

Administrative Procedure 260

FIELD TRIPS

Background

The Division endorses field trips that have clear educational value that supports the mission of the Division and enhances student learning as described in the programs of study, particular to the grade level of the students.

Definitions

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

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 Division sponsored student exchange programs, work study and work experience programs.

Health Advisories means any and all health measures as set in place by Alberta Health Services.

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.

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.

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

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

Safety Guideline means all current Safety Guidelines for Physical Activity in Alberta Schools which are in currently in place.

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

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

Repetitive Events is defined as two or more events that repeat and are similar in nature and duration.

Procedures

1. Eligibility

- 1.1 Field trips shall be limited to only those activities that have direct curriculum outcomes and that provide opportunities outside the regular setting of the school. Students are eligible to participate in field trips as follows:
 - 1.1.1 Kindergarten to Gr. 3 students are eligible for local and daytime (not overnight) field trips only.
 - 1.1.2 Grades 4-6 students are eligible for local and provincial field trips only
 - 1.1.3 Junior high students are eligible for local, provincial and Canadian field trips only.
 - 1.1.4 Senior high students are eligible for local, provincial, Canadian, and selected International field trips (see section on International Travel)
- 1.2 Participation in local field trips must be available to all eligible students unless student conduct concerns warrant otherwise. Since field trips are for the purpose of supporting the direct curricular outcomes, financial assistance must be available for those students who may be unable to attend local field trips due to financial reasons. With respect to provincial, Canadian and International field trips, all students registered in the associated course connected to the stated curricular outcomes must be eligible to attend and the Principal shall make provisions available for financial assistance for students unable to attend due to financial reasons.
- 1.3 School teams and extracurricular groups (leadership groups) are eligible to attend local, provincial, Canadian field trips, and international fieldtrips, when the experience provided through the field trip relates to the intent or purpose of the group and cannot be achieved locally.
- 1.4 With respect to Canadian and International field trips, principals are not to communicate advance field trip plans with parents and/or students prior to obtaining preliminary approval from School Operations Services.

2. International Travel

International travel will be permitted where it is clear that the field trip, in all of its aspects, is for the express intent of supporting the learning of clear and direct Alberta Education Program of Studies curricular outcomes, or extra-curricular activities with a clear performance-based objective. Any requests for approval of International field trips that lack such links, have indirect links or that contain elements that are secondary to clear and direct curricular outcomes will not be approved.

- 2.1 International field trips may be permitted in the following circumstances:
 - 2.1.1 For senior high students when the International field trip is directly linked to the Alberta Education Program of Studies curriculum.
 - 2.1.2 All participating students must be registered in a directly associated course or Academy during the school year in which the field trip is scheduled to occur or the school year immediately preceding the school year in which the field trip is scheduled to occur.

- 2.1.3 Lead teachers must be teaching the directly associated course and must provide documentation to support student registration.

3. Division Policies and Procedures/Code of Conduct

- 3.1 All Division policies and procedures are deemed to be in effect during all field trips. This includes any procedures or rules as to student and volunteer conduct. As well, all field trip participants shall conduct themselves in a manner consistent with the school's code of conduct, the Division's values and in a manner befitting representatives of the Division.
- 3.2 The possession or consumption of alcohol, cannabis products of any kind (i.e. fresh, dried, edible, liquid, concentrates, seeds or live plant materials), illegal drugs, paraphernalia associated with the consumption of cannabis products or illegal drugs, or the misuse of prescription drugs by any participants (lead teacher, supervisors, volunteers, students) is strictly prohibited during the duration of the field trip and applies to all field trips regardless of the age of the participants or local laws, customs and culture. All field trip participants shall be aware of local laws and customs that may impact their conduct and decisions.
- 3.3 The Safety Guidelines are to be followed in the planning and implementation of field trips. In the event the Division safety practices, policies and procedures are more stringent than the Safety Guidelines, the Division's practices, policies and procedures shall supersede the standards set out in the Safety Guidelines.

4. Field Trip Planning and Authorization

- 4.1 No field trip shall be undertaken without prior authorization in writing from the:
 - 4.1.1 Principal for local and provincial field trips;
 - 4.1.2 Principal and the Chief Superintendent, for Canadian and International field trips.
- 4.2 Authorization must be given by the Chief Superintendent by submitting a Canadian/International Preliminary Approval Form for Canadian and International field trips, at least six months prior to the planned/anticipated date of departure and before fundraising begins and before any deposit is paid.
- 4.3 In all cases, the lead teacher must consult with and obtain the preliminary approval of the Principal before proceeding to plan a field trip.
- 4.4 All local field trip applications must be made by the lead teacher to the principal in a timely fashion to ensure proper planning. A provincial field trip application must be made by the lead teacher to the Principal, when possible, at least one month prior to the planned/anticipated date of departure.
- 4.5 A Canadian or International field trip application (final, complete package) must be made by the lead teacher to the Principal and to the Chief Superintendent at least three months prior to the planned/anticipated date of departure. Final travel (flight/bus) itinerary is to be submitted to the Principal and the Chief Superintendent for approval at least 1 month prior to the planned date of departure. A Field Trip Departure Form must also be submitted to the Principal and the Chief Superintendent one week prior to departure for all Canadian and International field trips. If any of these forms are not received by the required dates, the field trip will not be approved by School Operations Services.

