

Administrative Procedure 260

EDUCATIONAL FIELD TRIPS

Background

Educational field trips supplement and enhance the educational programs for students. Safety of all participants shall be the highest priority.

Procedures

1. Approval

- 1.1 The principal is authorized to approve field trips within the province.
- 1.2 The Board shall approve international field trips in principle.
- 1.3 The Superintendent will approve all out of province field trips and notify the board.
- 1.4 The Superintendent will grant final approval on all out-of-province and international field trips in accordance with the Aspen View Off-Campus Field Trip Manual, the Safety Guidelines for Physical Activity in Alberta Schools and other applicable regulations, policies or legislation.

2. Planning

- 2.1 For each out-of-province educational field trip, the principal shall submit a request for approval to the Superintendent in accordance with the Off-Site Activity Manual Form 260-A, or similar will be used to request approval.
- 2.2 All costs related to each field trip shall be covered by the school and/or parents/guardians of the participants.
- 2.3 School owned buses shall use drivers that are authorized to drive by the principal that meet the criteria outlined in the AVPS Safety and Maintenance Manual as well as administrative procedures.
- 2.4 Chartered buses used for the transportation of field trips must be approved by the principal that meet criteria outlined in the AVPS Safety and Maintenance Manual and administrative procedures as well they are required to carry a minimum of \$2 million dollars in public liability insurance when transporting students.
- 2.5 Automobiles shall have a properly licensed driver and shall carry a minimum of \$1 million dollars in public liability insurance when transporting students. Refer to Administrative Procedure 491 for driver requirements.
- 2.6 Educational field trips that involve more than two school days away from school shall receive tentative approval from the principal and Superintendent prior to proceeding.
- 2.7 Field trips shall be educationally sound and shall relate to each participating student's educational program.
- 2.8 International trips/out of province trips must have an educational component.

- 2.9 Principals shall ensure that teaching assignments are adequately covered and that program continuity is maintained.
- 2.10 Principals shall ensure that all trips are properly supervised.
- 2.11 When using educational travel/tour companies, teachers may not accept cash gifts or other incentives. Any incentives (monetary or gifts/goods such as laptops, cameras etc.) are to be the property of the school. Incentives such as participation in conferences or meetings (held internationally) must be approved, in writing, by the superintendent or designate and cannot be in lieu of benefits or incentives.
- 2.12 Selection of educational tour companies must be done by quotation/tender. Organizers are to look at at least two educational tour companies for comparison in price, value, safety etc. Quotations and/or record of tenders must be kept until the end of the year in which the educational tour occurs.

3. Organization

- 3.1 The consent of the parent/guardian shall be obtained before each field trip. For activities that involve more than one off-site trip, including inter-school sports, a single parental permission will suffice if the information to the parent/guardian includes a schedule of all activities and details of each event.
- 3.2 Teachers planning field trips shall inform the parent/guardian of the nature, purpose, destination of the excursion, costs, and approximate departure and return times. If school owned buses and/or an Aspen View employee driver (e.g. teacher) are utilized the driver must meet all requirements relating to the hours of services regulations and daily trip inspections per the AVPS Safety and Maintenance program.
- 3.3 The principal or designate shall keep a written record of the names of all persons on the field trip (passenger list), with details of times, routes, and destination; a copy of the passenger list is to be updated as required and retained in the vehicle at all times until the trip is terminated.
- 3.4 Trip organizers shall establish rules of conduct for all persons involved in the trip, and shall ensure that the rules are clearly understood before departure time.
- 3.5 Trip organizers shall ensure that students are dressed and equipped appropriately for the purpose of the trip and the anticipated weather conditions.
- 3.6 All participants shall use appropriate safety equipment in activities that require it. Supervisors shall apply appropriate safety precautions.
- 3.7 Trip organizers shall ensure that
 - 3.7.1 All participants (including supervisors), are trained in activities related to the field trip and are advised of all local conditions
 - 3.7.2 All Board policies and Division administrative procedures are adhered to.
- 3.8 On overnight trips, there shall be at least two adults present, including one female supervisor if female students are involved, and one male supervisor if male students are involved. A ratio of at least one adult supervisor for every ten students is recommended, however, the principal will take into account the type of activity, the age and ability of the students and the confidence, experience and qualifications of

the supervisors. The principal retains the right to approve variations to the ratio as appropriate as per the Off-Site Activity Manual.

3.9 Students with known medical or other problems shall be identified to all supervisors.

4. Reporting

4.1 Principals will prepare a field trip report for the current year for submission to the Superintendent and School Council at the end of the school year. The Superintendent will submit copies of these reports to the Board.

Reference: Section 18, 20, 45, 60, 61, 113, School Act
Traffic Safety Act
Safety Guidelines for Physical Activity in Alberta Schools
Safety Guidelines for Secondary Inter-School Athletics in Alberta
AP 520 – School Generated Funds
Policy 19 – School Fees
Policy 13 – Appeals and Hearings regarding Student Matters