



*Chinook's Edge School Division – Administrative Procedure*

**AP 2 – 22 Field Trips Approval**

<b>Related Policies:</b>	<b>Initial Approval:</b>
<b>Related Procedures:</b> <b>AP 2-09 Field Trips - Planning and Requirements</b>	<b>Last Amended:</b> 2023 July 11
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2023 July 11

**PURPOSE**

To ensure field trips provide a safe educational experience.

**SCOPE**

This procedure applies to principals, the Superintendent, and the Board when approving field trips.

**DEFINITIONS**

*Category 1 Field Trips* - are within the province of Alberta and are a maximum of four days in length and involve a cost per student of less than \$500.00.

*Category 2 Field Trips* - are within Alberta that involve more than four days to complete and/or involve a cost per student of \$500.00 or more or field trips that involve Canadian destinations outside Alberta. Kindergarten to Grade 5 school students are not normally eligible to participate in Category 2 trips.

*Category 3 Field Trips* - involve destinations outside Canada. International field trips to any location other than the **continental** United States will not be considered for approval. Kindergarten to Grade 8 school students are not normally eligible to participate in Category 3 trips.

*Field Trip* – A student activity occurring off the school site.

Off Campus activities associated with the following programs or activities are **not** included in the definition of a field trip.

1. Job shadowing programs (eg. Take Our Kids To Work – TOKW).
2. Student conferences in which staff supervision is not provided (eg. Forum for Young Canadians, Encounters with Canada).
3. Off Campus programing, including Work Experience Programs, dual credit programs and pre-employment courses.
4. Registered Apprenticeship Program
5. Green Certificate Program
6. Other activities as determined by the Superintendent.

*Field Trip Leader* – the certificated teacher employed by the Division or a volunteer approved by the Superintendent.

**Activities** – Some activities are not for every grade or student. All activities require special attention as there is the potential for risk and must be reviewed by the principal and reviewed in conjunction with ARMIC's Activities List as some activities are prohibited. As schools plan activities for students, the [SPHERes \(School](#)

[Physical Activity, Health & Education Resource for Safety](#)) guidelines published by the Injury Prevention Centre of the School of Public Health at the University of Alberta shall be utilized.

*Prohibited Activities* - The list of prohibited activities below are considered very high risk and are **prohibited**.

ACTIVITY NAME	CURRENT INFO / DEFINITION	CATEGORY
Aerial Gymnastics (excluding cheerleading)	A stunt in which the gymnast turns completely over in the air without touching the apparatus with his or her hands	Prohibited
Aerial Parks	Parks which have various structures or layouts usually with ropes and bridges elevated by man made structures or in a forested area	Prohibited
Air travel other than by commercial airline		Prohibited
American Gladiator Style Events	An athletic competition game show where contestants, referred to as "contenders", competed against the show's titular Gladiators in a series of physical games called "events" with the goal to be crowned the Grand Champion	Prohibited
Auto Racing	Auto racing is a motorsport involving the racing of automobiles for competition	Prohibited
Axe Throwing		Prohibited
Bobsledding		Prohibited
Boxing	Contact is Prohibited	Prohibited
Bungee Jumping	The activity of leaping from a high place while secured by a long nylon-cased rubber band around the ankles	Prohibited
Canoeing - water greater than Class II	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System.	Prohibited
Caving	Also known as spelunking - the	Prohibited

	exploration of caves	
Crazy Carpet on a slope of greater than five metres in height or with an incline of greater than 30 degrees		Prohibited
Demolition Derbies	A competition in which typically older cars are driven into each other until only one is left running	Prohibited
Demolition of derelict vehicles, equipment or buildings		Prohibited
Diving - High Platform	Diving from a platform 5m or above.	Prohibited
Diving into or sliding on foam, mud, ice or snow	Any of these activities irrespective of method used or height of the activity	Prohibited
Drag Racing	A race between two or more cars over a short distance, usually a quarter of a mile, as a test of acceleration	Prohibited
Dunk Tanks	An attraction at a carnival or similar event in which contestants throw balls at a target with the aim of triggering a mechanism that causes a seated person to drop into a tank of water	Prohibited
Excursions during or immediately after extreme weather or geological events (earthquakes, floods, hurricanes, etc.)		Prohibited
Excursions to regions with political or civil instability		Prohibited
Excursions to war zones – imminent or existing		Prohibited
Extreme Sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear)		Prohibited

