

Administrative Procedure 260

FIELD TRIPS AND EXCURSIONS

Background

The provision of opportunities for every student “to achieve academic excellence and to grow spiritually, socially, emotionally and physically in a Christ-oriented environment” involves learning-focused, growth-oriented activities that may occur beyond school walls or outside the school day. Effective school staff actively seek curricular and extra-curricular programs and opportunities that will enhance the growth and development of their student. In doing so, they need to evaluate the learning or development potential of such programs or activities and to plan their execution carefully, incorporating appropriate risk management strategies into their planning considerations. Care must therefore be taken to ensure that field trips and excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

Procedures

1. The Division’s Field Trip Manual provides detailed procedures for staff members to follow with regard to field trips and excursions involving Division students.
2. Field trips and excursions shall:
 - 2.1 Relate specifically to courses or programs authorized under the Alberta Program of Studies (curricular), to accepted practice in Alberta Schools (extra-curricular) or to the Division mission.
 - 2.2 Reflect appropriate fiscal restraint and consideration for Division and family resources as well as fund-raising undertakings.
 - 2.3 Consider local and regional opportunities wherever they are feasible.
 - 2.4 Ensure, at the planning stage, responsible attention to the safety and wellbeing of students by making provision for adequate supervision and the minimization of risk, and in the specific context of physical activities by incorporating relevant precautions as advised in the Safety Guidelines for Physical Activity in Alberta Schools.
 - 2.5 Require the written approval of the Principal and, where inter-provincial or international travel is involved, the additional written approval of the Superintendent.
 - 2.6 Require the written consent of parents.
 - 2.7 Require the application of the provisions of the School Act and relevant provisions of Division standards of behaviour.
 - 2.8 Reflect, in the complexity of procedures and regulations, appropriate considerations for the nature and the level of risk (low, moderate, high) in the activity.
 - 2.9 Ensure that an effective means of recording and reporting of any or all activities is maintained in each school.

- 2.10 Be confirmed by the Division's insurers as eligible for coverage under the Division's insurance program. Activities which are determined to be ineligible will not be authorized or otherwise permitted.

Reference: Section 1, 11, 31, 32, 52, 53, 196, 197, 222 Education Act
Guide to Education ECS to Grade 12
Safety Guidelines for Physical Activity in Alberta Schools
Safety Guidelines for Secondary Inter-School Athletics in Alberta
Physical Education Safety Guidelines

FIELD TRIP MANUAL

Field Trip Manual



Lakeland Roman Catholic School Division

Opening Hearts, Minds and Doors