided;
- 8.2.11 The identity of all supervisors and details of any training in first aid and other safety procedures and any other relevant training obtained by any supervisor;
- 8.2.12 A complete schedule and itinerary including contingency plans in case the intended itinerary is disrupted;
- 8.2.13 Equipment requirements and the identity of the supplier of the equipment;
- 8.2.14 Transportation to be used;
- 8.2.15 Accommodations to be used;
- 8.2.16 Food requirements for the field trip, including the need for a special diet for any participant and, in the event food preparation is to be done by staff or volunteers, the provisions to be used to ensure safety;
- 8.2.17 Procedures in the case of accident or injury;
- 8.2.18 A determination as to whether or not a guide is required for any part of the field trip. Compliance with any permit and certified guide requirements such as those required by Parks Canada is mandatory.

In the event that the Principal or the Superintendent or designate does not have sufficient knowledge or experience relative to a specific activity that is included in the field trip plan, the Principal or the Superintendent or designate shall obtain information and advice from someone who has the required knowledge and experience.

- 8.3 Final approval of Category D field trips shall be obtained from the Superintendent or designate three (3) months prior to the date of the trip. Final approval may be given only after the submission of the documentation identified in Procedure 8.2 above.
- 8.4 The Assistant Superintendent – Learning Services shall prepare a report for the Superintendent on each Category D field trip that has been authorized or rejected.
  - 8.4.1 Twice annually, a Superintendent’s Report will report to the Board the number of authorized or rejected Category D field trips.
- 8.5 The Principal for all Category A, Category B and Category C trips and the Superintendent or designate for Category D trips shall:

- 8.5.1 Approve the proposal in writing. In the case of Category D field trips, the request for preliminary approval and the final proposal are to be approved in writing; or
- 8.5.2 Provide, in writing, the conditions that must be met before the proposal is approved; or
- 8.5.3 Reject the proposal stating why the proposal has been rejected.

The Principal in making the decision required will:

- 8.5.3.1 Consider any guidelines published by Alberta Education regarding the activities for students, to the extent that they may be relevant.
  - 8.5.3.2 Consider the highest recommended standards contained in the YouthSafe Outdoors resources to be found in the YouthSafe Outdoors document.
  - 8.5.3.3 Automatically reject any activities listed as high risk activities by the insurers for the Division's comprehensive general liability policy. In the event that a school strongly desires to incorporate one or more of the high risk activities in their school program a detailed application must be made to the Superintendent or designate. The activity can be incorporated into the schools program only after written approval is received from the Superintendent or designate.
- 8.6 The school shall develop procedures and requirements for the planning and implementation of all Division approved field trips. Such procedures shall contain the requirements outlined in this administrative procedure and any additional requirements necessary for unique school circumstances.
- 8.6.1 The length of time, before a field trip, by which a proposal must be submitted to the Principal for approval;
  - 8.6.2 The school's supervision requirements specific to the age and grade of participating students;
  - 8.6.3 The time before a field trip by which parental/legal guardian notification shall take place, which shall be a reasonable time, given all the circumstances;
  - 8.6.4 Identification of the process by which transportation requirements are approved and secured;
  - 8.6.5 Identification of the person responsible to secure transportation;
  - 8.6.6 Identification of the kinds of accommodations acceptable to the school for overnight field trips; and

- 8.6.7 Identification of the person responsible for securing the accommodations;
- 8.7 The school shall develop forms (Form 260-09 is the minimum standard for a school field trip application form) to be used in the planning and approval of Division approved field trips to be used by the staff:
  - 8.7.1 When providing the Principal with all information necessary to make a decision in the approval process;
  - 8.7.2 When notifying parents or guardians of a field trip away from the school;
  - 8.7.3 When seeking the permission of the parents or guardians to take students on a field trip;
  - 8.7.4 To identify students with disabilities or students requiring special attention or diet who are participating in the field trip and the special provisions for those students; and
  - 8.7.5 To obtain medical information necessary to ensure the health and safety of the students, Grande Yellowhead Public School Division staff and volunteers.
- 8.8 The approval process must take into account the interests of the students, volunteers, and staff members involved in the field trip, the Division, and the school.
- 8.9 Once a Division approved field trip is approved by the Principal for Category A, Category B and Category C trips or by the Superintendent or designate for Category D trips, there shall be no deviation from the plan unless the deviation is a contingency plan that is part of the proposal authorized by the Principal or the deviation is unavoidable arising from some unforeseen or extenuating circumstance.
- 8.10 Any private vehicles used to transport students on a Division approved field trip shall carry a minimum of \$1,000,000.00 third party liability insurance per occurrence non-cumulatively. Evidence of such insurance must be filed with the Principal as part of the proposal for which approval is sought and such evidence shall conform to the requirements of Grande Yellowhead Public School Division's Administrative Procedure 552 – Transportation of Students in Private Vehicles.
- 8.11 The Principal shall use Grande Yellowhead Public School Division Form 260-12 to advise the Superintendent or designate in writing of any approvals granted by the Principal for all Division approved Category A, Category B, Category C and Category D field trips. This information is required for the purposes of keeping the Superintendent or designate informed regarding Category A, Category B, Category C and Category D field trip activity in the Division, for Division records and for Division reporting.
  - 8.11.1 The signing of this form by the Principal indicates that:



