

Administrative Procedure 260A

260A - FIELD TRIPS

Background

The Division supports the principle of curricular, co-curricular and extra-curricular 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. To the extent that they provide a most effective means for accomplishing general curriculum objectives of the Division's schools, field trips may be approved by the School Principal in consultation with the School Council where appropriate, subject to the following procedures.

Definitions

1. Curricular activities are those directly related to the curriculum; in which all students at the appropriate level have the opportunity to participate.
2. Co-curricular activities are extensions and/or enrichments of the program, but are not mandatory for successful completion of the course.
3. Extra-curricular activities are school sponsored, but fall primarily outside the curriculum.

Procedures

1. Extended curricular and co-curricular field trips, i.e. those that travel out -of-province or involve an overnight stay of two or more nights, should receive prior consideration by the School Council. They must, therefore, be submitted to the School Council in sufficient time for the request to be considered, and for a recommendation to be made to the Superintendent or designate.
2. All such field trips must:
 - 2.1 Show relevance to the curriculum/Program of Studies;
 - 2.2 Be financially self-supporting;
 - 2.3 Ensure adequate adult supervision at all times: K-8 = 1:8 ratio; 9-12 = 1:15 ratio. Out of country trips require a supervision ration of 1:6.
 - 2.4 Show written evidence that parents/guardians acknowledge the participation of their child(ren) in the proposed activity, after having been fully informed about the nature and purposes of the trip; and
 - 2.5 Ensure that adequate safeguards are in place for students with known medical problems.
3. A safety assessment must be completed for all field trips.
4. The application, with the recommendation of the School Council, shall be forwarded to the Superintendent or designate for approval. Supporting documentation must be completed for all field trips and may include:
 - ♦ Field Trip Proposal To Administration
 - ♦ Parent Information Field Trip Form

- ♦ Parent Consent Field Trip Form
 - ♦ Parent Consent For Team Sports
 - ♦ Out Of Country/Province Information Form
 - ♦ Risk Analysis For Field Trip Out Of Country/Province
5. A detailed itinerary for overnight and/or out-of-province trips must be provided to the School Division Office for safety and insurance purposes, prior to the commencement of the trip.
 6. Schools/School Councils are urged to take into careful consideration the value of the trip in relation to the amount of classroom instruction time lost, if any.
 7. Extra-curricular activities - As these generally fall outside the instructional program, care should be taken to minimize the amount of school time lost.
 8. The health, safety and welfare of students on all field trips are of the utmost importance. Any field trip which has the potential to expose students and/or supervisory personnel to unusual hazards that would not normally be encountered in a school setting, (e.g. rock climbing, gun handling, archery, etc.) are required to obtain prior written approval from the Superintendent, and clarification of insurance coverage, if appropriate. Documentation outlining current certification of instruction or experience must be included in the field trip request. The following are additional restricted activities:
 - ♦ Aerial gymnastics;
 - ♦ American gladiator style events;
 - ♦ Auto Racing;
 - ♦ Bicycle Motocross (BMX);
 - ♦ Boxing or kick boxing;
 - ♦ Bungee jumping;
 - ♦ Caving (spelunking);
 - ♦ Drag racing;
 - ♦ Dunk tanks;
 - ♦ Extreme sports;
 - ♦ Fencing;
 - ♦ Hang gliding, paragliding, parachuting, sky-diving;
 - ♦ Horse jumping;
 - ♦ Hot air balloon rides (tethered and untethered)
 - ♦ Ice climbing;
 - ♦ Motorcycling of any nature;
 - ♦ Motorized watercraft operation and racing;
 - ♦ Mountain scrambling and technical mountaineering;
 - ♦ Paintball, laser tag games or war games;
 - ♦ Rifle ranges or other activities involving firearms;
 - ♦ Tobogganing, tubing; crazy carpet, bobsledding and sledding;

- ♦ Trampolining; and
 - ♦ Winter biathlon with firearms.
9. The following activities are prohibited as they are specifically excluded from Divisional insurance policy coverage:
- ♦ Mechanical bull riding or other mechanical rodeo events;
 - ♦ Rodeo;
 - ♦ Mountain climbing; and
 - ♦ Demolition derbies.
10. During severe weather or poor driving conditions, the Lead Teacher, in consultation with the Principal, must ensure that weather and road conditions are conducive to travel before students leave for a field trip.
- 10.1 A field trip may not proceed by vehicle if any one or more of the following exist (this does not apply to regularly scheduled bus runs):
- ♦ There are blizzard conditions enroute or blizzard or severe weather conditions are forecast by Environment Canada;
 - ♦ The RCMP or the Alberta Motor Association has issued a warning against travel on any enroute highway;
 - ♦ The temperature is below –40 degrees centigrade or is forecast to be below -40;
 - ♦ The wind-chill falls in the ‘very high or extreme’ categories as defined by Environment Canada
- 10.2 On return trips, the Lead Teacher must verify weather and road conditions.
- 10.3 Students must be appropriately clothed for travel by road during the winter, as determined by the supervisor.
11. Volunteer involvement must be in accordance with Administrative Procedure 440 – Volunteers.

Reference: Section 60, School Act
Administrative Procedure 261 – Educational Tours and Travel Abroad
Administrative Procedure 440 – Volunteers