- 4.6 If circumstances develop that raise concerns related to student or staff health or safety, a field trip may be cancelled or interrupted by the Chief Superintendent in consultation with School Operations Services, and the Division will not be responsible for any reimbursement of lost funds which are not covered by travel insurance.
- 4.7 Any International field trip to a country identified as an area for travelers to “Exercise a High Degree of Caution” or greater by the Government of Canada will not be approved. If the Government of Canada changes the identification of a country to “Exercise a High Degree of Caution” or greater after the International field trip has been approved, the International field trip must and will be cancelled unless the itinerary can be changed to remove any travel to countries categorized as “Exercise a High Degree of Caution” or greater. Itineraries that include a layover that occur in a country that identifies as a “Exercise a High Degree of Caution” must be approved by the Chief Superintendent.
- 4.8 All participants taking part in an International field trip shall obtain and be responsible for the cost of medical insurance for the duration of the field trip and notarized parental consents for International travel. As well, all participants taking part in International field trips and Canadian field trips using a commercial carrier will be provided, by the Principal, group cancellation/travel insurance that covers the need to cancel due to a labour disruption or when the Chief Superintendent determines there is a risk of harm to student or staff health and safety during the scheduled field trip.

5. Roles and Responsibilities

5.1 The lead teacher:

- 5.1.1 Plans and organizes the field trip.
- 5.1.2 Identifies specific Alberta Education Program of Studies curricular outcomes that are met by taking the field trip.
- 5.1.3 Identifies and provides methods of addressing safety concerns.
- 5.1.4 Reviews all necessary Safety Guidelines and administrative procedures.
- 5.1.5 Ensures the distribution of all necessary information to all supervisors and volunteers;
- 5.1.6 Ensures that all necessary documents are received and approved in relation to the suitability of confirmed volunteers (Volunteer Responsibility Form ([Form 260-6](#)), Police Information Check and Intervention Record Check).
- 5.1.7 Verifies, whether any weather or condition-related warning has been issued in relation to any part of the field trip and reasonably monitors such matters throughout the duration of the field trip as appropriate;
- 5.1.8 For local, provincial, Canadian and International field trips:
 - 5.1.8.1 Advises the parents in writing (in the Parent Permission Letter) that the Division will not, under any circumstances (except as set out below) reimburse a parent(s) for the loss of any field trip monies resulting from the cancellation or interruption, for any reason, of field trips, including any form of field trip deposit.

- 5.1.8.2 In the event of cancellation or interruption, that it shall be the responsibility of the parent to take steps to collect said funds directly from a third-party travel-related agency or service provider.
- 5.1.8.3 If the Principal has not, at the time of cancellation or interruption, provided field trip monies to any third-party travel-related agency which assisted in the organization of the field trip, and if the contract between the Division and said agency or insurance provider permits a refund of field trip monies in the circumstances, said funds shall be returned to the parents.
- 5.1.9 Is responsible for ensuring that supervision of students is provided for on a full-time basis at all times and will take whatever precautions are necessary to ensure the proper conduct, appropriate behavior and safety of students
- 5.1.10 Provides a list of participating supervisors and volunteers with the supervision schedule(s) to the Principal prior to departing on the field trip. For Canadian and International field trips, the lead teacher will provide a list of participating supervisors and volunteers with the 24-hour supervision schedule(s) to the Principal and School Operations Services in conjunction with the 24 hour itinerary.
- 5.1.11 Ensures that all requisite field trip documentation is provided to the Principal within the required time frames.
 - 5.1.11.1 Canadian and International Field Trips
 - 5.1.11.1.1 Preliminary Field Trip Form – 6 months prior to departure
 - 5.1.11.1.2 Final Field Trip Package – 3 months prior to departure
 - 5.1.11.1.3 Travel Itinerary – 1 month prior to departure
 - 5.1.11.1.4 Field Trip Departure Form – 1 week prior to departure
- 5.1.12 When appropriate, arranges for volunteer instruction regarding the nature of the field trip and volunteer responsibilities and supervision schedules.
- 5.1.13 Arranges for parent meetings which are required for mountain skiing/snowboarding trips, Canadian and International field trips. If a student's family is not represented at a parent meeting, the lead teacher will either phone or meet the family in order to ensure the dissemination of field trip information and document the date, time and nature of such conversations/meetings.
- 5.1.14 Is responsible for creating a budget for this field trip and advising parents of all costs and fundraising associated with the field trip.
- 5.1.15 Is responsible for obtaining and maintaining a Field Trip Resource Kit (see clause 6.1).
 - 5.1.15.1 In addition, Alberta Health Care numbers are required for all students participating in Canadian and International field trips.
 - 5.1.15.2 All documentation must be kept both digitally and in hard copy by the principal (school), the lead teacher and the school's administrative support staff.