- 8.11.1.1 The Principal has received all the required documents from the teacher leader;
  - 8.11.1.2 The requirements of this administrative procedure have been achieved; and
  - 8.11.1.3 The Principal has approved the field trip as a Division approved field trip.
- 8.11.2 The Principal shall submit Form 260-12 to the Superintendent or designate one (1) week prior to the trip for all Category A, B and C unless special circumstances warrant a shorter notification time.
- 8.12 The school shall keep a record of all Division approved field trips. The Principal may use the Field Trip Records Checklist in Forms 260-04 and 260-07 to ensure that appropriate documentation is kept on file in accordance with Procedure 8.15.

The record for Division approved field trips shall contain:

- 8.12.1 The proposal including details of the risk assessment and the conclusions flowing from that assessment;
  - 8.12.2 The Principal's approval and authorization of the proposal;
  - 8.12.3 Parental/legal guardian consent;
  - 8.12.4 Agendas and minutes of any parent/legal guardian meetings;
  - 8.12.5 All information provided to parents/legal guardians;
  - 8.12.6 A list of participating students;
  - 8.12.7 All information provided to students relative to the field trip;
  - 8.12.8 A list of supervisors and volunteers;
  - 8.12.9 Agendas and minutes of meetings held with volunteers;
  - 8.12.10 All information handouts given to volunteers;
  - 8.12.11 Any injury or unusual incident reports; and
  - 8.12.12 Signed medical forms for all students, GYPSD staff and volunteers (for Category B, C and D trips).
- 8.13 The record of all Division approved field trips shall be retained according to the following schedule:
    - 8.13.1 The records for field trips where no injury occurred or where no unusual incident report was filed shall be considered transitory documents and may be destroyed at the end of the school year.

- 8.13.2 The records for field trips where an injury occurred or where an unusual incident report was filed shall be considered permanent documents and shall be retained according to the schedule for student cumulative records.
9. In the case of co-curricular field trips, or extended co-curricular field trips, a group of students determined by grade, age or some other criteria will be established and the group so determined will be the eligible group referred to hereinafter. The establishment of the group will be at the sole discretion of the teacher-leader, subject to this administrative procedure. No student from the eligible group is to be excluded from participation for any reason other than for the health or safety of the student and others, and the security of the learning environment of the group. If any student is excluded, the student will be provided with appropriate alternative learning opportunities.
10. All Division approved trips will be adequately supervised in accordance with the Procedures set out herein.
  - 10.1 The Principal shall ensure that competent persons capable of giving instruction, in skill and safety, to students, have been provided for all Division approved field trips where the activities included in the trip require special skill and/or training. Competence may be established by virtue of a certificate from a governing body for such activities as skiing, swimming and canoeing or by virtue of experience and demonstrated expertise. In areas where certificates are not issued, competency may be that recognized by virtue of experience and demonstrated expertise in the activity resulting in general public acceptance and peer acceptance as an expert.
  - 10.2 The Principal shall ensure that competent persons, capable of instructing and directing GYPSD staff members and/or volunteers who are acting as supervisors, have been provided for all Division approved field trips where the activities included in the trip require special skill and/or training. Competence is determined as in 10.1 above.
  - 10.3 All Division approved field trips shall conform to the highest recommended standard contained in the YouthSafe Outdoors resources to be found in the YouthSafe Outdoors document supplied to each school in the Division if the activity is of a type described therein. If the activity is not of a type described therein, a set of standards will be imposed by the Principal upon receipt of a proposal pursuant to this administrative procedure.
  - 10.4 Supervision shall be provided for all students with disabilities or students requiring special attention at a level that maximizes the safety of the students and the opportunity for success for the students in the field trip.
  - 10.5 The Principal shall ensure adequate supervision for all Division approved field trips. The circumstances of the trip may cause the Principal to decide to include one person who will be available to return home with a student(s), should the need arise, without reducing the required ratio of supervisors to students who remain on the trip or without interfering with the fulfillment of Procedure 10.7. While such supervision shall include teachers, a Principal may authorize persons other than teachers to provide additional supervision or instruction when

warranted by the nature of the specific trip. The supervisory requirements will depend upon:

