

## Administrative Procedure 260C

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### 260C - OUTDOOR EDUCATION PURSUITS

#### Background

Outdoor Pursuits are recognized as providing worthwhile experiences for students. To facilitate participation by Divisional students in a safe and enjoyable manner, the following procedures shall be observed in addition to necessary requirements in both Policy 260 and the Additional Requirements for Educational Tours Out of Province/Country. Detailed information and forms will be found in the Outdoor Pursuits Handbook.

#### Procedures

1. Guidelines for leader skills in specific pursuits as listed in the Outdoor Pursuits Handbook must be followed.
2. Guidelines for trip and pretrip activities/checklists as outlined in the Outdoor Pursuits Handbook must be followed.
3. In addition to other policy requirements, prior to departure, lead teachers will file with the principal:
  - a. Risk Analysis Form
  - b. Route Card (Outdoor Pursuits Handbook)
  - c. Daily Route Plan (Outdoor Pursuits Handbook)
4. Groups are required to have a satellite phone (where cellular service is not available) and a Global Positioning System device.
5. Service Providers used by schools for trips must have completed a Master Agreement Contract which will be kept on file and reviewed every 3 years. Service Providers must have a minimum \$3 million in liability insurance with a recommended \$5 million policy.

Reference: Section 60, School Act  
Policy 2 – Role of the Board

## **Canoe Tripping Guidelines**

### **Staffing**

An 8:1 participant to staff ratio will be used for water based activities. This may be increased slightly on flatwater or Grade One river trips.

Staff must possess a minimum of Standard First Aid and Wilderness First Aid.

Staff must possess Alberta Recreational Canoe Association(ARCA) Lake Instructor as a minimum for flatwater instruction/tripping. Staff must possess ARCA Tandem River or River Tripping Instructor for moving water instruction/tripping. It is recommended that staff have Paddle Canada Moving Water Level 1 for instructing/tripping on rivers of grade II. Grade II should be the maximum river paddled. (see appendix 1 for river grading).

### **Flat Water Training Procedures**

Staff will teach participants the basic techniques outlined in the Alberta Recreational Canoe Association Basic Lake Leader Program(see appendix 2)

Staff will teach participants safety procedures and educate participants as to potential risks of activity.

Staff will evaluate participant's ability and determine the next appropriate step in participant's development or trip.

Staff will evaluate level of group functioning and determine appropriate activities to match this level.

### **Moving Water Training Procedures**

Staff will teach participants the basic techniques outlined in the ARCA Tandem River Program.(see appendix 2)

Staff will teach participants safety procedures and educate participants as to potential risks of activity.

Staff will evaluate participant's ability and determine next appropriate step in participant's development or trip.

Staff will evaluate level of group functioning and determine appropriate activities to match this level.

### **Pre Trip Procedures**

Staff members will select appropriate trips to match the skill and social functioning level of the group.

Staff will be in possession of up to date information regarding river flow levels, recent changes in river features and a long term weather forecast.

Staff will submit a Route Card and Daily Route Plan (appendix 3 and 5) before receiving approval and departing.

### **Equipment Profiles**

All participants are required to wear a DOT approved PFD(with whistle) when on the water and when scouting a section of river.

All participants must have adequate footwear. Covered shoes must be worn when tripping.

Canoes will be outfitted with a throw bag (minimum 15 meters) on the stern deck held in place by an elastic cord, strong grab loops at the bow and stern, baler and one extra paddle.

Leader boat will be outfitted with bow and stern throw bags as well as one additional throw bag with caribeeners.

Staff members will carry a rescue knife sheathed and attached to the PFD for easy access.

Staff members and participants will wear helmets on sections of the river deemed necessary by leaders.

### **Canoe Trip Procedures**

Staff members who are guiding trips will be familiar with the stretch of river they are taking participants down. They will have paddled that stretch at least once previously in the current season and will have updated a descriptive log book account of that stretch of river.

For stretches of river with no previous tripping history, staff members will have done at least one and preferably two reconnaissance trips that season prior to taking participants down. Reconnaissance will include the completion of a log book giving descriptive information on the river features of that run, access information to put ins, takeouts, campsites and emergency access points to the river.