- 5.1.15.3 At the conclusion of the field trip, the lead teacher must ensure proper disposal/deletion of students' additional personal information both in hard copy and digital form. Example: AHC number, passport information, and any other additional documentation collected that is not part of the field trip document.
- 5.1.16 Is responsible for taking attendance counts at all points of departure on the field trip.
- 5.1.17 Shall, without delay, advise the Principal of any accidents, problems, unusual incidents, "close calls", unsafe situations or any other situation of which the Principal would reasonably be advised. After having verbally advised the Principal, the lead teacher shall, within a reasonable timeframe, provide the Principal with a written report detailing the situation and the steps taken to resolve the issue. The Principal shall in turn advise School Operations Services of any of the above.
- 5.2 The Principal:
 - 5.2.1 Reviews the completed Parent Permission Letter and any supporting information.
 - 5.2.2 Determines whether or not the field trip supports the curriculum.
 - 5.2.3 Determines whether safety requirements and appropriate supervision levels have been met as well as the experience of the supervisor(s) relative to the activity.
 - 5.2.4 Determines that the responsibilities contained in the lead teacher roles and responsibilities section have been met and notifies the lead teacher accordingly.
 - 5.2.5 Is the final decision authority for local and provincial field trips.
- 5.3 School Operations Services:
 - 5.3.1 Reviews the completed Parent Permission Letter and any supporting information for Canadian and International field trips.
 - 5.3.2 May provide assistance and advice to the Principal regarding the safety or curriculum aspects of any proposed field trip.
 - 5.3.3 Determines if Canadian or International field trip authorization is granted or not and notifies the Principal accordingly; such a determination is final with no appeal.
 - 5.3.4 Reviews, as required by the circumstances, the safety of Canadian or International field trips and where circumstances warrant, may recommend to the Chief Superintendent to cancel a Canadian or International field trip.
- 5.4 At any stage of the field trip planning, implementation and review process, advice and assistance from Division approved curricular specialists, or other Division approved specialists who have expertise in the area of safety assessments may be sought.
- 5.5 In the event that a third party requests or requires the school to sign a waiver of any sort, the Principal shall seek advice and direction from School Operations Services.
- 5.6 In evaluating, reviewing and determining whether or not authorization is to be given for a particular field trip, criteria to be considered include but are not limited to:

- 5.6.1 Curriculum fit.
- 5.6.2 Precautions in place to deal with safety concerns.
- 5.6.3 Age and grade appropriateness.
- 5.6.4 Venues.
- 5.6.5 Supervision levels.
- 5.6.6 Supervision schedule(s).
- 5.6.7 Cost, budgeting and fundraising.
- 5.6.8 Safety concerns.
- 5.6.9 Supervisor selection and training.
- 5.6.10 Field trip itinerary and activities.
- 5.6.11 Level of knowledge of lead teacher and supervisors regarding field trip procedures and safety guidelines as represented by them in the Parent Permission Letter.
- 5.6.12 Level of knowledge of lead teacher and supervisors regarding field trip activities.
- 5.6.13 Familiarity of lead teacher and supervisors with the venue, if applicable (for example, wilderness terrain).
- 5.6.14 Sufficiency of information to be provided to parents regarding field trip details.
- 5.6.15 Whether parent meetings are desirable or necessary (required for mountain skiing/snowboarding trips, Canadian and International field trips), and if deemed necessary, ensures that these have or are scheduled to take place.
- 5.6.16 Required insurance coverage, if applicable.
- 5.6.17 Transportation.
- 5.6.18 Accommodations – student rooming arrangements, including exceptional needs, are to be discussed with School Operations Services prior to any reservations.
- 5.6.19 Equipment including special clothing and equipment requirements and their availability.
- 5.6.20 Special medical requirements (for example, vaccinations).
- 5.6.21 Whether special expertise (for example, local guides) is required.
- 5.6.22 Security.
- 5.6.23 Emergency and communications arrangements, including arrangements (and emergency telephone numbers) to contact the Principal.
- 5.6.24 Evacuation procedures, if applicable.
- 5.6.25 Whether special certification is required (for example, lifeguards, First Aid certification).

6. Reimbursement

- 6.1 For local, provincial, Canadian and International field trips, a parent/student shall not, under any circumstances, except as set out below, be reimbursed for the loss of any

field trip monies resulting from the cancellation or interruption, for any reason, of a field trip, including any form of field trip deposit. In the event of cancellation or interruption, it shall be the responsibility of the parent to take steps to collect said funds directly from the third-party travel-related agency or insurance provider which assisted in the organization of the field trip, and if the related contract between the Division and said agency permits a refund of said monies in the circumstances, such funds shall be returned to the parents. The lead teacher shall advise parents in this regard in the Parent Permission Letter.

