
101 General AP – Field Trips

1. The Division acknowledges that there are many educational activities that occur outside the classroom and may be used to enhance student learning.
2. The Division's commitment to providing a safe learning environment extends to include school activities that occur outside the boundaries of the school.
3. The Division will support off-campus field trips, tours, projects, and activities, subject to available finances, legal restrictions, and the extent of coverage provided by the Division's insurance policies. Such field trips shall provide students with experiences that supplement the approved curriculum or provide enrichment and shall be authorized in accordance with procedures prescribed by the Superintendent.
4. All field trips shall be categorized into one of the following levels. Procedures and guidelines differ depending on the level of the trip.

LEVEL 1 – Common Day Trips – Same day trips within the local geographic area.

LEVEL 2 - Common Overnight Trips - Include two or more days.

LEVEL 3 – High Risk or Extended Trips – Involve a safety risk and/or extend for four or more nights away.

GUIDELINES

1. Field trips must relate to the educational program and be connected to the Guide to Education, Program of Studies, curriculum, and learning outcomes. Consideration must be given to limiting the number of instructional days missed by students to no more than two.
2. Field trips must take place within a framework that prioritizes student safety and security, risk assessment of activities, and the protection of students, staff, parents, volunteers, and the Division.
3. The principal must give or secure approval for all field trip activities in accordance with the procedures established by this policy.
4. Field trips will be conducted under the auspices of the school and a designated teacher-leader who is responsible for the planning, coordination, and implementation of the activity.
5. The principal shall ensure adequate preparation and supervision for all off-site activities. Supervision shall include teachers or approved community volunteer coaches. Where warranted by the nature of the activity, the principal may authorize individuals other than teachers or coaches to provide additional supervision or instruction.

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- a) A teacher-leader must always be in charge and provide oversight and planning. The teacher-leader shall ensure that the activity is conducted in accordance with the approved plan, that supervision is available at all times, and that assistant supervisors are prepared to respond to emergencies.
- b) Supervisory arrangements will depend on the age, maturity, needs, and abilities of students, the inherent risk of the activity, and the circumstances of the activity.
- c) For high-risk activities, competent instruction and supervision are mandatory. Competence may be established through certification from a governing body or, where certification is not available, through demonstrated experience and expertise.
- d) The teacher-leader shall ensure that training, preparation, orientation, and expectations for students and supervisors are clearly communicated.
- e) Where required, supervision shall include individuals trained in first aid, and an appropriately equipped portable first aid kit must be accessible.
- f) When necessary, and whenever overnight accommodation is involved, activities involving students of different genders shall have supervisors representing both genders.
- g) Contingency plans must be in place in the event of cancellation, adverse weather, road conditions, or other circumstances requiring a change to the itinerary.
- h) The teacher-leader shall carry a list of student participants, including medication and medical alert needs, as well as emergency contact information.

6. Parent permission must be obtained for field trips. Parents or guardians must be informed in writing of the following:

ALL LEVELS

- a) The purpose and educational objectives of the activity
- b) The name of the teacher-leader and a contact telephone number
- c) The names of other supervisors
- d) The date(s)
- e) The destination and, where necessary, a map of the area
- f) Departure and return times
- g) A detailed itinerary outlining activities, dates, times, and venues
- h) Modes of transportation
- i) The date of a parent information meeting, if applicable
- j) Special equipment, clothing, food, or personal items required
- k) A reminder to inform the teacher-leader of relevant medical conditions
- l) Any other information that may influence a parent's or guardian's decision to grant permission

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LEVEL 3

- a) Financial arrangements
- b) Safety precautions and risk mitigation strategies
- c) Levels of direct and, if applicable, indirect supervision
- d) Unusual factors such as rigorous physical activity or water-related activities
- e) Inherent risks and potential consequences
- f) Emergency procedures
- g) Additional medical insurance requirements, if applicable

7. Each student participating in an off-site activity must comply with the Division's and school's codes of conduct and remains subject to disciplinary policies.

