



FIELD TRIPS: FIELD STUDIES / STUDENT EXCURSIONS

Background

Golden Hills School Division believes that experiences beyond the classroom can play an important part in the education of students; therefore, Golden Hills supports field studies and student excursions that complement the school curriculum. Purposeful, carefully planned field studies are valuable educational opportunities that promote student learning and personal development. Golden Hills is committed to ensuring that a safe learning environment is provided to students, volunteers, and staff while participating in field studies and student excursions.

Definitions

1. A field trip describes a field study or student excursion. These are learning experiences sponsored by a school or the Division that take place away from the school premises. Field trips will require parental permission.
 - 1.1 Curricular Field Study – A field study is related to, or an extension of, a course of study and will be supervised by Golden Hills personnel. Examples may include field trips to the Legislature, science centre or outdoor education excursions.
 - 1.2 Extra-curricular Excursion – The excursion is a part of an extra-curricular program offered at the school and will be supervised by Golden Hills Personnel or an approved volunteer. Examples may include travel for a basketball tournament, or a mountain bike club trip.
2. Activities associated with the following programs/events for which supervision is not provided by Golden Hills personnel are excluded from Golden Hills definition of a field trip and do not fall under the scope of this procedure:
 - 2.1 Job shadowing programs (e.g. Take your Child to Work Day)
 - 2.2 Student conferences in which staff supervision is not provided (e.g. Forum for Young Canadians, Encounters with Canada)
 - 2.3 Off Campus Education (see AP 217 Off Campus Education)
 - 2.4 Extended visits to another province or country which are organized by agencies other than the school
 - 2.5 Other activities as determined by the Superintendent

All field trips shall be categorized as per the chart below:

Field Trips – Form 260-1 must be completed for all categories						
		Approved by Principal	Inform Superintendent	Approved by Superintendent	Inform Board of Trustees	Approved by Board of Trustees
Category 1	Day trips within the province	X				
Category 2	1 - 3 overnight stays within province	X	X			
Category 3	4+ overnight stays within province	X		X	X	
	Any travel outside the province but within Canada	X		X	X	
	Any field trips containing High Risk Activities <i>Appendix 260–A</i>	X		X		
Category 4	Any travel outside of Canada <i>** Parents must also complete Form 260-2</i>	X		X		X

Procedures

1. Category 1 -- Day trips within the province - must be completed for all categories of field trips

- 1.1 Field trips require the approval of the Principal or designate, subject to the following conditions:
 - 1.1.1 Satisfactory objectives are considered;
 - 1.1.2 A lead teacher who is responsible for the trip's organization and ensuring that all parameters are adhered to is designated for each field trip;
 - 1.1.3 Adequate teacher or adult supervision is provided. There are to be enough supervisors to cope effectively with an emergency. Supervision levels should be set accordingly when field trips are to remote areas or involve activities with more risk;
 - 1.1.4 Transportation is in accordance with procedure 5 of this administrative procedure;
 - 1.1.5 **Form 260-1: Field Trip Parent Consent Form** is completed;
 - 1.1.6 The Principal may cancel a field trip or a portion of the field trip if the conditions under which the field trip was approved have changed.
- 1.2 Parents will be provided with details of the field trip and will be required to return a signed consent form (**Form 260-1: Field Trip Parent Consent Form**) to the school to satisfy the notion of informed consent.
- 1.3 The supervisor in charge is responsible for carrying a master list or a copy of **Form 260-1: Field Trip Parent Consent Form** of the following on each field trip:

- Names of all participants
- Telephone contact numbers for participant guardians
- Medication and medical alert needs for participants (which may include correspondence to enable the emergency filling of a prescribed medication)

The list must be carried by the supervisor in charge. Other supervisors should have access to pertinent student information, as needed.

- 1.4 A detailed itinerary is submitted and shared with parents.
 - 1.4.1 Unless there is an emergent issue or the safety of students or staff is at risk, the supervisor shall not knowingly deviate from the activities and schedule outlined in the itinerary.
- 1.5 Each student participating in a field trip must comply with all school and Division rules and regulations. The use of alcohol, marijuana, or the illicit use of drugs is prohibited by all participants, including but not limited to students, staff members and volunteer supervisors, during all field trips.
- 1.6 Arrangements for the handling of all financial matters, including a refund procedure, a contingency fund, and an accounting of all expenditures must be in place.