7. The Parent Permission Letter

7.1 The lead teacher shall prepare and distribute to the parents a Parent Permission Letter. The lead teacher shall include as much information as necessary to inform parents of the nature and risks of the field trip, given the complexity of the field trip. The Parent Permission Letter shall include at minimum the following information:

- 7.1.1 Date of letter.
- 7.1.2 Clearly stated purpose/educational goal of the field trip including educational value of such a trip as per the curriculum, and its direct link to the Program of Studies.
- 7.1.3 The destinations and where necessary, a map of the area.
- 7.1.4 Proposed detailed itinerary of the field trip including dates and times of departure and arrival.
- 7.1.5 A detailed description of the nature and number of each planned activity or event.
- 7.1.6 Arrangements for supervision of students, including proposed supervision schedule and dates and times of activities.
- 7.1.7 Type of transportation to and from the site as well as on site.
- 7.1.8 Safety precautions.
- 7.1.9 Inherent, special and unusual risks associated with each activity.
- 7.1.10 The need for equipment, including special equipment or clothing to be provided by the parent and/or Division.
- 7.1.11 Name and contact telephone number of the lead teacher.
- 7.1.12 Emergency procedures to be followed in the event of injury, illness or unusual circumstances, including emergency contact numbers.
- 7.1.13 Cost of field trip and the terms of the reimbursement.
- 7.1.14 Need for cancellation and medical insurance, where applicable and notarized parental consents for International travel.
- 7.1.15 Any other relevant information that could affect the decision to withhold field trip permission
- 7.1.16 Lead teacher signature(s).
- 7.1.17 Parent authorization for student to attend field trip ("Return Portion of Parent Permission Letter").

- 7.2 Full financial disclosure of all costs associated with the field trip shall be provided to parents as part of the Parent Permission Letter for Canadian and International field trips. Financial disclosure shall include but not be limited to the costs associated with the travel of the lead teacher, supervisors and volunteers that may be added to the direct costs of students. Any costs that would normally be incurred by a teacher, supervisor or volunteer that are to be provided for or compensated in any manner, including in kind arrangements, by a third party shall be disclosed to School Operations Services as part of the Preliminary Field Trip package and if circumstances arise that costs are provided for at a later date, any such offers shall be declined by the teacher, supervisor or volunteer. Costs associated with the accommodation of students requiring financial assistance shall not be disclosed to parents but may be disclosed to School Operations Services.
- 7.3 The Return Portion of the Parent Permission Letter shall include the following:
- 7.3.1 Parent authorization to attend the field trip including the name of the field trip, date, and type of transportation.
 - 7.3.2 That the parent understands and agrees with the reimbursement procedures. If the parent does not agree with these procedures, his/her child shall not attend said field trip.
 - 7.3.3 Parent authorization for supervisors to seek necessary medical treatment.
 - 7.3.4 Parent statement as to student's medical conditions including medication requirements.
 - 7.3.5 Emergency contact name and phone number of parent.
 - 7.3.6 Parent authorization for alternative transportation arrangements.
 - 7.3.7 Acknowledgment and consent that during the field trip, the student shall act in accordance with the *Education Act*, Division procedures and rules as to student conduct.
- 7.4 The lead teacher shall ensure that the Return Portion of the Parent Permission Letter has been fully completed, signed and dated.
- 7.5 In **exceptional circumstances**, the lead teacher, with concurrence of the principal, may accept verbal permission for a student to attend an in-city field trip, provided that the parent has been properly informed of all matters contained in the Parent Permission Letter. Additionally, the parent will need to provide written same-day approval (text, email or handwritten). In such circumstances a blank Parent Permission Letter shall be fully completed by the lead teacher and the date and particulars of such verbal permission shall be recorded thereon.
- 7.6 One Parent Permission Letter may be provided to and signed by the parent and will be sufficient for like or repetitive field trips (such as swimming lessons, physical education classes, All-City Band rehearsals and church attendances) provided that the Parent Permission Letter includes a schedule of all activities, destinations, and dates. In such circumstances, only one Parent Permission Letter need be submitted by the lead teacher.
- 7.7 One Parent Permission Letter may be provided for repetitive/ athletic events and signed by the parent and will be sufficient for repetitive field trips (such as league games, practices) provided that the Parent Permission Letter includes a schedule of all activities,

destinations, and dates. In such circumstances, only one Parent Permission Letter need be submitted by the lead teacher.

