

FIELD TRIPS

Background

The Division supports curricular, co-curricular and extracurricular activities in order to provide students with a well-balanced educational experience. Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. The Division is committed to ensuring a safe learning environment for students, staff, and volunteers while participating in field trips. Students' health, safety, and welfare are of the utmost importance in all activities on and away from the school premises.

To the extent that field trips provide the most effective means for accomplishing general curriculum outcomes for the Division's students, the Principal may approve field trips, subject to the following procedures. Moderate risk and/or overnight field trips require Superintendent/designate (DO) approval.

Definitions

Curricular field trips are an integral component of a curriculum in which all students at the appropriate level have the opportunity to participate.

Co-curricular field trips are extensions and/or enrichment of a curriculum but are not mandatory for successful completion of the course.

Extracurricular field trips are school-sponsored but fall primarily outside of the curriculum.

Local field trips are those that occur within the local community, usually within walking distance, or for the purpose of sports teams, are within the boundaries of the Division.

Informed Consent - An informed consent form provides parents or guardians with information and details about a specific activity and the associated potential risks, exposure and benefits. By signing the informed consent form, parents or guardians are indicating that they have read and understood the information provided and that they give their permission for their child to participate in the activity.

Procedures

1. Planning of activities on field trips will be based on the ARMIC Activities Policy (Prohibited Activities). For International and National Travel Study trips, follow the procedures outlined in Administrative Procedure 261. Prohibited Activities are considered such high risk and cannot be undertaken.

When planning for activities, it is important to document risk reduction strategies being implemented. Parents/guardians and students must be aware of the risk, the risk mitigation procedures must be in place, and a signed consent form must be on file for all participants. Qualified and/or certified instructors must be present at all times. All rules and regulations must be reviewed with students. Approved safety equipment appropriate to the activity must be used at all times.

Students' health, safety and welfare on all field trips are of the utmost importance. Any field trip which has the potential to expose students and/or supervisors to unusual hazards that would not normally be encountered in a school setting (rock climbing, archery, etc.) is required to obtain prior written approval from the Secretary-Treasurer (Form 260-1 "Field Trip Request"), and clarification of insurance coverage, if appropriate. A detailed list of activities is required to be submitted.

Moderate-risk activities (require careful consideration and assessment of risk factors and are not for every grade level or student). Please note this list may change.

Amusement Park Rides Archery (under qualified supervision) Baseball (Hardball) Broom Ball Canoeing (up to and incl. Class II) Cheerleading (aerobic) Classroom Flight Training Cycling Diving Farming Field Trips Firearms Courses Football Gymnastics Handball (Team or "European") Hockey (ball, field, floor, ice) Horseback Riding Hunter Training Ice Fishing Kayaking (up to and incl. Class II) Lacrosse (Field, Box) Martial Arts Training Mountain Biking (Cross Country) Orienteering	Ringette (Ice) Rocketry (Bottle Rockets) Roller Blading Ropes Courses (Low) Rugby Sailing Scuba Diving (in a swimming pool) Self Defence (no weapons) Skateboarding Skating (ice; indoor/outdoor) Skiing (downhill) Sledding/Tobogganing/Tubing/Crazy Carpet (slope less than 5m high & incline less than 30 degrees) Slingshot Snowboarding Softball Swimming (in pool or controlled swimming area) Swimming (Synchronized) Track & Field (discus, javelin, shot put, high jump) Wall Climbing (in licensed facilities) Water Polo Water Slides / Water Park Weightlifting
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2. The Principal is responsible for:

- 2.1 the planning of activities, including consideration of both curricular fit and that the activity is appropriate for the age, fitness, and maturity of the participants;
- 2.2 the approval of all informed consent forms for *low-risk* (excluding overnight) activities within Alberta;
- 2.3 the review of all informed consent forms for *moderate risk* and/or overnight activities and the review of field trip request forms (260-1). Secretary-Treasurer approval of these activities is required prior to commencement, submitted (along with unsigned contracts and/or itineraries) a minimum of four (4) weeks in advance;
- 2.4 ensuring that the Lead Teacher (field trip organizer) has read and understood this Administrative Procedure before submitting a Field Trip proposal;

- 2.5 ensuring that the Lead Teacher (field trip organizer) has reviewed, copied and followed up on student medical forms and other documentation; and
- 2.6 ensuring that the Lead Teacher (field trip organizer) has signed out and brought an emergency kit and has developed and is familiar with an emergency response plan specific to the activity site.

3. The Principal shall ensure *Field Trip Informed Consent* (electronic and/or paper forms) are retained for the length identified on AP 320 Student Record, Appendix A “List of Documents” (until the student turns eighteen (18) + seven (7) years).

4. The Lead Teacher (field trip organizer) is responsible for:

- 4.1 the level of supervision on each trip, giving consideration to:
 - 4.1.1 the number of participants,
 - 4.1.2 age of the participants,
 - 4.1.3 distance involved,
 - 4.1.4 duration of the field trip,
 - 4.1.5 nature of the activities,
 - 4.1.6 risk of activities,
 - 4.1.7 nature of the venue(s) being visited,
 - 4.1.8 supervision level of any service providers, and
 - 4.1.9 needs of particular students;

Typical school-day supervision levels are deemed to be adequate for local field trips with low-risk activities.