On the trip staff will be in possession of 1:50,000 topographical maps for the area they are canoeing in.

Prior to going on the river participants will be briefed in:

- river running procedures(see skills curriculum)
- river signals
- hydrology- examination and understanding of river features
- potential river hazards- sweepers, log jams, low head dams, hydraulics, pinning on obstacles
- capsizing procedures- what to do if a capsizes occurs

Recreational swimming will be done with approval of the river tripper. Swimming area will be free of potential hazards and obstructions. Footwear and PFD's will be worn at all times. Swift water training swimming- participants will wear their PFD's. Staff will monitor entry of each participant. Another staff member will be ready with a throw bag at the appropriate runout area. A rescue canoe will also be at the ready.

Bear safety precautions should be adhered to including food storage and prevention.

Supervisors should possess medical forms and any medication and guidelines for administration for students. (See appendix)

Teacher will teach and model Leave No Trace wilderness living skills.

Lightning- if thunder or lightning is in the vicinity staff and participants will get off water immediately.

For lake tripping, canoes will remain as close to shore as possible and perform the shortest open water crossings.

In strong winds and rough water participants and staff will get off of the water.

There will always be a lead boat (most qualified person) with a sweep boat with either a qualified leader or responsible student with strong paddling skills and is briefed in their responsibilities.

Distance between boats on lakes will be no more than two boat lengths.

Distance between boats on rivers will be five canoe lengths unless the tripper deems the water either very safe with no hazards (although sight must be maintained) or where maneuvers require more spacing.

Staff members will keep a daily log on the trip. The log will make note of the following:

- Date
  - Group
  - Location
  - Topo Map Numbers
  - Present grid reference-Maps Grid References for start, stop, and hazards
  - Time traveled
  - Distance traveled
  - Weather Conditions
  - General River Conditions
  - First Aid given, including regularly scheduled meds
  - Concern for individuals
  - Group Assessment
  - Additional Comments
- (See sample trip log appendix 4)

### **Final Checklist**

#### **Before leaving school:**

- Canoeing staff have paddled the river that season before taking group down.
- Canoeing staff have completed Route Card and Daily Route Plan (for themselves) and have handed in a copy to the administration.
- Staff have appropriate 1:50,000 topographical maps for trip.
- Canoeing staff have 5 day weather forecast.
- Canoeing staff have checked river levels  
[www.abcanoekayak.org](http://www.abcanoekayak.org) (Weather, water levels)
- Canoeing staff are well prepared for emergency procedures.
- Canoeing staff have chosen appropriate participant pairings and appointed lead and sweep boats.
- Canoeing Staff have ensured the 8:1 participant to staff ratio.
- Have made sure the minimum leader levels of certification (first aid, instruction) have been achieved.
- All equipment has been checked and accounted for.
- Student's personal gear is accounted for.

#### **Before getting into canoes**

- Canoeing staff have gone over river signals and emergency procedures.
- Loads in canoes have been checked and secured.
  - Confirm canoes are properly outfitted with safety equipment.

## **Hiking/Backpacking Tripping Policies**

### **Staffing**

A 15:1 participant to staff ratio will be used for hiking/backpacking activities.

Staff must possess a minimum of Standard First Aid and Wilderness First Aid.

### **Pre Trip Procedures**

Staff members will select appropriate trips to match the skill and social functioning level of the group.

Staff will be in possession of up to date information regarding current trail conditions and a long term weather forecast.

Staff will submit a Route Card and Daily Route Plan (appendix 3 and 5) before receiving approval and departing.

### **Equipment Policies**

All participants must have adequate footwear.

First Aid Kit (epi-pen, emergency blanket, moleskin, extra sun block and bug dope)

Map/Compass/GPS

Bear/Pepper spray

### **Hiking/Backpacking Procedures**

A leader will be assigned to the front and back of the group. A leader could be a responsible student. The supervisor(s) can move along the group from the front to back.

The front and back of the group will be within whistle contact of the supervisor(s) at all times.

Staff members who are guiding trips will be familiar with the hike they are taking participants on.

