



# ADMINISTRATION 5 – Field Trip Operational Procedures

Date: November 24, 2004

Revised March 22, 2017

Responsible Administrator: Superintendent

## **1.0 RATIONALE**

Off-site school sponsored activities can enhance student learning and development. Field trips must clearly demonstrate that they complement expected curriculum outcomes.

## **2.0 PROCESS**

The Superintendent or designate will be responsible for the process involving approval of field trips.

## **3.0 GUIDELINES**

- 3.1 The Superintendent can exercise the right to cancel or alter a field trip at any time.
- 3.2 Funding for field trips is the responsibility of individual schools. No student shall be excluded from a field trip due to inability to pay additional fees levied. (Excluding academies, extended trips or tours not necessary to meet the learning expectations of a particular grade or course).
- 3.3 Field trips include any excursion in which students are off the school grounds. Off-campus education shall not be considered as field trips.
- 3.4 All field trips will be conducted under the auspices of the school and will be demonstrably related to curriculum and/or extra-curricular expectations.
- 3.5 Meaningful alternative learning experiences must be provided for those students who do not participate in the field trip.
- 3.6 No communication to parents or students regarding a proposed field trip shall occur until the applicable approvals have been provided.
- 3.7 Parents/guardians must provide informed consent for their child to participate in a field trip (Consent of Parent/Guardian and Acknowledgement of Risk form).
- 3.8 No field trip shall exceed five (5) school days.

References: *Board Policy: D/I/8 – Purchasing  
F/II/1 – Curricular and Extra-curricular Fees  
F/II/2 – Field Trips  
Admin Practice(s): Administration 22 – Curricular and Extra Curricular Fees Collection  
Educational Services 7 – Curricular and Extra Curricular Fees  
Financial Management 4 – Purchasing Authority and Procedure*



## ADMINISTRATION 5 – Field Trip Operational Procedures

Date: November 24, 2004

Revised March 22, 2017

Responsible Administrator: Superintendent

- 3.9 Unless in emergency situations, all school-sponsored activities during the regular school day will use transportation provided by or approved by the school/Division.
- 3.10 School staff shall not arrange for transportation other than indicated and approved on the Off Site Field Trip Proposal Form.
- 3.11 Approval shall only be given when the principal is satisfied that all criteria on the Field Trip Checklist and in the Field Trip Safety Plan forms have been met.
- 3.12 Gifts, entertainment and/or incentive trips or other personal services shall not be accepted or solicited by divisional staff when planning and coordinating school field trips.
- 3.13 School administration shall provide a report to school councils on all school field trips on a regular basis and no less than every five (5) months (i.e. January and June).
- 3.14 For further information, please refer to [www.youthsafeoutdoors.ca](http://www.youthsafeoutdoors.ca) website, or the Alberta School Boards Insurance Exchange website at <http://www.asbie.com/index.php>.
- 3.15 Principals shall approve all teacher supervisors. Principals may authorize other staff/people other than teachers to provide supervision when warranted.

### Field trips during the school day

- 3.16 The principal must give approval for all field trips. Approval may be given after completion of the following:
  - 1. The Offsite Field Trip Proposal Form
  - 2. Field Trip Checklist
  - 3. Consent of Parent/Guardian and Acknowledgement of Risk form

References: *Board Policy: D/I/8 – Purchasing  
 F/II/1 – Curricular and Extra-curricular Fees  
 F/II/2 – Field Trips  
 Admin Practice(s): Administration 22 – Curricular and Extra Curricular Fees Collection  
 Educational Services 7 – Curricular and Extra Curricular Fees  
 Financial Management 4 – Purchasing Authority and Procedure*



## ADMINISTRATION 5 – Field Trip Operational Procedures

Date: November 24, 2004

Revised March 22, 2017

Responsible Administrator: Superintendent

### Overnight/Outdoor Education and Out of Province Field Trips

- 3.17 The principal must have the approval of the Superintendent for field trips that are overnight or exceed two (2) school days and/or are outside the Province of Alberta.
- 3.18 To request approval to plan an overnight field trip the following documentation shall be submitted to the Superintendent for consideration four weeks prior to the trip:
1. Overnight/Outdoor Education Field Trip Proposal
  2. Field Trip Safety Plan
  3. Field Trip Approval Checklist
  4. Parent Correspondence Letter
  5. Consent of Parent/Guardian and Acknowledgement of Risk form
  6. Program/Activity Plan
  7. Any other supporting documents
- 3.19 The Board shall be provided, as information, all field trips that are overnight and/or out-of-province.

### Community Based Tours and Trips

- 3.20 Excursions planned during any vacation periods (non-operational school days), and not directly sponsored by a school or the Division, are outside of the school year and therefore are the total and full responsibility of the planners, tour agencies and/or the transportation agencies involved. Even though such non-school and non-Division excursions may be valuable, they are “non-Divisional” activities and cannot be supported or legally approved by the Board.
- 3.20.1 Materials relating to community trips shall not be photocopied or distributed at schools.
- 3.20.2 Planning and/or recruitment for community trips shall not take place on school property or in schools operated by Sturgeon School Division.
- 3.20.3 Any staff members who participate in a community trip shall communicate leave requests with the Associate Superintendent of Human Resources.

References: *Board Policy:* D/I/8 – Purchasing  
 F/II/1 – Curricular and Extra-curricular Fees  
 F/II/2 – Field Trips  
*Admin Practice(s):* Administration 22 – Curricular and Extra Curricular Fees Collection  
 Educational Services 7 – Curricular and Extra Curricular Fees  
 Financial Management 4 – Purchasing Authority and Procedure