- 7.7.1 Tournaments and playoffs outside of the metro zone require a separate field trip form.
- 7.8 Special consideration may be required when seeking permission from parents if language, literacy or cultural barriers exist.
- 7.9 The Field Trip Resource Kit shall consist of, but is not necessarily limited to, the following:
 - 7.9.1 A First Aid Kit unless First Aid Kits are otherwise readily available.
 - 7.9.2 A cell phone or other reliable means of communication, given the nature of the field trip.
 - 7.9.3 Contact telephone numbers for the parents of all participating students.
 - 7.9.4 Contact information for emergency authorities (such as medical, etc.) at the destination and any other locations visited.
 - 7.9.5 A complete set of Parent Permission Letters.
 - 7.9.6 The Principal's emergency telephone number.
 - 7.9.7 Blank Accident Report Forms.
 - 7.9.8 Alberta Health Care Number for all students participating in provincial, Canadian and International field trips;
 - 7.9.9 Medical insurance documentation for all students for International field trips.
 - 7.9.10 For national and international trips, the Principal will have a full backup copy of all information.
- 7.10 The lead teacher shall at all times be responsible for and ensure that the personal information contained in the Field Trip Resource Kit shall be secured in a reasonable fashion and immediately report any unauthorized access to or loss of such personal information to the Principal.

8. Supervision

- 8.1 Students shall be supervised on a full-time basis at all times. The lead teacher and all supervisors are required to be on duty at all times. A detailed 24-hour supervision schedule is to be submitted to the Principal and School Operations Services for all Canadian and International field trips as well as any overnight trip.
- 8.2 In determining appropriate supervision levels, the following shall be considered:
 - 8.2.1 Age of students.
 - 8.2.2 Nature of the activity.
 - 8.2.3 Risk of the activity.
 - 8.2.4 Size of the group.
 - 8.2.5 Participation of special needs students.
 - 8.2.6 Unique or particular circumstances of the venue (i.e. crowded, expansive etc.).

- 8.2.7 Experience of the supervisor(s) relative to the activity.
- 8.2.8 Other safety concerns.
- 8.3 All field trip supervisors and volunteers:
 - 8.3.1 Shall be over the age of twenty-one (21) years.
 - 8.3.2 Shall be advised by the lead teacher as to the nature and requirements of the field trip.
 - 8.3.3 Shall support and follow the school student conduct procedure.
 - 8.3.4 Shall report any inappropriate conduct to the lead teacher.
 - 8.3.5 Shall adhere to the schedule or itinerary.
 - 8.3.6 Shall dress appropriately according to the type of activity.
 - 8.3.7 Shall fulfill their duties for the duration of the activity including evenings and weekends.
 - 8.3.8 Shall attend parent meetings and/or preplanned meetings as required.
 - 8.3.9 Shall review and sign a Volunteer Responsibility form ([Form 260-6](#)) for overnight field trips (volunteers only).
 - 8.3.10 Shall be approved by the Principal and, for Canadian and International field trips, School Operations Services.
 - 8.3.11 Shall complete and provide to lead teacher a Police Identification Check (PIC) and an Intervention Record Check (IRC) as per [Administrative Procedure 490 - Volunteer](#).
- 8.4 Same-gender supervisors must accompany each group on any overnight field trip.
- 8.5 The lead teacher and Principal shall assess individual field trips to determine the teacher/student ratio. With respect to Canadian, International and mountain skiing/snowboarding field trips, School Operations Services reserves the right to approve revised ratios or require a higher teacher/student ratio.
 - 8.5.1 A minimum supervisor/student ratio of 1:8 shall be met for all International field trips. A minimum supervisor/student ratio of 1:10 shall be met for any mountain skiing/snowboarding, provincial, Canadian or overnight field trips. Further, no International, Canadian or overnight field trip will have less than 2 supervisors..
- 9. Changes in Itinerary
 - 9.1 Where circumstances require a substantial change to the original field trip mode of transportation, level of supervision, cost, activities or venues, the Principal (for local and provincial field trips), and the Chief Superintendent (for Canadian and International field trips), must authorize such changes and communicate such authorization to the lead teacher or Principal, as the case may be.
 - 9.2 The lead teacher shall then communicate such change to supervisors, volunteers, parents, students and any other person who reasonably needs to be notified of the change.
 - 9.3 Outdoor activities are not to normally be conducted when temperatures are below -20°C including the wind chill.

- 9.4 Where circumstances arise during a field trip, such as an Act of God, adverse weather or road conditions, and they necessitate a substantial change to any aspect of the planned itinerary, in particular late arrivals, the Principal must be notified by the lead teacher and reasonable effort will be made to advise parents accordingly.
- 9.5 Before students leave Edmonton for a field trip, the lead teacher must ensure that weather and road conditions are conducive to travel for the entire route. On return trips the lead teacher must:
 - 9.5.1 Verify weather and road conditions before students return.
 - 9.5.2 Consult the Principal if weather and/or road conditions are a concern at any time during the field trip.