8. Transportation for off-site activities shall comply with Division transportation policies.

9. Students participating in cocurricular and extracurricular activities should travel using transportation approved by the principal. Any variation requires careful consideration and written parental permission. School policy must be communicated clearly and enforced consistently.

10. The use of alcohol or illegal drugs by all participants, including staff and volunteers, is strictly prohibited during all off-site activities, regardless of age, local laws, customs, or culture.

11. Supervisors must not alter approved itineraries unless absolutely necessary for safety reasons.

12. Community Club Field Trips

- a) There is increased risk when a teacher leads a community trip within their own community. If teachers are involved, all planning and meetings must occur on personal time.
- b) Community trips must not be advertised in school newsletters or on school or Division letterhead.
- c) Limited announcements may be made at the principal's discretion and must direct students to non-school-affiliated information sources.
- d) The club name must not be associated with the school or Division name, nor may school names or logos be used.
- e) School supplies may not be used, and meetings must be held off-site. The reason for this is that there is simply greater risk for the board than a typical community group.
- f) The Division does not require updates or oversight for community clubs.

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g) If staff or students miss school due to a community trip, it shall be treated as personal time or an excused absence, as applicable.

PROCEDURES

1. The following criteria will be used to determine approval:
 - a) Educational value
 - b) Evidence of sound planning and detailed itineraries
 - c) Appropriate insurance coverage
 - d) Suitable supervision
 - e) Appropriate travel and accommodation arrangements
 - f) Financial planning
 - g) Written parental approval
 - h) Plans for non-participating students
 - i) Impact on the regular school program
2. Approval in principle must be obtained early in planning. No commitments may be made prior to approval. Approval in principle does not imply final approval.
3. Parental consent is intended to inform parents and obtain permission, not to release liability.
4. High-risk activities may also require waivers of liability. (See Level 3 below)
5. The principal will keep a record of each off-site activity, which will include activity authorization, parent consents, waivers of liability (if required), all information provided to parents, lists of participating students, teacher-leaders and supervisors, injury and unusual incident reports.
6. A single parental permission form may be used for recurring activities unless high-risk activities are involved.
7. Safety assessments must align with the Safety Guidelines for Physical Activity in Alberta Schools (*see note*). Other safety related considerations are provided in Appendix B – Safety Considerations. The standards set out in the relevant guidelines must be met or exceeded for all off-site activities.
8. When multiple schools are involved, principals must jointly approve participation.
9. Students must be enrolled in a sponsoring or participating school.
10. The Division is not responsible for reimbursing cancelled trip deposits that are cancelled.
11. Certain activities are prohibited (see Appendix A).

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SUMMARY OF ATTACHED DOCUMENTS

PROCEDURES

- LEVEL 1 – Common Day Trips
- LEVEL 2 – Common Overnight Trips
- LEVEL 3 – High Risk Activities / Extended Field Trips

APPENDIX A – Prohibited Activities

APPENDIX B – Safety Considerations

APPENDIX C – Field Trip Checklist

APPENDIX D – Student Behaviour Expectations

FORMS:

LEVEL 1 & 2 – Common Day or Overnight Trips

- Form A – Field Trip Notification
- Form B – Extra / Co-Curricular Consent

LEVEL 3 – High Risk Activity and/or Extended Travel

- Form C – Application and Approval
- Form D – Educational Guidelines
- Form E – Field Trip Safety Assessment
- Form F – Release Form (Parents)
- Form G – Release Form (Students over 18 years of age)

NOTE: Safety Guidelines for Physical Activity in Alberta Schools – Alberta Centre for Injury Control and Research (ACICR) – Revised edition @ June 2000 ACICR web site: www.med.ualberta.ca/acicr

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LEVEL 1 - Common Day Trips

Principal Approval Required

These include same-day trips within the local geographic area (including neighbouring Saskatchewan areas) for cocurricular and extracurricular activities. High-risk activities are not included in this category.