Teacher's Reconnaissance of a trip should include the completion of a log book giving descriptive information of the trail, access to escape routes and campsites.(See sample in appendix).

On the trip staff will be in possession of 1:50,000 topographical maps for the area they are hiking in. This should include a compass and Global Positioning System if available.

Bear safety precautions should be adhered to including food storage and prevention.

Supervisors should possess any medication and guidelines for administration for students.

Teacher will teach and model low impact wilderness living skills.

Lightning- if thunder or lightning is in the vicinity staff and participants will seek shelter immediately.

Staff members will keep a daily log on the trip. The log will make note of the following:

- Date
- Group
- Location
- Topo Map Numbers
- Present grid reference-Maps Grid References for start, stop, and hazards
- Time traveled
- Distance traveled
- Weather Conditions
- General Trail Conditions
- First Aid given, including regularly scheduled meds
- Concern for individuals
- Group Assessment
- Additional Comments  
(appendix 4)

### **Final Checklist**

#### **Before leaving school:**

- Hiking staff have hiked the trail and are quite familiar with the route.
- Students have been made familiar with the route and are knowledgeable in emergency procedures.
- Hiking staff have completed Route Card and Daily Route Plan (for themselves) and have handed in a copy to the administration.
- Staff have appropriate 1:50,000 topographical maps for trip, as well as compass and Global Positioning System if available.
- Hiking staff have 5 day weather forecast.
- Hiking Staff have checked current trail conditions.
- Hiking staff are well prepared for emergency procedures.
- Hiking Staff have ensured the 15:1 participant to staff ratio.
- Have made sure the minimum leader levels of certification(first aid, Wilderness First Aid) have been achieved.
- All equipment has been checked and accounted for.
- Student's personal gear is accounted for.

## **Sea Kayak Tripping Guidelines**

### **Staffing**

An 8:1 participant to staff ratio will be used for water based activities. This may be increased slightly on lakes or in controlled environments.

Staff must possess a minimum of Standard First Aid and Wilderness First Aid.

Staff must possess Paddle Canada Level 1 Sea Kayak Instructors certification.

### **Flat Water Training Procedures**

Staff will teach participants the basic techniques outlined in the Paddle Canada Curriculum.

Staff will teach participants safety procedures and educate participants as to potential risks of activity.

Staff will evaluate participants ability and determine the next appropriate step in participants development or trip.

Staff will evaluate level of group functioning and determine appropriate activities to match this level.

### **Ocean Training Procedures**

Staff will teach participants the basic techniques outlined in the Paddle Canada Curriculum.

Staff will teach participants safety procedures and educate participants as to potential risks of activity.

Staff will evaluate participants ability and determine next appropriate step in participants development or trip.

Staff will evaluate level of group functioning and determine appropriate activities to match this level.

### **Pre Trip Procedures**

Staff members will select appropriate trips to match the skill and social functioning level of the group.

Staff will be in possession of up to date information regarding tidal and current charts and a long term weather forecast.

Staff will submit a Route Card and Daily Route Plan (appendix 3 and 5) before receiving approval and departing.

### **Equipment Policies**

All participants are required to wear a DOT approved PFD(with whistle) when on the water and when swimming in the ocean or lake.

All participants must have adequate footwear. Covered shoes must be worn when tripping.

Sea kayaks will be outfitted with a throw bag(minimum 15 meters) on the stern deck held in place by an elastic cord, strong grab loops at the bow and stern, baler and one extra paddle.

Leader boat will be outfitted with a throw bag as well as a towing system.

Staff members will carry a rescue knife sheathed and attached to the PFD for easy access.

### **Sea Kayaking Tripping Procedures**

Staff members who are guiding trips will be familiar with the area they are taking participants to. They will have paddled in that area at least once in the previous two years.

For areas with no previous tripping history, staff members will have done at least one and preferably two reconnaissance trips that season prior to taking participants out. Reconnaissance will include the completion of a log book giving descriptive information on the coastal features of that area, access information to put ins, takeouts, campsites and emergency access points.

On the trip staff will be in possession of 1:50,000 nautical charts for the area they are paddling in.