10. Recordkeeping

- 10.1 Principals shall keep a record of field trip documentation for three (3) calendar years from the end date of the field trip. Digital copies are encouraged. **Any documentation relating to a field trip upon which an Accident Form was completed shall be kept until the date upon which the student or students named in the Accident Report Form all reach twenty-one (21) years of age.**
- 10.2 Field trip documentation shall include, but is not necessarily limited to, the following:
 - 10.2.1 Return portion of Parent Permission Letters.
 - 10.2.2 Blank copy of Parent Permission Letter.
 - 10.2.3 List of participating students.
 - 10.2.4 List of participating supervisors.
 - 10.2.5 Completed Accident Report Forms.
 - 10.2.6 Agenda, minutes, and attendance records from all field trip meetings (including parent meetings and supervision meetings).
 - 10.2.7 Copies of any correspondence, memorandum, receipts, booking confirmations, etc. relating to the field trip, including supervision schedules.

11. Transportation

- 11.1 For field trips occurring during school hours, all participating students shall use the transportation that has been arranged for the field trip, unless other arrangements have been made between the parent and the lead teacher, in writing. For those occurring in the evening (after 6:00 PM) or on weekends, transportation to and from the field trip location will be the responsibility of the parent unless other arrangements have been made between the lead teacher and the parent, in writing.
- 11.2 Transportation to and from the designated meeting place for the start and finish of the field trip is the responsibility of the parent.
- 11.3 For field trips occurring outside of regular school hours, the lead teacher and supervisors shall ensure that all students have been picked up by a parent or by other previously arranged means prior to their own departure from the designated field trip student pick up location.

- 11.4 Commercial transportation (buses and taxis) shall be used wherever possible. Only properly licensed and insured commercial transportation vehicles and drivers shall be used.
- 11.5 The use of 15-passenger vans is not permitted.
- 11.6 Division employees operating a vehicle during the course of a field trip to transport students must be certified by both the Government of Alberta and the Division (Transportation Services). All Division Administrative Procedures and rules apply at all times.
- 11.7 The use of rental vehicles on international field trips is prohibited. Commercial transportation must be used at all times during international field trips and Division employees, supervisors and volunteers are strictly prohibited from operating a vehicle used to transport students during the course of such field trips.
- 11.8 Principals are advised to use carriers under contract with the Division. If a principal wishes to use a carrier not contracted with the Division, the carrier must have an *Operating Authority Certificate* from the Motor Transport Board and a *Certificate of Insurance* showing insurance coverage of not less than \$5 million.
- 11.9 Subject to articles 11. 6 and 11.10, the Division prohibits the use of non-commercial or non-Division owned vehicles for the transportation of students, including but not limited to staff members using personally owned vehicles to transport students.
- 11.10 Parent transportation applies to local field trips only. It is not permitted for provincial, Canadian, or international field trips.
- 11.11 The Principal shall ensure that any staff member or volunteer who transports students in Division-owned vehicles is properly licensed and insured. All volunteer drivers, including staff members, shall complete and sign a Driver Information Form ([Form 562-1](#)) prior to transporting students. The Driver Information Form ([Form 562-1](#)) is to be reviewed and signed by the Principal. Principals are also required to obtain and review copies of any staff member or volunteer driver's abstract and current insurance pink slip prior to allowing the transportation of students by that driver. Student drivers shall not, under any circumstances, be used for any Division transportation purposes whatsoever, including field trip transportation. The option for Division transportation must be provided to all students involved in a field trip. In the event that a parent wishes to utilize alternative transportation arrangements, this will be permitted only for local field trips. The parent shall advise of such arrangements in writing to the Principal in advance of the anticipated date of the field trip. Furthermore, in the event that another student wishes to be a passenger in another parent or student's vehicle as opposed to utilizing the transportation provided by the Division, the parent of that student must also advise both the Principal and the parent of the student driving the said vehicle of such arrangement and his/her consent to the arrangement. The parent of the student driver must approve in writing and the following must be included in both notices:
 - 11.11.1 Date of consent;
 - 11.11.2 Dates, times and locations (to; from) that the transportation are to occur;
 - 11.11.3 Parent signature;
 - 11.11.4 Name of the student (s) being transported

12. Exemptions

- 12.1 In exceptional circumstances only, the Chief Superintendent may approve in writing a change or deviation from these field trip procedures upon request of a Principal after the Principal has consulted with School Operations Services and provided the Chief Superintendent with all documents required in accordance with this Administrative Procedure regarding field trip planning.
- 12.2 A Principal and/or lead teacher may waive the time frames set out in this Administrative Procedure solely with regard to local field trips subject to approval from School Operation Services.

