

FIELD TRIPS AND OFF-SITE ACTIVITIES

Background

The Division believes that the community should be viewed as an extension of the school, and therefore authorizes field trips and off-campus activities when such activities have an educational value and complement the school curriculum. While field trips, excursions and activities have positive educational value; care must be taken to ensure that they are organized in a manner that maximizes educational benefit and ensures the protection and safety of students, staff and volunteers.

Scope of Procedure

The procedure governs all field trips, excursions or activities that take place off school grounds. This includes travel by individual students in connection with student exchanges, student conferences/competitions and any other off-site school activities. For Student Athletics please see Procedure 260, Extra-Curricular Athletic Activities

The primary reference for safety expectations and precautions shall be [School Physical Activity, Health & Education Resource for Safety \(SPHEReS\)](#) and ARMIC shall apply.

In the case of a difference between guidelines set out in that document and LRSD procedures, the guideline that requires the closest supervision of students shall take precedence.

This procedure does not apply to:

Any student trip or activity planned and organized outside of the school program by a parent, parent group or any other out-of-school organization. Such activities are not considered to be “school or Division sponsored”, and are therefore the responsibility and liability of that parent or organizing group;

- student off-campus work experience placements
- Student programming based on an Individual Student Plan. Please contact the Associate Superintendent, Human and Learning Services for these situations.
- School Athletics. Please see [Administrative Procedure 260 Extra Curricular Athletic Activities](#)

Educational Goals

All field trips, off-campus activities and student travel shall have:

- a. Educational goals established which are compatible with the provincial programs of study and the school’s instructional program;
- b. Sufficient educational value to outweigh any loss of instructional time from the regular school program;
- c. Participation restricted to include only students who are enrolled in Livingstone Range School Division.

Student Safety

All field trips, off-campus activities and student travel shall be planned in such a way as to maximize student safety.

- a. The teacher-leader or designated Division employee is responsible for acquiring sufficient awareness of and information about the proposed site(s) of the activity to make a safety

- assessment for the activity. If possible, a pre-trip visit to the site is highly recommended.
- b. Competent instruction and supervision for off-campus activities are mandatory. Competence may be established by virtue of a certificate from a governing body for an activity, or where certificates are not issued, competence may be recognized by virtue of experience and demonstrated expertise in the activity. It is the responsibility of the teacher-in-charge or designated Division employee to ensure that a contracted service provider holds the appropriate certification or training.
 - c. The teacher/leader of any field trips, off-campus activities or student travel shall be responsible for carrying a list of student participants, including telephone contact numbers, Alberta Health Care numbers, medication and medic-alert needs.
 - d. Students shall not be required to walk to an off-campus venue in circumstances where extreme weather or temperature exists, or where a student is improperly dressed for the weather conditions. Students must have appropriate attire for the weather conditions if travelling outside town limits.
 - e. The use of alcohol or illegal drugs by any participants, including staff members and volunteers is strictly prohibited during all field trips, off-campus activities and student travel, regardless of the circumstances, the age of the participants, or local laws and customs.

Supervision

1. All field trips, off-campus activities and student travel must be under the direct supervision of at least one Division employee.
2. Supervisors must have sufficient and appropriate qualifications to ensure proper supervision based on the nature of the trip or activity.
3. Both male and female supervisors are required for situations requiring modesty (e.g. change rooms, hotel rooms), if both male and female students are present.
4. An adult supervisor must always be available to students (24 hours per day) for the entire duration of the trip or activity.
5. For activities or events where students might travel alone, such as during student exchanges, responsibility for ensuring adequate supervision shall rest with the parent.
6. Before, during, or after field trips and off-campus activities where students might travel alone in a motor vehicle with a supervisor, it is recommended another adult be in attendance.
7. Supervisory personnel including parents and other volunteers are agents of the board for the purpose of this guideline.
8. The Principal is responsible for the level and quality of supervision on each field trip and is authorized to approve details regarding supervision, giving consideration to the following factors:
 - a. The recommended minimum student to supervisor ratio, unless in the Principals or Superintendents opinion the circumstances allow for a higher ratio;
 - b. The number of participants;
 - c. The age, maturity and competency of the participants;
 - d. The distance involved;
 - e. The duration of the field trip;
 - f. The nature of the venue(s) being visited;
 - g. The type of vehicle(s) being used for transportation;
 - h. The nature of the activities to be undertaken and the risks associated with them;