Prior to going on the ocean participants will be briefed in:

- sea kayaking procedures(see skills curriculum)
- on water communication
- hydrology- examination and understanding of ocean features
- potential hazards- other boats(rules of the road), tides, currents, weather.
- capsizing procedures- what to do if a capsizes occurs

Recreational swimming will be done with approval of the tripper. Swimming area will be free of potential hazards and obstructions. Footwear and Personal Flotation Devices will be worn at all times.

Bear and other animal safety precautions will be adhered to including food storage and prevention.

Supervisors should possess any medication and guidelines for administration for students.

Teacher will teach and model Leave No Trace wilderness living skills.

Lightning- if thunder or lightning is in the vicinity staff and participants will get off water immediately. For tripping, kayaks will remain as close to shore as possible and perform the shortest open water crossings.

In strong winds and rough water participants and staff will get off of the water.

There will always be a lead boat(most qualified person) with a sweep boat with either a qualified leader or responsible student with strong paddling skills and is briefed in their responsibilities.

Distance between boats will be no more than two boat lengths.

Staff members will keep a daily log on the trip. The log will make note of the following:

- Date
- Group
- Location
- Nautical Chart Numbers
- Present grid reference-Maps Grid References for start, stop, and hazards
- Time traveled
- Distance traveled

- Weather Conditions
  - General Water Conditions
  - First Aid given, including regularly scheduled meds
  - Concern for individuals
  - Group Assessment
  - Additional Comments
- (See appendix 4)

### **Final Checklist**

#### **Before leaving school:**

- Paddling staff have paddled the river that season before taking group down.
- Paddling staff have completed Route Card and Daily Route Plan (for themselves) and have handed in a copy to the administration.
- Paddling staff have appropriate 1:50,000 nautical charts for trip.
- Paddling staff have 5 day weather forecast.
- Paddling staff have current tide and current charts.
- Paddling staff are well prepared for emergency procedures.
- Paddling staff have chosen appropriate participant pairings and appointed lead and sweep boats.
- Paddling staff have ensured the 8:1 participant to staff ratio.
- Paddling staff have made sure the minimum leader levels of certification (first aid, instruction, leadership) have been achieved.
- All equipment has been checked and accounted for.
- Student's personal gear is accounted for.

#### **Before getting into sea kayaks:**

- Paddling staff have gone over communication and emergency procedures.
- Loads in kayaks have been checked and secured.
- Confirm kayaks are properly outfitted with safety equipment.

## **Cross Country/Back Country Skiing Tripping Policies**

### **Staffing**

A 15:1 participant to staff ratio will be used for skiing activities.

Staff must possess a minimum of Standard First Aid and Wilderness First Aid.

\*No trips should occur in mountain areas with a trail rating of more than 0 (as defined by Parks Canada) unless accompanied by a certified mountain guide.

### **Pre Trip Procedures**

Staff members will select appropriate trips to match the skill and social functioning level of the group.

Staff will be in possession of up to date information regarding current trail conditions and a long term weather forecast.

Staff will submit a Route Card and Daily Route Plan (appendix 3 and 5) before receiving approval and departing.

### **Equipment Policies**

All participants must have adequate footwear.

First Aid Kit(epi-pen, emergency blanket, moleskin, extra sun block)

Map/Compass/GPS

### **Skiing Procedures**

A leader will be assigned to the front and back of the group. A leader could be a responsible student. The supervisor(s) can move along the group from the front to back.

The front and back of the group will be within whistle contact of the supervisor(s) at all times.

Staff members who are guiding trips will be familiar with the ski they are taking participants on.

Teacher's Reconnaissance of a trip should include the completion of a log book giving descriptive information of the trail, access to escape routes and campsites.

On the trip staff will be in possession of 1:50,000 topographical maps for the area they are skiing in. This should include a compass and Global Positioning System if available.

Supervisors should possess any medication and guidelines for administration for students.

Teacher will teach and model low impact wilderness living skills.

Lightning- if thunder or lightning is in the vicinity staff and participants will seek shelter immediately.

