FIELD TRIPS AND EXCURSIONS
WITHIN WESTERN CANADA

Background

For the purposes of this Administrative Procedure, the term “Field Trip,” which encompasses the terms "excursions" and "student travel," is used to refer to any student activity that is organized, sponsored, and approved by the Principal or District to take place off the property of the school in which the students are registered or are otherwise scheduled to attend on a regular basis. Field trips do not include individual student exchanges, work experience programs, travel to and from regularly scheduled Career and Technology Studies classes, or Registered Apprenticeship Programs that are governed by other procedures.

The objective of this Administrative Procedure is to clarify the purpose of all school and District approved field trips within Western Canada. The Procedures Manual (Appendix) outlines the required processes and procedures that are necessary to plan field trips that are safe, purposeful, and well organized.

Procedures

1. Any field trip proposed for students in the District shall:
   1.1 Have a curriculum focus that is linked directly to, or is an extension of, Alberta Education's Program of Studies;
   1.2 Have curriculum outcomes that cannot be accomplished in the regular school setting;
   1.3 Have as its prime consideration the safety of all participants, considering the potential for increased risk in any educational opportunity away from the regular school setting;
   1.4 Not include any activities identified as being high risk in the District's Insurance, Risk Management and Disaster Planning Manual*, Module 9: Identifying High Risk Activities;
   1.5 Have the approval of the Principal and adhere to the planning and approval procedures stipulated in detail within the Procedures Manual (Appendix); and,
   1.6 Address the equity, costs, loss of instructional time for participating students, and the impact on instruction for those students not participating.

2. Only field trips that are approved by the Principal or District (where required) and adhere to this Administrative Procedure shall operate under the name of the school, a school club, or the School Council. Access to school resources for field trips shall only be given to participants on Principal or District approved field trips. Field trips organized by external
organizations that involve District students, but which are not approved by the Principal, shall not involve District staff in order to avoid the perception of District approval and responsibility.

3. 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 with teacher field trip leader involvement in planning, organizing, and supervising the field trip.

4. Whether an event is considered a school field trip or not is dependent primarily upon who does the planning, organization and supervision. Any time the Principal sanctions an activity and the school is involved in planning, organizing and taking students to an event, and/or anticipates using parents as supervisors, it is considered a field trip and the appropriate field trip approval process and rules must be followed, including providing a teacher field trip leader.

Approval Date: April 12, 2016

Reference:
- School Act, Section 1, 12, 18, 20, 45, 45.1, 60, 61, 113
- 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
- Risk Management Manual
- School Administrators’ Handbook
- Volunteer Handbook