13. Prohibited Activities

- 13.1 The following are prohibited field trip and school activities:

aerial gymnastics	flying club activities	paintball, laser tag or war games
auto or motocross racing	gladiator-style events	parachuting/parasailing
bicycle motocross	hang gliding/paragliding	rifle or other firearm activities
any activity involving an inflatable structure including bouncy castles, slides or obstacle courses	horse jumping	rodeo events
boxing	hot air ballooning	sailing in open water
bubble soccer	ice climbing	sky diving
bungee jumping	luge/Skeleton	spelunking/caving
canoeing in moving water greater than grade 3 rapids	mechanical bull riding or simulated mechanical	trampolining
chuck wagon races	motorcycling	tubing
demolition derbies	open water scuba diving	water skiing/jet skiing
drag racing	operation/racing of motorized watercraft	whitewater rafting /kayaking
dunk tanks	outdoor mountain / rock climbing	extreme sports

- 13.2 The following activities are allowed with adequate supervision and/or trained staff (as indicated). In circumstances where trained staff or a certified lifeguard are required to be present, Division staff are not to be utilized in those capacities (i.e. a supervising teacher who is also a certified lifeguard). Please refer to the Safety Guidelines (June 2013) and My Spheres (myspheres.ca) for specific information with respect to grade levels, supervision, instructional considerations and equipment.

bobsledding (trained staff)	tobogganing/sledding/crazy carpet (supervision)
canoeing in moving water in grade 2 rapids or less (trained staff)	wall climbing with safety ropes for walls higher than 2 meters (trained staff)
mountain biking (supervision)	zip lines (trained staff)
Sit-On-Top Kayaking (qualified paddle instructor and certified lifeguard)	Dragon boat (trained staff)
swimming at hotel pools/hot tubs (supervision)	swimming in open water, community recreation centers and/or instructional swim programming (certified lifeguard)

14. Skiing and Snowboarding Trips

- 14.1 In addition to the above procedures, the following procedures also apply to all skiing and snowboarding field trips.

14.1.1 Any skiing and snowboarding field trip farther than 50 km out of the City of Edmonton limits shall be restricted to students registered in grades 7 to 12. No elementary skiing/snowboarding field trips are allowed that occur greater than 50 km from the City of Edmonton limits.

14.2 Mandatory Prerequisites

14.2.1 All students who are assessed at beginner (green) ability shall participate in mandatory ski or snowboard lessons upon arrival at the ski facility. Lessons shall take place before students are allowed to ski throughout the facility on their own. Students who are assessed at intermediate (blue) or advanced (black) abilities shall also participate in mandatory lessons to enhance skills and for familiarization of the terrain/environment but shall do so at any time during the day.

14.2.2 For all field trips occurring greater than 50 km outside of the City of Edmonton limits, one prior school sponsored ski trip during the same ski season to a facility within 50 km of the City of Edmonton limits is required. This field trip shall be used to familiarize students with the activity and assess their level of ability objectively. In the event that a student is not able to attend the local ski trip, the student will not be allowed to participate in the subsequent field trip to the facility that is located more than 50 km from the City of Edmonton limits.

14.3 Safety Considerations

- 14.3.1 The lead teacher and all supervisors and volunteers must be accessible at all times by way of cell phone or walkie talkie.
- 14.3.2 The lead teacher must ensure that all students are advised of the Alpine Responsibility Code, slope rating methods and the role of the ski patrol prior to departure. It is advised that this advice be provided to students in written form. (For skiing/snowboarding trips occurring greater than 50 km from the City of Edmonton limits.)
- 14.3.3 Long hair shall be tied back or tucked in at all times. Loose articles of clothing such as scarves, long hats or toggles shall be removed or tucked in at all times.
- 14.3.4 Students shall not engage in freestyle or jumping activities, and access to terrain parks is strictly prohibited.

14.4 Equipment

- 14.4.1 Students must use equipment that is of the proper length, in good working condition and suitable for the purpose of which it was designed. In the event that equipment is provided at the ski hill through a rental program, a supervisor must supervise the provision of such equipment to the student to ensure that suitable equipment is provided to students. In the event that equipment is rented by the student prior to the ski trip or owned by the student, it is the responsibility of the parent to ensure that proper and safe equipment is used.
- 14.4.2 All students must wear CSA approved ski or snowboarding helmets when skiing or snowboarding.

14.5 Student Meetings

- 14.5.1 The lead teacher shall meet with students prior to departure for the ski or snowboarding trip in order to, at minimum, review the following:
 - 14.5.1.1 Expectations of the students, including but not limited to equipment and clothing requirements.
 - 14.5.1.2 All pertinent details of the trip.
 - 14.5.1.3 The Alpine Responsibility Code, slope rating methods, the map of the ski area and any other pertinent safety issues. (For skiing/snowboarding trips occurring greater than 50 km from the City of Edmonton limits.)
 - 14.5.1.4 The protocol to be followed in the event of an incident.
 - 14.5.1.5 Any other matters that may be relevant to the particular ski trip.