Staff members will keep a daily log on the trip. The log will make note of the following:

- Date
- Group
- Location

- Topo Map Numbers
- Present grid reference-Maps Grid References for start, stop, and hazards
- Time traveled
- Distance traveled
- Weather Conditions
- General Trail Conditions
- First Aid given, including regularly scheduled meds
- Concern for individuals
- Group Assessment
- Additional Comments
- (See appendix 4)

### **Final Checklist**

#### **Before leaving school:**

- Skiing staff have hiked the trail and are quite familiar with the route.
- Students have been made familiar with the route and are knowledgeable in emergency procedures.
- Skiing staff have completed Route Card and Daily Route Plan (for themselves) and have handed in a copy to the administration.
- Staff have appropriate 1:50,000 topographical maps for trip, as well as compass and Global Positioning System if available.
- Hiking staff have 5 day weather forecast.
- Hiking Staff have checked current trail conditions.
- Hiking staff are well prepared for emergency procedures.
- Hiking Staff have ensured the 15:1 participant to staff ratio.
- Have made sure the minimum leader levels of certification(first aid, Wilderness First Aid) have been achieved.
- All equipment has been checked and accounted for.
- Student's personal gear is accounted for.

## Appendix 1

Part of the planning of a canoe trip entails knowing what to expect on your trip. This is not so difficult to figure out when you are canoeing on a lake. For canoeing on a river, however, you should learn about the ratings given to rapids, water level, and even canoeists.

### Rapids

A skier is aware that a black diamond run is a lot steeper and more difficult than a green circle slope. Rapids, like ski slopes, vary in their intensity. The International Rating system classifies rapids as follows:

Class A: Lake water. Still. No perceptible movement.

Class I.- Easy. Smooth water; light riffles; clear passages, occasional sand banks and gentle curves. The most difficult problems might arise when paddling around bridges and other obvious obstructions. classification

Class II.- Moderate. Medium-quick water; rapids with regular waves; clear and open passages between rocks and ledges. Maneuvering required. Best handled by intermediates who can maneuver canoes and read water.

Class III.- Moderately difficult. Numerous high and irregular waves; rocks and eddies with passages clear but narrow and requiring experience to run. Visual inspection required if rapids are unknown. Open canoes without flotation bags will have difficulty. These rapids are best left to canoeists with expert skills.

Class IV- Difficult. Long and powerful rapids and standing waves; souse holes and boiling eddies. Powerful and precise maneuvering required. Visual inspection mandatory. Cannot be run in canoes unless the craft is decked or properly equipped with flotation bags. Advance preparations for possible rescue work important.

Class V- Extremely difficult. Long and violent rapids that follow each other almost without interruption. River filled with obstructions. Big drops and violent currents. Extremely steep gradient. Even reconnoitering may be difficult. Rescue preparations mandatory. Can be run only by top experts in specially equipped whitewater canoes, decked craft, and kayaks.

Class VI.- Extraordinarily difficult. Paddlers face constant threat of death because of extreme danger. Navigable only when water levels and conditions are favorable. This violent whitewater should be left to paddlers of Olympic ability. Every safety precaution must be taken.

### Water Level

The characteristics of a river can change remarkably as the water level rises or falls. As you might expect, a set of Class II rapids can become raging Class IV when the water is abnormally high following spring runoff or heavy storms. Conversely, a Class IV can turn into a shallow pussycat when the water level is low in the late summer. Even normally calm stretches become turbulent and dangerous at flood stage, because the force of currents slammed this way and that by rocks and obstructions creates powerful and dangerous surface conditions.

An International Rating system has also been devised to describe river flow. The classification for a specific river may change from season to season; the following letter designations are used to describe water level and rate of flow:

L, or Low. Below-normal levels for the river. Below-normal depth may interfere with good paddling. Shallows may turn into dry banks and low areas become muddy sandbars.

M, or Medium. Normal river flow. Medium water generally is used to describe good water for rivers with slight gradients and enough depth for passage on the steeper sections.

MH, or Medium High. Higher than normal. Faster flow on gentle gradients. The best flow for more difficult river sections with enough water for passage over low ledges and through rock gardens.

H, or High. Water is becoming difficult to handle. The river is well above normal stage. Canoeists may refer to the strong currents as "heavy." Small debris may come floating by, a warning that the river is dangerous and better left to skilled kayakers or canoeists whose craft are supported by flotation bags.