Fencing	The sport of fighting with swords, especially foils, épées, or sabres, according to a set of rules, in order to score points against an opponent	Prohibited
Float Rides (example – a parade float)		Prohibited
Go-Karting		Prohibited
Hand Gliding	The sport of launching oneself from a cliff or a steep incline and soaring through the air by means of a hang glide	Prohibited
Hay Rides		Prohibited
Hiking in hazardous areas	Hiking in areas where the inherent risk of injury is higher due to the difficulty of the terrain or exposure to rapidly changing conditions that increase risks to a level which cannot be adequately managed	Prohibited
Horse Jumping		Prohibited
Hot air balloon rides (tethered and untethered)		Prohibited
Ice Climbing		Prohibited
In flight air school hours (i.e. flying solo)		Prohibited
Inflatable Activities (Including Bouncy Castles Sumo Suits and Hamster Balls)		Prohibited
Kayaking – In moving water greater than Class II	Refer to Paddle Canada’s Paddling Association Risk Management Requirements – Annex C- International River Classification System.	Prohibited
Kickboxing	Contact is prohibited	Prohibited
Laser Tag		Prohibited
Martial Arts - with full contact	Contact is prohibited	Prohibited
Mechanical bull riding or simulated mechanical rodeo events		Prohibited

Moto-cross (motorized or BMX bicycle)		Prohibited
Motorcycling of any nature		Prohibited
Mountain Biking – Back Country	Biking in remote areas with no access to communication and health care.	Prohibited
Mountain Biking (Trail, Enduro and All-mountain Riding, Freeride and Downhill)	<p>Trail Mountain Biking is a more aggressive type of cross country riding. It generally means riding less fire roads and easy tracks and replacing them with more technical single tracks both up and down.</p> <p>Enduro and all-mountain riding is faster, steeper and more aggressive, involving bigger drops and jumps. Unexpected terrain hazards are involved.</p> <p>Freeride and Downhill: This level of mountain biking is designed for the advanced and extreme riders involving high speed, technical sections and massive drops. Generally held in mountain biking parks.</p>	Prohibited
Mountaineering		Prohibited
Moving water programs in waters greater than Class II		Prohibited
Off road/All-Terrain vehicles		Prohibited
Orbing/Zorbing (human hamster ball)	An extreme sport in which a person is strapped inside a very large plastic ball and rolled down a hillside	Prohibited
Paintball		Prohibited
Parasailing and paragliding		Prohibited
Parkour	The activity or sport of moving rapidly through an area, typically in an urban environment, negotiating obstacles by running, jumping and climbing.	Prohibited
Performances involving/including open flames	Open flame devices are defined as candles, torches, butane	Prohibited

	burners or any other flame producing device	
Personal watercraft (“Seadoos”)		Prohibited
Pole Vault (Track and Field)		Prohibited
Pyrotechnics	Pyrotechnics is the science and craft of using self contained and self-sustained exothermic chemical reactions to make heat, light, gas, smoke and/or sound	Prohibited
Racing of watercraft	Competition using water vessels or waterborne vessels. Watercraft are vehicles used in water, including boats, ships, hovercraft and jetskis. Watercraft usually have a propulsive capability (whether by sail, oar, paddle or engine) and hence are distinct from a simple device that merely floats, such as a log raft	Prohibited
Rifle Ranges or other activities involving firearms	A place for practicing shooting with rifles and/or firearms	Prohibited
Rock climbing (wall climbing is permitted)	The sport or activity of climbing rock faces, especially with the aid of ropes and special equipment.	Prohibited
Rocketry	Use of model rockets designed to reach low altitudes and be recovered by a variety of means.	Prohibited
Rodeo event participation	American style professional rodeos generally comprise the following events: tie-down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing.	Prohibited
Scuba diving - Open Water	Open water - any natural body of water, rivers, lakes, and oceans	Prohibited
Ski Jumping	Descending from a specially designed ramp on skis.	Prohibited
Skiing – Cross Country (Back Country)	Backcountry refers to remote, undeveloped rural areas or sparsely inhabited rural areas; wilderness	Prohibited
Skydiving	A sport in which a person jumps	Prohibited