2. **Category 2 – Three or fewer overnight stays within Alberta**

- 2.1 All requirements for Category 1 are completed.
- 2.2 In addition to the Principal's or designee's approval, notification of the field trip must be sent to the Superintendent.
- 2.3 Overnight co-ed field trips shall have both male and female adult supervisors. An adult supervisor must be available to students at all times (24 hours per day) on all overnight field trips.

3. **Category 3 - Four or more overnight stays, or travel outside the province but still within Canada, or field trips containing high risk activities**

- 3.1 All requirements for Category 1 and 2 are completed.
- 3.2 Field trips that involve high risk activities (as per **Appendix 260-A: Activity List**) require the approval of the Superintendent, in addition to that of the Principal or designate. High risk activities must be identified in **Form 260-1: Field Trip Parent Consent Form**.
 - 3.2.1 Suggested supervision guidelines for many activities associated with field trips are included in the publication, [School Physical Activity, Health and Education Resource for Safety](#). All supervisors/organizers of high risk activities should familiarize themselves with and reference the appropriate section(s) of the *Safety Guidelines* document.
- 3.3 Field trips that are four or more overnight stays or outside of the province of Alberta require **approval** of the Superintendent and **notification** of the Board of Trustees.
- 3.4 Principals must be satisfied that teachers and/or supervisors have sufficient and appropriate training/qualifications/experience to lead students in specialized activities. In the event that external organizations or personnel are employed to lead or supervise high risk activities, the Principal must be satisfied that appropriate certifications and/or qualifications are present.

4. Category 4 - International Field Trips

- 4.1 All requirements for Category 1, 2 and 3 are completed.
 - 4.2 In addition to the approval of the Principal (or designate) and Superintendent, all international trips must be approved by the Board of Trustees. Principals are expected to submit the requests with sufficient advanced notice, preferably at least six months, excluding July and August, prior to the date of the proposed trip.
 - 4.2.1 The Board of Trustees will not provide approval if an “*Avoid all travel*” or an “*Avoid all non-essential travel*” advisory is in place on the Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp
 - 4.2.2 If travel advisories change prior to departure, Board permission may be revoked.
 - 4.3 The Principal is responsible to assess the qualifications of the teacher supervising on the field trip.
 - 4.4 Parent information meetings shall be held for all field trips requiring Board approval. In addition to **Form 260-1: Field Trip Parent Consent Form, Form 260-2: International Travel Consent Form** must be completed by all staff and parents of students participating in international travel.
 - 4.5 In order to keep students safe when travelling internationally, principals must check with local health authorities and/or the Department of Foreign Affairs Canada at www.voyage.gc.ca/consular_home-en.asp for country-specific immunization recommendations and details on health-related concerns. This information is to be shared with students and their parents.
 - 4.6 The Principal must ensure that participants have adequate and appropriate medical coverage that covers all reasonably foreseeable circumstances.
 - 4.7 All forms of transportation throughout the travel will be provided by licensed, insured operators.
5. The Division encourages the use of public licensed carriers, including school buses, whenever possible. However, circumstances may require the use of private vehicles. At no time will students transport other students as part of the transportation arrangements for a field trip. Severe weather or poor driving conditions may necessitate postponement or cancellation of a field trip.
6. The Board, the Superintendent, and/or the Principal, reserve the right to unconditionally cancel any field trip. The Division and the school will not assume responsibility for any costs related to such cancellation. Principals are responsible to inform parents of this condition.

References:

- Education Act. AS.A 2012
- Traffic Safety Act, R.S.A. 2000, C. T-6
- School Physical Activity, Health and Education Resources for Safety
- Appendix 260-A: Activity List
- Form 260-1: Field Trip Parent Consent Form
- Form 260-2: International Travel Consent Form
- Form 260-3: Field Trip Transportation Form