



302.8AP Field Trips & Excursions

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CROSS REFERENCE:

- [302.8AP Exhibit 1 International Field Trip Consent, Risk Acknowledgement, Waiver – Student](#)
 - [302.8AP Exhibit 2 International Field Trip Consent, Risk Acknowledgement, Waiver – BTPS Org Staff/Supervisor](#)
 - [302.8AP Exhibit 3 List of International Field Trip Participants](#)
 - [302.8AP Exhibit 4 Field Trip Checklist](#)
 - [302.8AP Exhibit 5 Permission Form](#)
 - [303BP Use of Division-Owned Technology](#)
 - [304BP Personal Electronic Devices](#)
 - [202.7AP Student Code of Conduct](#)
 - [500.2AP Volunteers](#)
 - [701.4AP Student Transportation for Curricular or Extra-Curricular Trips](#)
 - [School Physical Activity Health & Education Resource for Safety – SPHEREs.ca](#)
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GUIDELINES:

1. Curricular field trips are those developed directly from the school's program of studies, are based on written educational objectives, and are generally of a whole class nature.
2. Extra-curricular field trips are those relating directly to the students' participation or study by a voluntary commitment or selection (i.e., school teams, band, clubs, etc.).
3. Schools may raise the necessary funds through those means approved by the principal (i.e. school budget, student fees, fund-raising).
4. Every effort shall be made to ensure that no student is prevented from taking part in a curricular field trip because of inability to pay a fee.
5. Administrative approvals and parental consents must be received prior to embarking on a field trip.
6. Approved international field trips are a Board sanctioned activity and as such require adequate teacher/adult supervision of students.
7. All participants are required to adhere to the fieldtrip expectations as set out by the teacher-in-charge and the student code of conduct.

8. Contracts with bus operators to transport students for, curricular, and extra-curricular trips will be negotiated by the school with the individual bus contractor with invoices to be approved and paid for by the school.
9. Community organized travel must be entirely community driven and cannot have any formal or perceived connection to Buffalo Trail Public Schools. This includes, but is not limited to;
 - 9.1 Teachers or BTPS staff may not act as organizers or leaders of a community trip,
 - 9.2 Trip-related meetings may not be held in BTPS schools or facilities,
 - 9.3 BTPS must not be referenced in any advertising or communication about a community trip.

PROCEDURES:

Field Trip Approvals

1. Local and National Field Trips;

- 1.1 Local and national field trip proposals are to be submitted to the principal for approval. All applications must include:
 - 1.1.1 the number of participants;
 - 1.1.2 the teacher-in-charge and other BTPS staff involved;
 - 1.1.3 the person(s) identified as the first aider;
 - 1.1.4 educational objectives that connect to grade level curriculum;
 - 1.1.5 preparation of students for the study or activity that is appropriate for age, fitness, and skills of the students;
 - 1.1.6 evaluation methodology to assess student learning;
 - 1.1.7 destination, means of transportation, accommodation, supervision arrangements, and a detailed itinerary;
 - 1.1.8 proof of parental support;
 - 1.1.9 supervisors on overnight trips are required to an original criminal record with vulnerable sector check;
 - 1.1.10 field trips that take place within the community are considered to be an extension of the classroom. These trips require a permission slip and may be completed at the start of the year outlining the locations and educational objectives of the trips;
 - 1.1.11 for national travel all participants must carry appropriate insurance including coverage for any unforeseen expenses; and
 - 1.1.12 the Board will not be responsible for any expenses incurred as a result of student participation in national field trips.

2. International Field Trip

- 2.1 Requests must be approved by the Board of Trustees.
- 2.2 The Board will not approve a field trip to any destination that is deemed by the Government of Canada Travel Advisory (<http://travel.gc.ca/travelling/advisories>) identified as "avoid non-essential travel" or "avoid all travel". A risk level in the Canada Travel Advisory of "exercise a high degree of caution" will be reviewed by the Superintendent for the risks posed to students with the safety of students foremost in consideration of approval.
- 2.3 Should the Board provide approval for a field trip to a destination and prior to departure the Government of Canada Travel Advisory (<http://travel.gc.ca/travelling/advisories>) status changes to any condition referred to in 2.2, the Board will immediately withdraw their support for the field trip. Any costs incurred as a result of the withdrawal of support will be the responsibility of participants. The teacher-in-charge is responsible to monitor and report any change in travel risk level.
- 2.4. The Board will not be responsible for any expenses incurred as a result of student participation in international field trips.