- 10.5.1 The age, maturity, needs and ability levels of the students;
  - 10.5.2 The nature of the activities included in the field trip; and
  - 10.5.3 The circumstances of the field trip.
- 10.6 At least one of the supervisors shall be in possession of a first aid kit and be trained in first aid to a level acceptable to the nature of the risks that are reasonably foreseeable in relation to the field trip.
- 10.7 Division approved field trips involving overnight stays, and/or swimming activities, and involving both male and female students shall have adequate numbers of both male and female adult supervisors.
- 10.8 All supervisors, Grande Yellowhead Public School Division staff members and volunteers, shall be advised of their duties and responsibilities, and of the expectations placed upon them in their role of supervisor. The use of alcohol or illicit drugs by any student or adult involved in any field trip is strictly prohibited. Information regarding duties, responsibilities and expectations shall be provided to the supervisors in writing and a copy included in the record required in 8.12 above.
11. Notification to parents/legal guardians of students involved in Division approved field trips is essential and will be provided in accordance with procedures contained within this administrative procedure to ensure that parents have sufficient information so they can make an informed decision about whether their child should participate. Consent forms signed by the parent or guardian are required for Category A and B trips. Consent and waiver forms signed by the parent or guardian are required for Category C and Category D trips.
- 11.1 Parents or legal guardians of students involved in the Division approved field trip shall be notified of the activity in writing and shall be given all necessary information at a reasonable time prior to the trip to ensure that parents have sufficient information so they can make an informed decision about whether their child will participate in the field trip.

The information provided to parents or legal guardians shall contain at least the following:

- 11.1.1 The purpose of, or the educational goal, of the field trip;
- 11.1.2 The proposed itinerary;
- 11.1.3 A description of the activities or events proposed;
- 11.1.4 Safety precautions in place to deal with activities involving known risk;

- 11.1.5 Emergency procedures to be followed in the event of injury, illness or unusual circumstances;
  - 11.1.6 The requirement for additional medical coverage and other sorts of insurance, such as trip cancellation, loss of property including cash, et cetera, for out-of-country trips;
  - 11.1.7 The method of transportation to be used;
  - 11.1.8 The arrangements for student supervision;
  - 11.1.9 Any costs to the student;
  - 11.1.10 Any supplies, equipment or documentation students must supply;
  - 11.1.11 Accommodations or billeting arrangements;
  - 11.1.12 Any costs or other implications resulting from emergency cancellation or the interruption of the field trip; and
  - 11.1.13 A statement informing the parents that the Division will not consider refunds and/or compensation for any cancelled field trip.
- 11.2 Consent Form 260-11 signed by the parents or guardians shall be obtained for all categories of Division approved field trips.
- 11.2.1 Category A, B, C, D Parental Consent Form 260-11.
- 11.3 A signed waiver form (Form 260-10) shall be obtained for all:
- 11.3.1 Category B field trips where in the view of the Principal a waiver would be appropriate based on the risk assessment; and
  - 11.3.2 Category C and Category D field trips.
- The following provision shall be observed for all waivers:
- 11.3.3 The waiver contains specific information about the activity;
  - 11.3.4 The waiver contains specific information about the nature of the rights being given up;
  - 11.3.5 The waiver is fully explained to those signing it; and
  - 11.3.6 The waiver is signed either by both parents or both guardians and the student, where the student is 16 years of age or older.
- 11.4 A single parental/legal guardian permission is sufficient for more than one trip outside the boundaries of the school such as walking field trips in the neighborhood of the school, whether scheduled or not, or for swimming sessions, physical education classes, outdoor education classes, or interschool sports, if

the information to the parent or legal guardian includes a schedule of all field trips.

- 11.5 Any parental/legal guardian permission shall include consent from the parent(s)/legal guardian(s) authorizing the supervisors to arrange for necessary medical treatment at the cost of the parent(s)/legal guardian(s) and shall include an acknowledgement that, in the event of an emergency or in the event that the student's conduct or other circumstances warrants it, the student may be transported back to Canada and the parent(s)/legal guardian(s) agree that they shall be responsible for the cost of transporting the student and one supervisor back to the town in which the school is located.
  - 11.6 When private vehicles are used to transport students on Division approved field trips, a parental/legal guardian consent form signed by the parent(s)/legal guardian(s) must be obtained for each student. One consent form could cover a series of trips if such trips are included in the schedule provided under Procedure 11.4. The method of transportation and the drivers, if known, must be indicated on the parental/legal guardian consent form to be signed.
  - 11.7 No school students, regardless of age, may drive a vehicle, or transport other students, on school-sponsored travel activities as defined in this administrative procedure.
12. Adherence to this administrative procedure is required and any serious breach may result in disciplinary action as determined by the Superintendent.
  13. The Superintendent reserves the right to cancel any field trip up to and including the day of departure.
  14. The Division will not consider refunds and/or compensation for any cancelled field trip.

Reference: Section 18, 20, 45, 60, 61, 113, School Act  
Traffic Safety Act  
Safety Guidelines for Physical Activity in Alberta Schools  
Safety Guidelines for Secondary Inter-School Athletics in Alberta

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