- i. The extent to which the teacher supervisor is familiar with the venue(s); and
 - j. Other factors which, in the judgment of the Principal, are important to the successful and safe implementation of the field trip.
9. Principals are responsible to ensure that at least 1 supervisor is trained in the appropriate level of first aid for the chosen activity and that appropriate safety and emergency response equipment is available during the field trip. (first aid kits, epi-pens, etc.)
10. Principals must be satisfied that teachers and/or supervisors have sufficient and appropriate qualifications to carry out specialized activities (e.g. canoeing, backpacking in remote areas, activities undertaken in subzero temperatures)
11. All students participating in field trips must have health care coverage.

Categories and Approval Requirements

	Category I	Category II	Category III	Category IV
<i>Category Description</i>	Within the Province Of Alberta, Maximum of one instructional day Not considered "high risk activity" (Admin Procedure 261)	Within the Province Of Alberta, Involves more than one instructional day and /or is considered "high risk activity" (Admin Procedure 261)	Destination is outside of the province of Alberta	Destination outside of Canada
<i>Trip Approval</i>	Principal	Principal Inform Superintendent	Superintendent – Inform Board	Superintendent – Inform Board
<i>Trip Cancellation Authority</i>	Superintendent Principal	Superintendent Principal	Board Superintendent Principal	Board, Superintendent, Principal
<i>Advanced Approval Notice</i>	NA	1 Month	2 Months	8 Months
<i>Parent / Guardian Consent</i>	Yes	Yes	Yes	Yes
<i>Detailed Itinerary</i>	From Teacher to Principal	From Teacher to Principal to Superintendent	From Teacher to Principal to Superintendent	From Teacher to Principal to Superintendent
<i>Parent / Guardian Meeting</i>	No	Only if needed	Yes	Yes
	<i>Category I</i>	<i>Category II</i>	<i>Category III</i>	<i>Category IV</i>
<i>Completed LRSD Field Trip Checklist</i>	Yes	Yes	Yes	Yes
<i>Reference to Safety Guidelines</i>	Yes	Yes	Yes	Yes
<i>Grade Restrictions</i>	No	Grades 4 – 12 only	Grades 7 – 12 Only	Grades 7-12 Only
<i>Out of Country Medical Insurance</i>	No	No	Out of Province Medical Insurance	Yes
<i>Activity Risk Assessment</i>	Yes - General	Yes - Detailed	Yes - Detailed	Yes - Comprehensive
<i>Emergency Response Plan</i>	Yes - General	Yes - Detailed	Yes - Detailed	Yes - Comprehensive
<i>Trip Cancellation Insurance</i>	No	No	Yes	Yes
<i>Recommended Minimum Student to Supervisor Ratio:</i>				
<i>In-Town Trips:</i>				
ESC to Gr 3	6:1	NA	NA	NA
Gr 4 to 6	12:1	NA	NA	NA
Gr 7 to 9	15:1	NA	NA	NA
Gr 10 to 11	25:1	NA	NA	NA
<i>Out-Town Trips:</i>				
ECS to Gr 3	4:1	NA	NA	NA
Gr 4 – 6	5:1	5:1	NA	NA
Gr 7 – 9	10:1	6:1	4:1	4:1
Gr 10 - 12	15:1	9:1	5:1	5:1

Note: All guidelines are at the discretion of the Superintendent or designate.

Notification, Permission and Waiver Forms

Parents / Guardians:

1. Notification shall be provided for all field trips, off-campus activities and student travel. Notification must include but not be limited to:
 - a. the purpose and educational objectives of the off-site activity;
 - b. the name of the teacher-in-charge and a contact telephone number;
 - c. the date(s);
 - d. the destination and, where possible, a map of the area;
 - e. a detailed itinerary, setting out the general nature and number of activities;
 - f. departure and return times;
 - g. mode of transportation;
 - h. financial arrangements;
 - i. safety precautions;
 - j. level of supervision;
 - k. the date of the parent meeting, if one is being held;
 - l. any special risks associated with the activity;
 - m. a reminder that parents or guardians must inform the teacher-in-charge about any relevant medical conditions of the student;
 - n. emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - o. the need for additional medical coverage for out-of-province or out-of-country trips;
 - p. any other relevant information about the trip which may influence the parent's or guardian's decision to withhold permission, such as a controversial museum exhibit, and
 - q. the standard of conduct expected of students and that a student may be sent home from activities at parent's expense if the behavior of the student is unacceptable.
2. Permission shall be obtained in advance of travel outside the community.
 - a. Permission and signed waiver forms shall be obtained in advance of travel out of province, for overnight events and/or for high risk activities.
 - b. One permission form is acceptable for a series of annual off-site activities within the town, as long as all activities meet the requirements of the Acknowledgement of Risk form. above and legal guardians are notified of the activity within a reasonable time prior to the activity taking place.
 - c. One permission form is acceptable for a number of distinct activities within the community such as trips to the park, fire hall etc., as long as the school Principal is confident that the activities meet the critical requirements of *Parent Permission* above and parents are notified of the activity within a reasonable time prior to the activity taking place.
3. When an off-site activity includes students from two or more schools;
 - a. The Principal of each school involved must approve the participation of their students; and
 - b. Students from all of the schools are accountable to the teacher-in-charge.
4. Students are prohibited from participation in any activity or trip when notification has not been provided or when permission or waivers have not been obtained.

Cost and Participation

1. Every effort shall be made to ensure that all students are provided with equal opportunity to participate in field trips, off-campus activities and student travel however:
 - a. the demands of the activities shall not exceed the capacity of the students (i.e. fitness, skills); and
 - b. extenuating circumstances may require an opt-out option by the parent/guardian. Non-participants shall be provided meaningful alternative activities.
2. Costs associated with field trips, off-campus activities and student travel, including substitute costs, shall be borne by the school, the club or organization, the student, the individual supervisor or some combination of the above, as appropriate, however:
 - a. where course requirements make off-campus travel necessary, transportation shall be provided free of charge;
 - b. the ability to pay should not unduly limit a student's opportunity to participate. Fund raising in accordance with Division policy/procedure may be used to help defray costs; and
 - c. the responsibility for the cost of trips by individual students in connection with programs available through the school (e.g. student exchanges, student conferences) shall rest with the parent.
3. Teachers and other staff members traveling with students, as approved supervisors, shall be paid their regular salary for those days that are part of the designated school year.

Transportation

1. Transportation of students may include commercial (airline, bus, taxi etc.) or private vehicles. See [Admin procedure 562 Co-Curricular and Extra-Curricular Transportation](#) for more details.
 - a. Where it is necessary to use private or leased vehicles, Admin Procedure 562 shall be followed.
 - b. Students must return to the school at the end of the field trip or off-campus activity unless parent/guardian consent in writing has been obtained for alternate dismissal procedures.

Itineraries

1. For any out-of-province or overnight, a detailed itinerary shall be provided to parents, the principal and Superintendent or designate.
 - a. Deviations from the itinerary shall occur only after receipt of approval from the principal or Superintendent.
 - b. Unplanned changes (such as flight delays) should be reported to the principal, Superintendent or designate as soon as possible.

Insurance

1. All staff and authorized supervisors shall be protected by the Division's liability insurance when acting within the scope of their duties as approved by the school and/or Division administration.
2. Liability coverage is normally effective only for activities held within Canada or continental
3. U.S.A. Contact should be made with the Associate Superintendent, Business Services for advice concerning insurance coverage beyond these borders.
4. Students shall be required to carry approved medical coverage for all travel outside of Canada.

Reporting Accidents and/or Incidents

1. In the event of delays in transporting students home such as a school bus accident or road conditions, the division employee in charge shall notify the school's administrator. Upon receiving this notification, the school administrator or designate shall:
 - a. Notify the Associate Superintendent, Business Services if the delay will be extensive, or if an accident has occurred. In the case of an accident, a list of participating students shall be provided to the Associate Superintendent, Business Services
 - b. Notify parents when possible, if the delay causes the students to arrive back to the school significantly later than expected; and
 - c. Remain at the school to answer parent inquiries until the students arrive.