PROCEDURES

1. All trips off campus, including community tours, nature walks, trips to local businesses, and similar activities, must receive approval from the principal.
2. Principals must complete the *Field Trip Notification Form* ([FORM A - available online](#)) to the Transportation Supervisor at least 1 week before the trip. Walking trips do NOT require central office notification.
3. School activities that involve field trips, such as swimming lessons, physical education classes, outdoor education classes, and interschool sports within a league, require parental permission using the Extra/Cocurricular Consent Form (Form B). Information provided to parents must include a schedule of all activities and details for each event.
4. All cocurricular trips must include a principal-approved adult supervisor. Extracurricular trips may involve community coaches. If a properly qualified teacher-driver is assigned to operate the vehicle, an additional supervisor may not be required.

LEVEL 2 - Common Overnight Trips

Superintendent Approval Required

These include common overnight trips of one to three nights that involve two or more days. Most tournaments, including zone and provincial competitions, and overnight cocurricular trips fall under Level 2.

PROCEDURES

1. Principals must complete the Field Trip Notification Form ([FORM A - available online](#)) to the Transportation Supervisor at least 1 week before the trip. The Superintendent will also receive a copy when this form is completed in the online portal.
2. Overnight school activities require parental permission using the Extra/Cocurricular Consent Form (Form B). Information provided to parents must include a schedule of all activities and details for each event.

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3. In some cases, extracurricular trips may include community coaches. Supervision for zone and provincial competitions must include, at a minimum, a designated teacher-leader (for example, a zone coach). Wherever possible, a teacher from the participating school should be assigned.
4. Students are expected to comply with the school's Code of Conduct throughout the trip. Consequences for violations may include, but are not limited to, verbal reprimand, isolation from the group, or being sent home at the parent's expense. Students must not be sent home until specific arrangements have been communicated to and approved by the parent or guardian.

LEVEL 3 - High Risk / Extended Fieldtrips

Board Approval Required

These trips involve increased safety risk and/or are extended for four or more nights away from home, involve travel outside of Canada, and/or require air travel.

GUIDELINES

1. Trips of longer duration, with potential impacts on instructional time, and trips involving greater distance, with increased associated risk, require enhanced evidence of alignment with curricular objectives.
2. The safety and well-being of students are of paramount importance. All excursions must be adequately supervised, taking into account the number and age of participants, the nature of activities, and the duration of the trip. A thorough assessment of risks associated with the destination and travel to and from the destination must be completed for each proposed excursion.
3. The school principal is responsible for ensuring appropriate insurance coverage is in place prior to the excursion. For international travel, appropriate medical insurance coverage must be confirmed.
4. Elementary students are restricted to excursions within Alberta and neighbouring Saskatchewan areas. Junior high students are restricted to excursions within Canada.
5. International field trips are limited to students in Grades 10 to 12. Countries subject to a travel advisory or warning, as [identified by the Government of Canada](#), are excluded, regardless of when the advisory is issued during the planning or approval process.
6. All student excursions outside Alberta but within Canada must be submitted for approval in principle at least six months prior to the proposed departure date and for final approval at least four months prior to departure.

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7. All student excursions outside Canada must be submitted for approval in principle at least twelve months prior to the proposed departure date and for final approval at least four months prior to departure.

PROCEDURES

1. Significant planning is required. The principal and teacher-leader must complete the required documentation and submit it to the Transportation Supervisor in accordance with the timelines outlined above and before any funds are raised for the trip.

Required documentation includes:

- Form C – Application and Approval
- Form D – Educational Guidelines
- Form E – Field Trip Safety Assessment
- A detailed itinerary

These documents can be printed and completed by hand and attached to the submission through the [online portal](#). A copy will be sent to both the Director of Transportation and the Superintendent of Schools who will review the submission and take the request to the board of trustees for approval.