14.6 Supervision

- 14.6.1 For any ski or snowboarding trip, a supervisor must be dedicated to remain in one specified location for the duration of the time students are at the facility. All students, supervisors and volunteers shall be made aware of this location prior to departure.

- 14.6.2 Other than this dedicated supervisor, all other supervisors and volunteers must be dispersed throughout the ski area. Supervisors and volunteers must be either skiing or in the lodge facilities and are not to be congregated together at any one location for an extended period of time. The intention of all supervision plans and activities shall be to provide overall coverage of the ski area at all times during the students' time at the facility.
- 14.6.3 One supervisor must also be dedicated to address medical emergencies requiring offsite medical attention. This dedicated supervisor shall not be counted as part of the supervision ratio noted in clause 8.5 of this procedure. In the event that medical emergencies are such that the attention of one supervisor is not sufficient, the lead teacher shall appoint as many supervisors as necessary to address such emergencies and maintain appropriate supervision at the facility.
- 14.6.4 Supervisors and volunteers shall be briefed in advance as to:
 - 14.6.4.1 All pertinent details of the trip.
 - 14.6.4.2 All responsibilities expected of supervisors and volunteers.
 - 14.6.4.3 The communication plan.
 - 14.6.4.4 Ski Patrol contact procedures.
 - 14.6.4.5 The Alpine Responsibility Code, method of slope ratings, a map of the ski area and any other pertinent safety issues. (For skiing/snowboarding trips occurring greater than 50 km from the City of Edmonton limits.)
 - 14.6.4.6 The protocol to be followed in the event of an incident.
 - 14.6.4.7 The requirement that all supervisors and volunteers act in accordance with all Division policies and procedures.
 - 14.6.4.8 Any other matters that may be relevant to the particular ski trip.
- 14.7 Communication Plan
 - 14.7.1 A communication plan must be in place for all ski trips.
 - 14.7.2 The communication plan must contain or address:
 - 14.7.2.1 Where supervisors and volunteers will be located, including the specified location of the dedicated supervisors.
 - 14.7.2.2 Procedures necessary to contact all supervisors and volunteers on the ski hill, including the dedicated supervisors.
 - 14.7.2.3 Parent contact information.
 - 14.7.2.4 Appropriate administration contact information for the duration of the ski trip.
- 14.8 Parent Responsibilities

(For skiing/snowboarding trips occurring greater than 50 km from the City of Edmonton limits.)

- 14.8.1 A parent must attend a parent meeting that shall be held prior to the departure date of the ski trip. The following matters shall be addressed at the parent meeting:
 - 14.8.1.1 The communication plan.
 - 14.8.1.2 All pertinent details of the trip, including but not limited to the requirement for the parent to identify student ability and the obligation to partake in lessons based upon the information provided by the parent.
 - 14.8.1.3 The protocol to be followed in the event of an incident.
 - 14.8.1.4 All reasonable inherent risks associated with the planned activities.
- 14.8.2 Prior to the student being allowed to participate on a ski trip, parents must advise the lead teacher in writing of their child's known ski ability at that time on the Parent Permission Form. Parents shall be advised in writing to advise their child of the areas of the ski hill that they are able to ski and their obligation to partake in lessons in accordance with this Administrative Procedure based upon the ability of the student as identified by the parent on the Parent Permission Form.
- 14.8.3 Parents shall also be required to acknowledge that they have reviewed the Alpine Responsibility Code, method of slope ratings and a map of the ski area with their child(ren) prior to providing consent for their child(ren) to attend the ski trip. Furthermore, parents must acknowledge that they advised their child(ren) of appropriate ski runs based upon the child's ability as indicated on the permission form.

Adopted: April 3, 2000

Reviewed/Revised: June 8, 2001, June 12, 2002, Sept 6, 2002, March 4, 2003, May 27, 2003, June 1, 2005, June 19, 2006, August 18, 2009, February 7, 2012, June 9, 2015, November 16, 2015, August 24, 2016, June 30, 2017, April 25, 2018, June 21, 2018, August 23, 2018, February 6, 2019; July 2, 2019, January 6, 2020, February 5, 2021, January 4, 2024, March 4, 2024

Reference: Education Act, Sections 11, 31, 33, 51, 52, 53, 54, 57, 196, 197, 222
 Administrative Procedure 163 - Possession, Use or Consumption of Tobacco, Cannabis and Other Inhalants
 Administrative Procedure 356 - Controlled Substance Use and Possession of Paraphernalia Associated with Controlled Substances
 Administrative Procedure 169 – Possession and Consumption of Alcohol and Cannabis
 Guide to Education ECS to Grade 12
 Safety Guidelines for Physical Activity in Alberta Schools
 Safety Guidelines for Secondary Inter-School Athletics in Alberta
 Physical Education Safety Guidelines
 Safety Guidelines for Physical Activity in Alberta Schools, Revised Edition – July 2008
 Guidelines for Compliance with the Revised Alberta First Aid Regulation