Any incidents in which an injury occurs shall be fully documented according to the [LRSD Incident Reporting Procedures](#)

Approval Process

The Division reserves the right to deny or cancel any off-campus activity if it deems that it is in the best interest and safety of the students to do so. Therefore, it is incumbent on the teacher-in-charge and the Principal to consider all inherent risks, and in the case of high cost activities, to recommend to parents/guardians that travel cancellation insurance is obtained.

1. Livingstone Range School Division personnel must consult with and obtain the approval of the Principal before any planning for the off campus activity.
2. In the case of International Travel, a description of the trip and a request form, signed by the school principal must be submitted to the Superintendent for review prior to any commitment being made to students, parents, airlines, travel agencies, etc. It is preferred that this information be submitted at least 10 months prior to the date of the trip and not less than 6 months prior to the date of the trip.
3. Livingstone Range School Division personnel as approved by the principal must:
 - a. consult with the Principal during the planning for any off-site activity;
 - b. consult the [School Physical Activity, Health & Education Resource for Safety \(SPHERes\)](#) and ARMIC to plan for having appropriate safety equipment, specific guidelines, transportation and student expectations in place to maximize the welfare of students;
 - c. where practically possible and if it would enhance the welfare of students, have visited the location of the off-site activity prior to the trip and be familiar with the seasonal conditions at the time of the trip;
 - d. if bus transportation is not used, consult and meet the regulations of Admin Procedure 562 "Co-Curricular and Extra-Curricular Transportation";
 - e. ensure that one of the supervising adults has the training and/or knowledge appropriate for conducting the trip;
 - f. select appropriate volunteers for the activity, and provide volunteers with direction as to the requirements of the trip and their responsibilities, before the departure of the off- site activity refer to AP 440 Volunteers;
 - g. ensure that the appropriate trip documentation, such as trip itinerary, supervisor and student responsibilities, telephone contacts, Division crisis response manual, medical information, health care numbers, etc., accompanies the teacher-in-charge and other trip supervisors, and that a copy has been filed with the Principal;

- h. advise students regarding any potential trip/activity hazards and appropriate safety procedures and acceptable behaviors and potential consequences.
 - i. ensure that a precise attendance count is taken at all points of departure on the trip.
- 4. No trip may proceed unless it has received the appropriate approval. Before approving an off-site activity, the Principal must be satisfied that:
 - a. all inherent risks have been considered and there is a minimum of risks to student welfare. If there is any doubt, the Principal shall contact the Superintendent for a second opinion;
 - b. the teacher understands policies and procedures defining the teacher's responsibilities and duty of care;
 - c. the current Safety Guidelines (See 3 (b) above) have been met or exceeded;
 - d. the students, teachers, staff, volunteers and parents/guardians will receive the appropriate information about the trip; and
 - e. arrangements are in place for covering all the financial matters, including a refund procedure, a contingency fund, and an accounting for all expenditures.
- 5. The Principal has the authority to approve:
 - a. any off-site activity that is a Day Trip
 - b. that involves one overnight accommodation
 - c. that involves up to two overnights accommodation and is in conjunction with a school competition or activity.

Approval for all these trips must be obtained one month prior to departure, and the Principal must forward a copy of the application form to the Superintendent.

- 6. The Superintendent has the authority to approve:
 - a. all other overnight trips (i.e., those involving more than 1-night accommodation, or in the case of school competitions, those involving more than 2-nights' accommodation)
 - i. Approval for all of these trips must be obtained two months prior to date of trip or activity .
 - b. Amber activities as defined by [ARMIC Approved and Prohibited Activities](#)
 - i. Approval for all of these trips must be obtained four months prior to date of trip or activity.
 - c. Prohibited or Red activities as defined by [ARMIC Approved and Prohibited Activities](#)
 - i. Approval for all of these trips must be obtained four months prior to date of trip or activity. Extra insurance may need to be purchased at the expense of the school
- 7. In exceptional circumstances, the Principal or the Superintendent, as the case may be, may reduce the approval time for off-site activities.
- 8. In exceptional circumstances, the Principal or the Superintendent, as the case may be, may approve trips where the teacher-in-charge has not visited the site.

