



The Edmonton Catholic Separate School District No. 7 (the “district”) endorses field trips that have clear educational value that supports the mission of the district and enhances student learning as described in the program of studies, particular to the grade level of the students.

The following defined terms shall apply to the policy and regulation:

“Field Trip” means an approved school activity that occurs outside of school property. This definition includes but is not limited to classes, programs and co-curricular activities that occur off school property but excludes district sponsored student exchange programs, work study and work experience programs.

“Local Field Trip” means any field trip occurring within the City of Edmonton and the surrounding areas but not occurring any farther than 100 km from the nearest City limit.

“Provincial Field Trip” means any field trip that occurs within the Province of Alberta.

“Canadian Field Trip” means any field trip that occurs within Canada.

“International Field Trips” means any field trip that occurs in whole or in part outside of Canada.

“Lead teacher” means the teacher responsible for the planning, coordination and implementation of the field trip.

“Volunteer” means a person defined as a parent or any other person who is not employed by the school district and who agrees to attend the field trip to support and help.

“Supervisor” is any person employed by the school district and who agrees to attend the field trip to support and help or work with identified students.

“Parent” means a person defined as a “parent” pursuant to sections 1(1)(q) and 1(2) of the *School Act*.


“Safety Guideline” means all current Safety Guidelines for Physical Activity in Alberta Schools which are in force.

Resources: *Safety Guidelines for Physical Activity in Alberta Schools, Revised Edition – July 2008.*
 Guidelines for Compliance with the Revised Alberta First Aid Regulation.

Forms:

1. *District Permission Checklist (Used by Lead Teacher when Planning Field Trip)*
2. *Parent Permission Letter*
3. *Sample Consent Forms*
4. *Field Trip Checklist for Record Keeping Purposes*
5. *Volunteer Driver Information Form*
6. *Volunteer Responsibility Form*
7. *Notarized Parent Consent For International Travel*
8. *Canadian/International Field Trip Preliminary Approval Form*
9. *Field Trip Departure Form*



Reference:	ECS District Organizational Bylaws 11.5 School Act Section 1(1)(q), 1(2),18(f), 20(f),45(7),60(3) Alberta Regulations A.R. 222/99	Approved:	
		Date Approved:	April 3, 2000
Cross-reference:	AP 119,120,130, 311,315,405	Date(s) Revised:	June 8, 2001, June 12, 2002, Sept 6, 2002 March 4, 2003, May 27, 2003, June 1, 2005, September 1, 2005, August 18, 2009