The following minimum supervision guidelines are for moderate-risk activities and/or overnight field trips within Alberta:

Kindergarten to Grade Six:	1:8 ratio
Grades Seven to Nine:	1:12 ratio
Grades Ten to Twelve	1:15 ratio

The maximum number of supervisors attending should be in accordance with this section and the MySpheres website resource.

- 4.2. ensuring there shall be no unsupervised time for students. Supervisors are required to be on duty at all times;
- 4.3 reviewing risk assessment factors
 - 4.3.1 *School Physical Activity, Health & Education Resource for Safety* (<https://myspheres.ca/en/>) – the standards set out in MySpheres must be met or exceeded for all activities in which students participate,
 - 4.3.2 type of activity and level at which it is undertaken,
 - 4.3.3 consideration of the location (i.e. mountainous terrain, outdoor water, urban vs. country setting),
 - 4.3.4 qualification and certification of instructors, staff and volunteers,
 - 4.3.5 the age appropriateness of the activity,
 - 4.3.6 the characters of the students and the students together in a group,
 - 4.3.7 fitness level and experience of the student,
 - 4.3.8 availability and appropriateness of the safety equipment (i.e. helmets),
 - 4.3.9 seasonal conditions, and
 - 4.3.10 number and experience of supervisors;

- 4.4 collecting appropriate *Informed Consent* forms from the parent/guardian;
 - 4.4.1 For *low-risk* day field trips, one copy of all applicable *Informed Consent* form(s) shall be submitted to the Principal for review and approval.
 - 4.4.2 For *moderate risk* and/or overnight field trips, one copy of all applicable proposed *Informed Consent* form(s), along with a **Field Trip Request** form (260-1), shall be submitted to the Principal for review and approval, then submitted to the Division Office for Secretary-Treasurer approval.
 - 4.4.3 The trip request shall show relevance to the curriculum/program of studies.
- 4.5 providing adequate prior notice of trips (agenda notice, notes home, etc.) and alignment to curriculum to parents/guardians;
- 4.6 ensuring adequate safeguards are in place for students with known medical problems;
- 4.7 signing out and bringing an emergency kit;
- 4.8 developing and being familiar with an emergency response plan specific to the activity site; and
- 4.9 ensuring you have access to the required contact numbers.
5. If additional supervision is required, the supervisors must either be staff members or Agents of the Board. The Principal is responsible for selecting and approving volunteers; therefore, the Lead Teacher shall communicate with the Principal beforehand to ensure any proposed non-employee supervisors have current Volunteer Coach/Supervisor (Agent of the Board) status. An Agent of the Board requires annual submission of forms. Refer to the procedures in AP 270.
6. If there are concerns with the safety of a site, contact the division's Safety Coordinator.
7. *Co-curricular* field trips should occur during or adjacent to school breaks, when possible, to minimize the amount of missed instructional time. As extra-curricular activities generally fall outside the instructional program, care must be taken to minimize the amount of school time lost.
8. Teachers who are supervising field trips shall be considered to be on duty and may participate, provided that the school assumes the substitute costs (if any).
9. Any student going on an *extracurricular* field trip shall accept the responsibility of completing any tasks/assignments missed during the trip.
10. Refer to AP 557 for "Transportation - Field & Extracurricular Trip" procedures.
11. Severe Weather / Road Conditions

In the event a school has scheduled a co-curricular or extracurricular field trip or an athletic event involving bus transportation, parent volunteers and/or staff member transportation, consideration must be given to severe weather and/or road conditions. School Administration will consider the following:

 - 11.1 To ensure the safety of Division students, staff and volunteers, participation in these activities will be cancelled/postponed if:

- 11.1.1 The air temperature combined with wind chill reaches -40 degrees Celsius, or
- 11.1.2 The road conditions reported on 511 Alberta indicate that the roads are in poor condition in the local community, as well as along the route leading to the destination, or the RCMP has issued a travel advisory for the area of travel, or
- 11.1.3 When, in consultation with the driver(s), there are any concerns about safety and ability to traverse the current road/weather conditions.
- 11.2 At any time, the School Administrator(s) can contact the Director of Transportation to discuss any travel concerns.
- 11.3 If some buses for the school are running, the School Administrator(s), in consultation with the teacher/coach/supervisor, destination host and the driver(s), and the Director of Transportation/Secretary-Treasurer, must make the decision based on student and staff safety whether or not to participate in the activity.
- 11.4 The Lead Teacher must verify weather and road conditions on return trips.
- 11.5 Students must be appropriately clothed for travel by road during the winter, as determined by the Lead Teacher.

Reference: Section 11, 31, 33, 52, 53, 96, 197, 222 Education Act
School Physical Activity, Health & Education Resource for Safety (myspheres.ca/en/)

Related AP's:	Volunteer - Coaches and Supervisors (Agents Of The Board)	270
	Transportation - Cancellation of Bus Routes	555
	Transportation - Field & Extracurricular Trips	557

Appendix: ARMIC Activities Policy

Forms:	Field Trip Request - Moderate Risk Activity / Overnight / National / International	260-1
	Informed Consent Forms (Rycor)	