Emergency Planning / Response

- 1. All personnel involved in field trips shall be familiar with the common-law doctrine of in loco parentis (in the place of a parent), which requires that employees act as a reasonable and prudent parent would act.
- 2. The staff member in charge of a field trip is authorized to change field trip plans in the event of an emergency and in consultation with the school principal.
- 3. The staff member(s) responsible for planning and supervising a field trip shall ensure that,

where necessary, a first aid kit and other supplies are available for use in response to an emergency medical situation.

4. A staff member or volunteer must be designated to carry and distribute any required medications as needed.
5. The LRSD Crisis Response Manual must be available and followed. The staff member(s) responsible for planning and supervising a field trip shall have the contact information for the Principal as well as an alternate contact in the event that the Principal is unavailable.
6. If an accident occurs during a field trip, the staff member in charge shall assess the situation and, if injuries have occurred:
 - a. attend to the immediate medical concerns, and
 - b. call or make arrangements to call for rescue, assistance or ambulance, as required;
 - c. Determine whether or not the trip will continue based upon all the circumstances;
 - d. Notify the Principal (if not available contact the alternate) at the earliest opportunity if serious (requiring medical attention) injuries have occurred, so that the Principal may inform the Superintendent and parents/guardians; and,
 - e. Complete required reports within 24 hours of the incident

Student's Responsibility

Each student participating in an off-site activity must;

- a. comply with the rules of the school and the requirements of the school's student code of conduct;
- b. fulfill all the preparatory requirements at an appropriate level of performance;
- c. dress appropriately according to the type of off-site activity;
- d. cooperate fully with everyone authorized by the Board to provide education programs and other services;
- e. participate in a responsible and cooperative manner during the trip;
- f. account to the Supervisor in charge for their conduct;
- g. respect the rights of others; and
- h. carry out all follow-up procedures in an appropriate manner.

Volunteers

Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departure.

Volunteers must:

- a. support and follow the school Code of Conduct;
- b. report any inappropriate conduct to the teacher-in-charge;
- c. adhere to the schedule or itinerary;
- d. dress appropriately according to the type of off-site activity; and
- e. fulfill their duties during assigned time.

International Travel

1. The supervisor for any off-site activities outside of North America is responsible for contacting the appropriate recommended health authority in Alberta to determine immunization for supervisors and students for travel to the area. Further information may be found under the 'Health' tab at <http://travel.gc.ca/travelling/advisories>.
2. All students participating in the international trip must have their vaccinations up to date as recommended by Alberta Health. Students are to submit copies of these records to the teacher in charge. Upon return, the copies will be returned to the student.
3. The Government of Canada offers a registration service for all Canadians travelling abroad

which all students and supervisors attending must register for. In the event of an emergency in a foreign country they are able to contact and assist you. It is also strongly encouraged that international field trips be organized through reputable organizations established for student travel. Documentation of the organizations emergency response plan is required. The link to the Government of Canada website and registration services is as follows:

<https://travel.gc.ca>

4. Approval of any travel may be suspended if the situation is later deemed to pose undue risk to students. The Canadian Department of Foreign Affairs website, <https://travel.gc.ca/travelling/advisories> is to be monitored to ensure travel conditions are safe for the excursion.
5. Only Livingstone Range staff, students and accredited volunteers are authorized to participate in LRSD school international educational travel programs

Forms

[Field Trip Proposal Form - Principal Approved](#)

[Field Trip Proposal Form - Superintendent Approved](#)

[Off-Site Activity and Acknowledgement of Risk & Consent of Parent/Guardian Form](#)

[Consent of Volunteer & Acknowledgement of Risk Form](#)

[Volunteer Medical Information Form](#)

[AP 562, Private Vehicle Transportation](#)

[Incident Reporting Procedures.](#)

New Policy - October, 2015

Replaces in part, Previous Admin Procedure 260 - Co-Curricular and Extra-Curricular Activities

References:

Section 1, 11, 31, 32, 52, 53, 196, 197, 222 Education Act

Administrative Procedure 261 – High Risk Field Trips and Activities

Administrative Procedure 350 – Code of Conduct

Administrative Procedure 440 - Volunteers

Administrative Procedure 450 – Employee Drug, Alcohol and Cannabis Substance Use

Alberta Risk Managed Insurance Consortium (ARMIC) Approved and Prohibited Activities

School Physical Activity, Health & Education Resource for Safety (SPHEReS)