HH, or High-High. Very heavy water. Hydraulics are complex. Even slight gradients become treacherous. Debris frequent. Only for experts.

F, or Flood. Abnormally high water, overflowing the banks; current extremely violent; low-lying areas underwater. TV crews show up to shoot tape for the evening news. Not for any boaters except those with appropriate equipment on dangerous rescue missions.

## **Canoeists**

The Appalachian Mountain Club rates canoeists on a scale of I through V. Check your competence against their ratings:

Class I.- Beginner. Is familiar with basic strokes and can handle a tandem canoe competently from the bow or stern in flat water; solo canoeist is familiar with basic strokes.

Class II.- Novice. Can handle more advanced whitewater strokes solo or in either bow or stern of a tandem canoe. Knows how to read water; can negotiate easy and regular rapids with assurance.

Class III.- Intermediate. Can negotiate rapids requiring linked sequence of maneuvers; understands and can use eddy turns and basic bow-upstream techniques; is skilled in either bow or stern of a tandem canoe; can paddle Class II rapids in a solo canoe or kayak.

Class IV- Expert. Has established ability to run difficult (Class III and Class IV) rapids in bow or stern of a tandem craft; can paddle solo in a properly equipped canoe or kayak; understands and can maneuver in heavy (Class H) water.

Class V- Leader. Is an expert canoeist; possesses the experience, judgment, and training to lead a group of any degree of skill on any navigable waterway and in the wilderness.

To the preceding list I would add a "Class A" to describe one who has virtually no familiarity with canoes or canoeing.

### **Should You Paddle That River?**

Three elements must be evaluated before you are competent to judge your ability to handle a river: (1) your ability; (2) the class of rapids; and (3) the river flow level.

## Appendix 2

### Wild Rose School Division Paddling Standards Summary

(See River Prep Checklist to be completed before trip)

#### Tandem Canoe Strokes (Flat and Moving Water)

- Forward Stroke
- Reverse Stroke
- Forward and reverse sweep for both bow and stern
- Draw and Cross Bow Draw
- Pry
- J-Stroke
- River J
- Brace

#### Maneuvers (Flat and Moving Water)

- Pivots
- Side Slip
- Back Paddling
- Dock and Beach Entry/Landing
- River Bank Entry/Landing

#### River Skills

- Eddy Turns-Enter and Exit Eddies
- Cross bow draw and Bow Cut
- Forward Ferry
- Back Ferry
- Side Slip

#### River Reading Skills

- Understanding River Hydrology
  - Recognition of different wave and water forms
  - Ability to classify rapids in international grading system
- Ability to recognize and avoid river hazards
  - Sweepers, log jams, outside bends, eroding banks, holes, rocks, bridge pillars, ledges, large waves, steep drops

#### Rescues

- T-Rescues
- River Rescues
  - Account for the safety of swimmers first, followed by gear
  - Demonstrate competency and accuracy using throw bag

**Appendix 3**

**ROUTE CARD**

Class/Group		Teacher/Supervisor

Departure/Location	Map Number	Grid Reference	Date	Time

Arrival/Location	Map Number	Grid Reference	Date	Time

Weather Forecast

Escape Route/Nearest Phone

	Name:	Special Concerns/Meds
Leader:		
Supervisor:		
Supervisor:		
Students:		

**Appendix 4**  
**Sample Trip Log**

Date: September 12, 2006	Group: Grade 10 PE
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Location: Wilcox Pass	Topo Map #'s: 83 B/3 83 B/6
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Start Grid Reference:		Wilcox Pass Campground
Grid Ref 1:		
Grid Ref 2:		
Grid Ref 3:		
Final Grid Reference:		Wilcox Pass Campground

Time Traveled:	3.5 hours	Distance Traveled (kms)	8 kms
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Weather Conditions:	Snow overnight. 0 degrees. Daytime-Overcast. Windy. 5-10 degrees. High Wind Chill.
General Route Conditions:	Trace of snow. Muddy on return. Large # of rams by trail.
First Aid:	
Concern for Individuals:	
Concern for Group:	Good group of kids. Some laziness. Matt Schenk worked hard. Marty showed good character.
Additional Comments:	A ram made some aggressive moves towards our group. I moved between the kids and the ram and the kids moved by without incident. We had to leave the trail later to go around another group of four rams.