2. The teacher-leader is responsible for acquiring sufficient knowledge of the proposed destination(s) to complete the safety assessment. Reference Appendix B – Safety Considerations and Form E – Field Trip Safety Assessment.
3. Parents and students must complete the appropriate waiver and release forms in duplicate. Students aged 18 years and older must complete the waiver applicable to adult participants.
4. A Field Trip Checklist (Appendix C) must be completed by the teacher-leader.
5. Students are expected to comply with the school's Code of Conduct throughout the trip. Consequences for violations may include, but are not limited to, verbal reprimand, isolation from the group, or being sent home at the parent's expense. Students must not be sent home until arrangements have been communicated to and approved by the parent or guardian. Student Behaviour Expectations (Appendix D) must be provided to all participants.
6. Trips may be cancelled at the Board's discretion. The Board will not assume responsibility for lost deposits or related costs. Deposits should not be paid until Board approval has been confirmed.

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APPENDIX A
PROHIBITED ACTIVITIES

Participation in the following activities is prohibited on Division property, during school-organized activities, and as cocurricular or extracurricular activities:

- Aerial gymnastics
- American gladiator-style events
- Auto racing
- Bicycle motocross (BMX)
- Boxing
- Bungee jumping
- Caving (spelunking)
- Canoeing in moving water greater than Grade 1 rapids
- Demolition derbies
- Drag racing
- Dunk tanks
- Horse jumping
- Hot air balloon rides (tethered and untethered)
- Hiking on the West Coast Trail in Pacific Rim National Park Reserve, British Columbia
- Ice climbing
- Luge above the tourist start at Canada Olympic Park, Calgary
- Mechanical bull riding or simulated mechanical rodeo events
- Motorcycling of any nature
- Snowmobiling of any nature
- Mountain climbing and mountaineering, excluding designated mountain hiking
- Open-water swimming
- Paintball, laser tag, or war games
- Personal watercraft
- Racing of watercraft
- Rifle ranges or activities involving firearms, unless supervised by a qualified instructor
- Rock climbing
- Rodeos
- Scuba diving in open water
- Skydiving
- Tobogganing, tubing, crazy carpet riding, bobsledding, or sledding on slopes greater than 10 metres in height or with an incline greater than 35 degrees
- Trampoline activities
- Winter biathlon involving firearms

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APPENDIX B
SAFETY CONSIDERATIONS

Severe/Inclement Weather

1. Outdoor activities shall not take place during severe or inclement weather conditions.
2. Before departure, principals must ensure that weather and road conditions are suitable for travel. On return trips, the teacher-leader must reassess weather and road conditions.
3. Students must be appropriately clothed for road travel during winter conditions, as determined by the teacher-leader.

Water Activities

1. All participants involved in sailing or boating activities must:
 - Demonstrate swimming ability appropriate to the activity
 - Wear a Transport Canada-approved life jacket or personal flotation device
2. For canoeing, sailing, and powercraft activities, all activities must meet or exceed the Physical Education Safety Guidelines.
3. For canoe trips on lakes or rivers, the teacher-leader must have prior familiarity with the site, route, and anticipated seasonal conditions.
4. Adequate instruction and demonstration must be provided before students participate in any water-related activity.

Swimming Pools

1. Students may not use swimming pools during off-site activities unless a lifeguard is on duty.
2. If a facility does not provide a lifeguard, swimming may occur only if the school provides a lifeguard with current certification in:
 - National Lifeguard Service (NLS)
 - Standard First Aid
 - CPR Basic Rescuer

This requirement applies to pools with more than 50 participants.

Remote or Wilderness Areas

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1. In remote or wilderness settings, the teacher in charge must gather sufficient information about the activity site to complete a safety assessment in accordance with Form E – Field Trip Safety Assessment.

The teacher-leader must:

- Use professional guides when required or directed by the approving authority
- Establish and communicate safety and emergency procedures
- Ensure appropriate communication devices are available
- Maintain group communication and access to external assistance
- Be familiar with the nearest medical facility and communication services
- Notify local authorities (RCMP, forestry, or park officials) of the activity and route
- Establish procedures for contacting the principal if required
- Obtain required permits, licences, or permissions

2. If a group divides into independent travelling groups, each group must have a teacher-leader. Exceptions apply only to high school students conducting curriculum-related field studies with prior instruction and clearly defined reassembly and emergency procedures.