	from an aircraft and falls for as long as possible before opening a parachute	
Sledding sledding on a slope of greater than five meters in height or with an incline of greater than 30 degrees		Prohibited
Sleigh Rides		Prohibited
Slip and Slide Devices		Prohibited
Snorkeling – Open water	Open water - any natural body of water, rivers, lakes, and oceans	Prohibited
Snowmobiling	A sport in which a person operates a motorized vehicle designed for winter travel and recreation on snow.	Prohibited
Stuntnastics	It combines dance, stunts, gymnastics, and music along with your imagination. It is a floor routine by putting together various creative and physical components, such as pyramid building or other formations.	Prohibited
Swimming – Open Water	Swimming in ocean, large lakes or moving water	Prohibited
Tobogganing on a slope of greater than five meters in height or with an incline of greater than 30 degrees		Prohibited
Trampoline	The sport of jumping and tumbling on a trampoline	Prohibited
Tubing sledding on a slope of greater than five meters in height or with an incline of greater than 30 degrees		Prohibited
Ultra-light plane flight	Ultralight aviation (called microlight aviation in some countries) is the flying of lightweight, 1- or 2-seat fixed wing aircraft	Prohibited
War Games		Prohibited
Water skiing	Water skiing is a surface water sport in which an individual is	Prohibited

	pulled behind a boat or a cable ski installation over a body of water, skimming the surface on two skis or one ski	
Winter biathlon with live ammunition	The biathlon is a winter sport that combines crosscountry skiing and rifle shooting	Prohibited
Zip lining	A cable suspended above an incline to which a pulley and harness are attached for a rider	Prohibited

## PROCEDURES

### General

1. Approval to embark on a field trip shall only be granted, if the person or persons authorized to approve the field trip is convinced that:
  - 1.1 That the experience will provide educational benefit to the students
  - 1.2 Students and staff will be safe at all times during the field trip
  - 1.3 The field trip does not include any Prohibited Activities
  - 1.4 There is adequate safety planning for moderate risk activities
  - 1.5 That there are plans to deal with emergencies
  - 1.6 That parents have given informed consent
  - 1.7 That the timing of the field trip has a minimum negative impact on the student's regular educational program.
  - 1.8 The Field Trip Leader has met the requirements outlined in Administrative Procedure 2-09 Field Trip - Planning.
2. All Category 1 field trip approvals are communicated to the Field Trip Leader through the Laserfiche Field Trip approval system. Category 2 and 3 field trips must be communicated to the school principal, through a field trip application prior to the application coming to the Superintendent or designate for approval.
3. The principal shall ensure that alternative meaningful "in school" experiences shall be provided for students who do not participate in the trip.

### Category 1 Field Trips

1. The principal is authorized to approve Category 1 field trips.
2. The principal may cancel or postpone any trip they have approved.
3. The Superintendent and Board retain the right to cancel any trip without providing compensation for monies lost by the school or families due to cancelation.
4. A Field Trip Leader should submit an electronic Field Trip Application through Laserfiche to the school principal **at least two weeks prior** to the anticipated departure date.
5. The application shall contain detailed information on the following:
  - 5.1 Education value and curriculum relevance
  - 5.2 Student background including the number of students and their grade(s)



- 5.3 An itinerary that includes, for each activity, its date and time of departure and arrival, the location, mode of transportation used to get to the site, and any accommodation
- 5.4 Supervision plan including number of teacher supervisors, number of parent supervisors and supervision ratio
- 5.5 The Parent Information Letter (as described in Administrative Procedure 2-09 Field Trip Planning)
- 5.6 A hazard and risk assessment with reference to the Alberta School Boards Insurance Exchange (ASBIE) Off-site policy and procedures manual and Safety Guidelines for Physical Activities in Alberta Schools
- 5.7 Cost and funding arrangements
- 5.8 Emergency and communication arrangements
- 5.9 Security precautions and evacuation procedures, if applicable.