**Appendix 5**  
**Daily Route Plan**

Trip:	
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Date	Leg #	Start Grid Reference		End Grid Reference		Distance	Time	Comments	Total Hrs/Minutes	Time
		Easting	Northing	Easting	Northing					

Additional Comments:	
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\*Time 1 refers to simple time traveled overall based on ideal conditions with no change.

Hiking-            5 km/hour  
Canoeing-        based on current flow rates

\*For each hour of the trip ten minutes should be added for rest stops, lunch, navigation, etc. More time should be added for variable conditions. (Difficulty of trip, etc.)

Total Time is the actual time expected to complete the leg after the variables have been added.

Appendix 6

**WILD ROSE SCHOOL DIVISION  
FIELD TRIP PROPOSAL  
TO SCHOOL ADMINISTRATION**

LEAD TEACHER'S NAME \_\_\_\_\_

TYPE OF FIELD TRIP:

\_\_\_ Day trip out of town    \_\_\_ Overnight trip    \_\_\_ Out of Province/Country

GRADE(s) \_\_\_\_\_

# STUDENTS INVOLVED \_\_\_\_\_

PROPOSED DATE(S) \_\_\_\_\_

DEPARTURE TIME \_\_\_\_\_

ARRIVAL BACK \_\_\_\_\_

ITINERARY (use attachment if necessary)

\_\_\_\_\_

RELATIONSHIP TO CURRICULUM \_\_\_\_\_

\_\_\_\_\_

NAMES OF STAFF SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

WHO HAS UP TO DATE FIRST AID CERTIFICATION? \_\_\_\_\_

NUMBER OF OTHER ADULT SUPERVISORS NEEDED \_\_\_\_\_

COST (use attachment to breakdown expenses)

HOW WILL THE MONEY BE RAISED?

\_\_\_\_\_

\_\_\_\_\_

PROVISION FOR STUDENTS NOT PARTICIPATING

\_\_\_\_\_

ATTACH PARENT PERMISSION LETTER

I HAVE REVIEWED ADMIN. PROCEDURE #260 (initial) \_\_\_\_\_ (see attached)

LEAD TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Appendix 7

### ORGANIZING TEACHER'S ROLES AND RESPONSIBILITIES

#### **The Organizing Teacher will:**

- a) plan and organize the field trip
- b) identify and provide methods of addressing safety concerns
- c) review school division admin. procedure 260 & 261
- d) is responsible for supervision arrangements and provides a list of participating staff and volunteers to the principal prior to field trip departure
- e) submit field trip proposal form to the principal
- f) send home, collect, and correlate parent consent forms (including detailed itinerary)
- g) be responsible for ensuring that the return portion of the parent permission letter has been fully completed, signed and dated by the parent
- h) obtain and maintain a field trip resource kit (contact names and phone numbers, first aid, etc.)
- i) take attendance at all points of departure on the field trip
- j) advise the principal of any problems, unusual incidents, and unsafe situations immediately upon return
- k) arrange for appropriate volunteers and for volunteer instruction regarding the nature and requirements of the field trip as well as volunteer responsibilities.

#### **The principal will:**

- a) review the completed field trip form and supporting information
- b) determine whether or not the field trip supports the curriculum
- c) determines whether safety requirements and appropriate supervision levels have been met
- d) determines if field trip authorization is granted or not

**Appendix 8**

**WILD ROSE SCHOOL DIVISION  
PARENT PERMISSION FORM  
WITHIN PROVINCE FIELD TRIPS**

Dear Parent:

I am writing to you with regard to a field trip which our school has planned as described below.

The organizing teacher for this field trip is \_\_\_\_\_. If you have any questions regarding this field trip, please do not hesitate to call the school.

This letter gives you detailed information about the field trip. After you have carefully read this letter, if you wish to consent to the participation of your child in the activities, please sign the Parental Consent portion at the end of this letter and return that portion to the school. Please keep the remainder of this letter for your information and records.

