

Title: School Field Trip Policy

Policy Statement:

The Board of Trinity Christian School Association (TCSA) supports quality educational field trips for students that are aligned with instructional programming and Alberta curriculum.

Approved: M. Lynn Gullackson
(Chair of the Board)

May 2016
(Date)

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Review and Amendment Date(s): April 25, 2018

Stakeholders Consulted (Date): April 17, 2018

Referenced Documents:

Section 1, 12, 18, 20, 45, 45.1, 60, 61, 113 School Act
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
Elk Island School Division Field Trip Policy (2016)

Definitions

Day Field Trip is an off-site activity which does not involve students remaining overnight at a destination.

Extended Field Trip involves students remaining overnight at a destination, provincially, nationally, or internationally.

Curricular Travel relates directly to the students' study in one or more subjects and participation is on a class basis. Direct curricular ties must be established.

Co-curricular Travel develops from the school's program and/or student's studies. Similar opportunities may not be available to all students. Curricular ties that are established may be indirect.

Job Shadowing often referred to as *Take Your Child to Work Days* are observation-only experiences where a student accompanies their parent or guardian to their workplace.

Principal means a principal as defined in the School Act, a superintendent or designee in respect to fulfilling obligations under section 113 of the School Act.

Limits of this Policy:

This policy is applicable only to the In-School population of TCSA. It is not applicable to workshops and camps undertaken by TCSA's home education program.

A. Procedures

1. All field trips shall:
 - a. have a curriculum focus that is linked directly to, or is an extension of, Alberta Education's Program of Studies; and
 - b. have curriculum outcomes that cannot be accomplished in the regular school setting.
2. Grades 1 - 6 are limited to Day Field trips within 350 kilometres of their immediate community.
3. Recognizing the potential for increased risk in any educational opportunity away from the regular school setting, every field trip shall have as its prime consideration the safety of all participants. No activity that is identified as being high risk shall be approved unless:
 - a. qualified and/or certified instructors will be present;
 - b. all rules and regulations will be reviewed with students on an on-going basis;
 - c. strict behaviour guidelines and discipline actions will be maintained;
 - d. approved safety equipment appropriate to the activity will be used at all times; and
 - e. signed parental consent is on file.
4. The Principal shall provide tentative approval for all field trips prior to any information being shared with students and parents/guardians.
5. Only field trips that are approved by the Principal and adhere to this policy shall operate under the name of the school. The Principal has the absolute right to deny a field trip request based on circumstances including risk to students and/or staff or lack of alignment with curricular or instructional programs.
6. Access to school resources for field trips shall only be given to participants on field trips approved by the Principal.
7. Field trips organized by external organizations that involve Association students, but which are not approved by the Principal, shall not involve TCSA staff in order to avoid the perception of Association approval and responsibility.
8. TCSA resources are not to be utilized by private groups for trips not approved by TCSA.
9. Field trip organizers are required to meet with the Principal to discuss curricular alignment, risks, emergency plans, supervision, etc.
10. Wherever possible, field trips shall be conducted during the school day utilizing regional resources.
11. Although other adults (minimum age: 21 years) can be authorized by the Principal as a field trip chaperone, a TCSA employed supervisor shall be present on all trips.
12. Parents are not permitted to organize field trips on their own, in the name of the school. Field trips involving planning by school parents and participation by students of the school shall take place only with the Principal's approval and involvement in planning, organizing, and supervising the field trip.
13. The supervisor shall ensure that all field trip activities adhere to the guidelines listed in the Safety Guidelines for Physical Activity in Alberta Schools.
14. The Principal may deny the right of student(s) to participate in field trips if their behaviour or lack of skills may have a negative impact on the success/safety of the trip.