Mountain Biking

1. Mountain biking is permitted in urban and suburban areas on designated roadways, residential streets near the school, bicycle pathways, and established park trails.
2. Backcountry mountain biking is prohibited unless professional guides are employed.

Skiing and Snowboarding

1. Downhill skiing and snowboarding are permitted provided that:
 - Conditioning activities have occurred prior to participation
 - Activities are part of a balanced physical education program
 - Novice participants receive at least one mandatory lesson per day
2. Activities must comply with applicable Physical Education Safety Guidelines.
3. School-sponsored skiing and snowboarding are restricted to venues within Division boundaries unless:
 - Participants possess sufficient skill for the venue
 - A supervision ratio of one supervisor to ten students is maintained
 - At least one advanced-level supervisor is present
 - A Division-approved waiver is completed in addition to standard consent

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**APPENDIX C
FIELD TRIP CHECKLIST**

- Principal approval obtained
- Proposed itinerary included
- Estimated number and gender of students and supervisors
- Curricular alignment identified
- Revenue-generating activities identified, if applicable
- Preliminary budget completed
- Planning timelines established
- Insurance considerations reviewed
- Behaviour expectations communicated
- Specialized training identified (first aid, etc.)
- Communication plan for parents and students
- Permission forms completed
- Emergency procedures established
- Medical information collected
- Emergency contact information obtained
- Transportation arranged
- Substitute teachers arranged, if required
- Safety assessment completed, if applicable
- Student and supervisor orientation completed
- Accommodation confirmed, if applicable
- First aid kit prepared
- Volunteer driver insurance confirmed, if applicable
- Bus operator coordination completed, if applicable
- Cell phone or communication device available

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**APPENDIX D
STUDENT BEHAVIOUR EXPECTATIONS**

All students are expected to comply with Prairie Rose Public Schools Board Policy – Student Code of Conduct, their school's Code of Conduct, and any additional expectations specific to the field trip.

Students shall:

- Cooperate with authorized personnel
- Be accountable for their conduct
- Respect the rights of others
- Treat people and property with care
- Refrain from alcohol or prohibited substances
- Refrain from abusive substance use
- Use appropriate language

Specific school or trip expectations (for example, smoking restrictions) must be clearly communicated in advance.

Consequences

The consequences for students who break the Code of Conduct may include, but are not limited to, the following:

- Verbal reprimand
- Isolation from the group
- Being sent home at the parent's expense

Participation in cocurricular or extracurricular trips is a privilege. School administration may deny participation based on behavioural history.

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FORM A - Must be submitted to the Transportation Supervisor at least one week prior to the trip.

This form can be submitted online: https://prrdweb.ca1.qualtrics.com/jfe/form/SV_ekVXhm9Jxw7K3QI

Level 1 & 2 - Field Trip Notification Form			
School:			
Purpose of Trip:			
Date of Trip:			
Destination:			
Comments / Itinerary:			
Bus Contractor/Driver:			
Number of Vehicles Required:			
Time of Departure:			
Approximate Time of Return:			
Number of Students Conveyed:			
Grade(s):			
Staff Supervisors:			
Other Supervisors:			
Parent has Signed Form B:		Yes	No
Has the parent been provided with details of the activity?		Yes	No
Principal's Signature:			
Date:			
Superintendent's Signature (Level 2 only):			
Date:			

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FORM B - Parent Permission Form

**LEVEL 1 & 2
EXTRA/CO-CURRICULAR CONSENT FORM**

Please return this general consent form to the school.

Dear Parent/Legal Guardian;

The following is a general consent form that must be signed by legal guardians if your student is to participate in Extra and/or Cocurricular activities.

I _____, the legal guardian of _____,
 (Name of Parent) (Name of Student)
 a child attending the _____ School, hereby consent to having
 my son or daughter participate in trips throughout the 202____/____ school year. The trips
 will be adequately supervised and operated under the authority of the Prairie Rose Public
 Schools (Prairie Rose School Division). I am aware that the trips may involve transportation to
 locations away from the school and expect a reasonable standard of care and attention to be
 exercised by the school division during the trips.