DATE(S) OF DEPARTURE AND RETURN: \_\_\_\_\_

Leaving School At: \_\_\_\_\_ Returning By: \_\_\_\_\_

Description of Trip & Detailed Itinerary (If over night, include detailed itinerary)

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Cost of Trip to Each Student: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Additional Teacher/Staff Member(s) Attending Field Trip

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Number of Additional Volunteer Supervisors needed: \_\_\_\_\_

Educational Value/Connection With Program of Studies

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Special Elements of Risk and Safety Precautions

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Special Clothing and Equipment Requirements:

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In-school Provisions for Students Not Participating in the Field Trip:

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Organizing Teacher's Signature \_\_\_\_\_

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PARENT CONSENT FORM (please return this section to the school)

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
(Parent/Guardian's Signature) (Student's Name) give  
permission for him/her to participate in the \_\_\_\_\_ field trip as outlined on  
this document. I have read the document and understand the program and the conditions under  
which it is being offered. I am aware of the hazards associated with the transportation to and from, as  
well as participation in, the activity. I give my permission for the above listed student to be transported  
by school personnel or their designees and to participate in the above listed activity. I also authorize  
any necessary emergency medical treatment to be administered to the above name student.

I understand that this is a school sponsored program, that the students are expected to conduct  
themselves as responsible individuals, and that the rules and regulations of the school and the Wild  
Rose School Division will apply at all times for the duration of the field trip.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 9**

**WILD ROSE SCHOOL DIVISION  
PARENT PERMISSION FORM  
OUT OF PROVINCE/COUNTRY FIELD TRIPS**

Dear Parent:

I am writing to you with regard to a field trip which our school has planned as described below.

The organizing teacher for this field trip is \_\_\_\_\_. If you have any questions regarding this field trip, please do not hesitate to call the school.

This letter gives you detailed information about the field trip. After you have carefully read this letter, if you wish to consent to the participation of your child in the activities, please sign the Parental Consent portion at the end of this letter and return that portion to the school. Please keep the remainder of this letter for your information and records.

DATE(S) OF DEPARTURE AND RETURN: \_\_\_\_\_

Leaving School At: \_\_\_\_\_ Returning By: \_\_\_\_\_

Description of Trip & Detailed Itinerary (Attached)

Cost of Trip to Each Student: \_\_\_\_\_

Cost to Volunteers \_\_\_\_\_

Method of Transportation:

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Additional Teacher/Staff Member(s) Attending Field Trip

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Number of Additional Volunteer Supervisors needed: \_\_\_\_\_

Educational Value/Connection With Program of Studies

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Special Elements of Risk and Safety Precautions

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Special Clothing and Equipment Requirements:

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Special Rules and Expectations for ALL participants (students and supervisors).

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**Appendix 10**

**WILD ROSE SCHOOL DIVISION  
PARENT CONSENT FOR TEAM SPORTS**

ATHLETIC PROGRAM \_\_\_\_\_

PLAYER'S NAME \_\_\_\_\_

GRADE \_\_\_\_\_ AGE \_\_\_\_\_

BIRTHDATE (Month, Day, Year): \_\_\_\_\_

ALBERTA HEALTH CARE # \_\_\_\_\_

ALLERGIES OR HEALTH CONCERNS  
\_\_\_\_\_  
\_\_\_\_\_

(All information on this page will be shared among the coaches/assistants and school representatives: please sign this page to indicate your agreement according to the Freedom of Information and Protection Privacy Act)

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLANNED OUT OF TOWN EVENTS**

The sports team will be competing at the following schools/sites:

Date(s)	Location		Date(s)	Location

Please be aware that other events may be scheduled. We will communicate with you further, if necessary.

**PERMISSION TO TRAVEL:**

I hereby give permission for my son/daughter to participate in the athletic program indicated on the form and allow my son/daughter to travel to all events sponsored by the team including over night tournament play and league play.

**EMERGENCY PERMISSION:**

In case of emergency I give permission for the coach or their assistant to arrange for my child to receive medical treatment as necessary. I realize that I will be solely responsible for cost of any such medical treatment that is provided.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_