15. The use of alcohol or illicit drugs by any student or adult involved in any field trip is strictly prohibited.
16. Any bonus or rewards achieved from a tour/travel company or agency shall be reported to the Principal and shall become the property of the school, not of the individual organizer or supervisor.
17. The Principal shall maintain on file, for a period of two years, information relevant to each field trip.
18. In order to ensure the safety of students and accompanying personnel, areas selected for curricular and co-curricular travel should be ones in which:
 - a. There has been a history of political stability for at least five years and no indications that political turmoil may erupt within the next 12 months. Information can be obtained from the Government of Canada Travel Warnings Website.
 - b. The risk in other areas (e.g. health, transportation, geographical features) is not substantially greater than those that would be experienced by students travelling within Alberta.
 - c. The risk/safety assessment is completed and parents, guardians, and independent students have been informed.
19. The Principal shall monitor the Government of Canada Travel Warnings Website to see if travel warnings are issued for the destination(s) of the extended field trip.
20. The Principal has the absolute right to cancel a field trip if the destination(s) or travel route(s) are not deemed safe.
21. The field trip organizer shall ensure that all available insurances have been considered.
22. In the event that an outside travel/tour company is being used for an extended field trip, all arrangements must be made through the Principal. Parent/guardian/student requests or reservations with the tour company will not be honoured.
23. Equity, costs, loss of instructional time for participating students, and impact on instruction for non-participating students shall all be considered.
24. Deadlines for required travel documentation, consent forms and medication lists are:
 - a. local: one day
 - b. provincial: one week;
 - c. national: one week, and
 - d. international: three weeks in advance

B. Parental/Guardian Consent

1. The Principal shall ensure that each parent/guardian completes a Field Trip Permission Form
2. The Principal may accept verbal permission from parents/guardians for day trips only, if situations so warrant. The Principal must document the call/discussion and keep it on file at the school.

C. Supervision

1. Field trips shall be supervised according to:

2. what is reasonable under the circumstances with regard to the number of student participants;
 - a. the age of the students;
 - b. the nature of the activity;
 - c. the location of the trip; and
 - d. any other relevant considerations.
3. The following supervision ratios shall apply:
 - a. a minimum of one supervisor for each 15 secondary students;
 - b. a minimum of one supervisor for each 10 elementary students; and
 - c. the ratio will also be governed by the Safety Guidelines for Physical Activity in Alberta Schools and is subject to final approval of the Principal.
4. Where the off-site activity is a regular and natural extension of an activity-based course (e.g. physical education, recreational fitness, daily physical activity, etc.), supervision levels will be determined by the teacher in charge with due consideration of:
 - a. the age of the students;
 - b. the activity's level of risk; and
 - c. any specific supervisory requirements for the activity as outlined in the Safety Guidelines for Physical Activity in Alberta Schools.
5. Volunteers or parents/guardians who accompany students on field trip activities are responsible to the teacher in charge.
6. Prior to the trip, the supervisor shall ensure that volunteers, parents/guardians, and staff are aware of their specific roles.
7. Any required medication, with the exception of emergency medication such as Epi-pens or inhalers, shall be given to the supervisor at the beginning of the trip. A list of the medication, dosage, special care instructions, and any known allergies shall be completed and signed by the parent/guardian and kept with the supervisor for the duration of the field trip.
8. The supervisor shall be in possession of students' emergency phone contact numbers and appropriate medical/emergency information.
9. At least one supervisor shall have Emergency First Aid training for each field trip (staff member, volunteer, or someone on site at the facility).

D. Transportation

1. A minor student shall not be permitted to drive another student on any field trip under any circumstances, without the express permission of both parents/guardians and the Principal.
2. All volunteer drivers of school-provided vehicles shall be required to:
 - a. have a minimum of five years licensed driving experience;
 - b. have appropriate insurance.
3. If a student is to be transported by someone other than their own parent/ guardian, the permission of the principal must be given.
4. If a student is to transport him/herself, the permission of the principal must be given.

E. Emergencies

1. The supervisor in charge shall be responsible for emergent decisions requiring a change in transportation or activity.
2. The supervisor shall ensure that a first aid kit is available and that a plan exists to deal with emergencies.
3. In the event of an emergency, an incident involving a 9-1-1 call, or a situation that may be of public concern/interest, the supervisor shall notify the Principal.

F. Job Shadowing

1. Transportation to and from Job Shadowing experiences shall be the responsibility of the parent/guardian.
2. Workplace supervisors, authorized by the Principal, shall be informed that Job Shadow and students are to be considered guests at their workplace and are expected to be recognized as such by their workplace insurance policies.