NOTE: If exceptions are required, the principal must be informed at least one day prior to the
 event.

Date Signed	
Printed Name of Parent/Guardian	
Signature of Parent/Guardian	

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FORM C - High Risk Travel

This form can be submitted online: https://prrdweb.ca1.qualtrics.com/jfe/form/SV_ekVXhm9Jxw7K3QI

Complete the remaining forms for high risk Level 3 before submitting your online form. You will be able to attach a PDF to the online submission.

Level 3 High Risk / Extended Travel Application and Approval							
This application can be sent with planning documents to follow. Trips will not be approved until the planning guide is complete. This form should be submitted to the Superintendent at least four months prior to the trip when possible.							
Date Application Made:							
Name of Group / Team:							
School Applying:							
Destination:							
Departure (Date & Time):							
Return (Date & Time):							
Transportation Arrangements:							
Educational Guidelines Completed:		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Copy Attached
Safety Preparations Completed:		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Copy Attached
Teacher / Leader Signature							
Principals Signature: <i>(All filed trips require Principal's approval)</i>							
Date:							
Superintendent's Signature:							
Date:							

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FORM D

Level 3 High Risk / Extended Travel Education Guidelines						
To be completed and submitted to the Superintendent at least three months prior to activity. Recommended notice is a minimum of four months.						
Teacher / Leader Name:						
Description and Objectives of Activity:						
Curriculum activity fits into:						
Please explain curricular fit:						
Number of Supervisors / Instructors						
<u>Names</u>	<u>Qualifications</u>	<u>Responsibilities</u>				
Student Behavioral Expectations:						
Number of Students Participating:						
Grade(s):						
Number of Students per Supervisor:						
Parent Permission forms distributed on (date):						
Parent Permission forms returned by (date):						
Parents notified of risk involved:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Copy attached

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FORM E

Level 3 High Risk / Extended Travel Field Trip Safety Assessment

School:

Field Trip / Activity:

1. Is this activity suitable to the age, mental and physical condition of the participants? Yes No

Explain:

2. Have the participants been progressively taught and coached to perform the activity properly to avoid the dangers inherent to the activity? Yes No

Explain:

3. Do lesson plans indicate this? Yes No

Explain:

4. Is the activity compliant with the standards that have been established for it and, where applicable, is the equipment adequate and suitably arranged? Yes No

Explain:

5. Is the activity being supervised properly for the inherent risk involved? Yes No

Explain:

Teacher / Leader Signature:

Principal Signature:

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FORM F - Complete in duplicate and return one copy to the school

Level 3 High Risk / Extended Travel Waiver and Release Form

*Students 17 years of age and younger

School:

Field Trip / Activity (Description and Dates):

I/We acknowledge that there are inherent risks associated with this activity and that I/we or my child could sustain personal injury through participation in this event and I/we are hereby accepting to take this risk on behalf of myself or my/our child.

I/We hereby release the Prairie Rose Public Schools and its staff and agents from any and all liability for any damage or injury sustained by my child, regardless of cause, resulting from my child's participation in the aforementioned activity arranged through Prairie Rose Public Schools.

I am aware of the student behaviour expectations and regulations and am prepared to follow them.

Student Signature

I/We acknowledge that this consent and waiver is signed as a personal representative of:

Please Print Student's Name

Date Signed

Parent/Guardian Signature

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FORM G * complete in duplicate – return one copy to school

Level 3 High Risk / Extended Travel Waiver and Release Form *Students 18 years of age and older	
School:	
Field Trip / Activity (Description and Dates):	
_____ _____ _____	
Student Name:	
I acknowledge that there are inherent risks associated with this activity and that I could sustain personal injury through participation in this event and I am hereby accepting to take this risk on behalf of myself.	
I hereby release the Prairie Rose Public Schools and its staff and agents from any and all liability for any damage or injury sustained by me, regardless of cause, resulting from my child's participation in the aforementioned activity arranged through the Prairie Rose Public Schools.	
I am aware of the student behaviour expectations and regulations and am prepared to follow them.	
Student Signature:	
_____ _____	
Date:	