- 2.5 Participants on international field trips are limited to organizing staff, BTPS students in identified grade levels and supervisors. All adult travelers are considered supervisors.
- 2.6 Applications are to be submitted to the Board Secretary for the Board Meeting at least one year prior to the departure date. All applications must include:
- 2.6.1 the number of BTPS schools participating (schools are strongly encouraged to coordinate opportunities of this sort to maximize efficiencies, provide opportunity for students in schools where participation in these types of activities is below the minimum participation level and allow for cross-jurisdictional cooperation in providing these types of experiences);
 - 2.6.2 the number of participants (trips involving less than 12 students 180 days prior to departure will be subject to review and Board support may be withdrawn. The teacher-in-charge must notify the Board of Trustees if numbers fall below these minimum numbers);
 - 2.6.3 the grade level(s) identified as participants;
 - 2.6.4 the teacher-in-charge and other BTPS staff involved in a formal supervisory capacity;
 - 2.6.5 the person(s) identified as the first aider;
 - 2.6.6 a budget that demonstrates zero costs to be incurred by BTPS, excluding the cost of substitutes for staff in a formal supervisory capacity, for the field trip;
 - 2.6.7 the number of instructional days (it is preferred that no instructional days be used for international field trips. In exceptional circumstances up to a maximum of two days may be allowed when a written plan for addressing the lost teaching time incurred as a result of any teaching days missed as a result of the timing of trip);
 - 2.6.8 educational objectives that connect to grade level curriculum;
 - 2.6.9 preparation of students for the study or activity that is appropriate for age, fitness, and skills of the students;
 - 2.6.10 evaluation methodology to assess student learning;
 - 2.6.11 destination, associated risks, means of transportation, accommodation, supervision arrangements, and a detailed itinerary;
 - 2.6.12 proof of parental support;
 - 2.6.13 a signed letter of principal support for the international field trip;
 - 2.6.14 all students, staff and supervisors must provide proof of appropriate immunization, as per recommendations from Alberta Health and Wellness and Alberta Education. Individuals who do not have the required immunization (depending on destination) will not be permitted to travel;
 - 2.6.15 all students must have a consent letter (held by the teacher-in-charge) demonstrating that the child has permission to travel outside Canada from every parent or guardian who is not accompanying them on the trip; information and the form can be found at <https://travel.gc.ca/travelling/children/consent-letter>;
 - 2.6.16 all supervisors must have a current, an original criminal record with vulnerable sector check. All BTPS staff are subject to the criminal records with vulnerable sector check expectations outlined in their employment agreement;
 - 2.6.17 all participants must carry appropriate insurance including coverage for any unforeseen expenses;
 - 2.6.18 the communication plan between the teacher-in-charge and the school in case of emergency or travel delays; and
 - 2.6.19 all Consent for Participation, Risk Acknowledgement, Waiver, and Indemnity forms for Students and BTPS Organizing Staff and Supervisors, applicable criminal record with vulnerable record checks and list of international field trip participants forms to be sent to Central Office Attn: Board Secretary, 45 days prior to departure.

3. All Field Trips

In addition to the proposal, it is expected that the school will address the following with respect to all field trips.

- 3.1 Parent consent in writing is required for their child(ren) to participate in any field trip.
- 3.2 Permission slips must include:
 - 3.2.1 the grade level(s) identified as participants;
 - 3.2.2 destination, means of transportation, accommodation, supervision arrangements, and a detailed itinerary;
 - 3.2.3 cost to students;
 - 3.2.4 the purpose and educational objectives of the trip;
 - 3.2.5 the teacher-in-charge and other BTPS staff involved in a formal supervisory capacity;
 - 3.2.6 the person(s) identified as the first aider; and
 - 3.2.7 associated risks relative to the field trip.
- 3.2 All participants are advised in writing, by the teacher-in-charge, of all incentives, rewards, and inducements provided to those responsible for organizing or supervising the field trip (i.e. free accommodation, free transportation, gifts, etc.) and the reason and manner to be followed to allocate such incentives to those supervising or organizing the trip. A copy of this correspondence is to be included with the submission of the final documentation for national and international trips.
- 3.3 On each field trip there will be a teacher-in-charge and this person has overall authority on the trip. A communication plan between the teacher-in-charge and the school will be established prior to departure in case of emergency or travel delays.
- 3.4 Any participant requiring medication shall be identified and provision made to ensure the teacher-in-charge is aware of the medical condition and the procedure to be followed to deal with the medical condition.
- 3.5 The teacher – in - charge must be made aware of any medical conditions that may require their support, as disclosed in 203.1AP Exhibit 1 and be responsible for dispensing any medications as per BTPS procedures 203.1AP Administration of Medication/Medical Assistance to Students.
- 3.6 On co-educational field trips involving an overnight stay shall have both male and female BTPS organizing staff/ supervisors as approved by the principal.
- 3.7 Field trips shall have adequate supervision giving due consideration to the age of the students, the nature of the field study and the places being visited. Schools are encouraged to use parents to assist in supervision; however, at least one staff member must accompany each group involved in the trip. Supervisors will remain with the group and field trip for the entirety of the trip.
- 3.8 Parent supervisors are part of the overall supervision provided and they are to take direction from the teacher-in-charge. Parent supervisors are present to ensure the safety of the students on the trip.
- 3.9 Field trips impacting upon another teacher's class time require the consent of the teacher. Consent shall not be unreasonably denied.
- 3.10 Students shall not be penalized for participation or non-participation in any authorized field trip.
- 3.11 BTPS organizing staff/supervisors are responsible to ensure the welfare and safety of the students from the initiation to the completion of the field trip.
- 3.12 Students are responsible to the BTPS organizing staff/supervisor(s) for their conduct and behavior from the initiation to the completion of the field trip.

- 3.13 The means of transportation (i.e. bus, private vehicles etc.) must be provided on the parent consent form. If the means of transportation (prior to the field trip or during the field trip) changes for any reason, all parents will be notified as per the communication plan in 3.4 prior to making the change.
- 3.14 In the case of an emergency where student safety is a concern the teacher-in-charge will make the decision in the best interest of the students. The school and the parents will be notified as soon as it is safe to do so. This information must be provided on the parent consent form.