### **Category 2 Field Trips**

6. The Superintendent or designate is authorized to approve Category 2 field trips
7. The Superintendent or Board may cancel or postpone any trip they have approved without providing compensation for monies lost by the school or families due to cancellation.
8. The Field Trip Leader shall submit an electronic Field Trip Application through Laserfiche to the principal, for endorsement.
9. If the principal endorses the field trip he or she shall submit it to the Superintendent or designate, **at least two months prior** to the anticipated departure date. The application shall contain detailed information as follows:
  - a. All the information required under Section 5 above.
  - b. A schedule and draft agendas for planned parent meetings.
  - c. A contingency plan in case the destination(s), accommodations or methods of transportation become unavailable or unsuitable.
10. Typically the principal shall receive approval for the field trip prior to any fund raising or collection of money designated for a specific trip. However, the principal may approve fund raising or collection of money in advance of the trip approval, provided he or she develops a plan, approved by the Superintendent or designate, to deal with monies lost to deposits or monies needing to be returned due to non-approval or cancellation.

### **Category 3 Field Trips**

11. The Superintendent or designate is authorized to approve Category 3 field trips and will inform the Board of approved trips at the next Board meeting.
12. The Board may cancel or postpone any trip that has been approved without providing compensation for monies lost by the school or families due to cancellation.
13. To receive approval in principle, the Field Trip Leader shall submit an electronic Field Trip Application through Laserfiche to the principal, who shall submit it to the Superintendent or designate, **at least six months prior** to the anticipated departure date, however, it is recommended that principals seek approval in principle one year prior to the anticipated departure date. Applications that are not submitted at least six months prior to the anticipated departure date will not be considered for approval by the Superintendent or designate and Board. The application shall contain detailed information as follows:
  - 13.1 All the information required under Section 4 above.
  - 13.2 A schedule and draft agendas for planned parent meetings.

- 13.3 A contingency plan in case the destination(s), accommodations or methods of transportation become unavailable or unsuitable.
  - 13.4 Applicable Foreign Affairs and International Trade Canada (travel.gc.ca) Advisories.
14. To receive final approval, the Field Trip Leader, **at least one month prior** to departure, shall provide to both the principal and the Superintendent or designate copies of
- 14.1 Any updates to the application submitted in section 11.
  - 14.2 Copies of all travellers' passports.
  - 14.3 A communication plan including contact information suitable for international travel.
15. Typically, the principal shall receive approval for the field trip prior to any fund raising or collection of money designated for a specific trip. However, the principal may approve fund raising or collection of money in advance of the trip approval, provided he or she develops a plan, approved by the Superintendent, to deal with monies lost to deposits or monies needing to be returned due to non-approval or cancellation.

## REFERENCE AND LINKS

*Education Act*

[SPHERes \(School Physical Activity, Health & Education Resource for Safety\)](#)

Safety Guidelines for Secondary Interscholar Athletics in Alberta

Administrative Procedure 5 – 06 Transportation of Students in Private Vehicles

## HISTORY

2010 Mar 30	Amended
2013 May	Amended
2012 Aug 29	Amended
2012 May 7	Amended
2012 April 23	Amended
2015 Dec 9	Amended
2016 Jan 13	Amended
2017 Sep 20	Amended
2017 Oct 11	Amended
2018 Nov 14	Amended
2018 Dec 14	Amended
2019 Nov 28	Amended
2020 Oct 7	Amended
2022 Oct 20	Amended
2023 May 1	Amended
2023 July 11	Amended