



AP 2 – 22 Field Trips Approval

Related Policies:	Initial Approval:
Related Procedures:	Last Amended: 2023 May 1
Exhibits:	Last Reviewed: 2023 May 1

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.

Moderate Risk Activity – the list of moderate activities below are not for every grade or student. These activities require special attention as there is the potential for risk and must be reviewed by the principal and reviewed against the Safety Guidelines for Physical Activity in Alberta.

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

ACTIVITY NAME	CURRENT INFO / DEFINITION	CATEGORY
Amusement Park Rides		Moderate Risk
Archery - under qualified supervision		Moderate Risk
Baseball (Hardball)	A ball game played between two teams of nine on a field with a diamond-shaped circuit of four bases	Moderate Risk
Broom Ball	A game similar to ice hockey, usually played on a rink, in which the players use brooms instead of hockey sticks to shoot a volleyball into the opponent's goal.	Moderate Risk
Canoeing - up to and including Class II	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System.	Moderate Risk
Cheerleading (aerobic)	A sport involving the performance of organized cheering, chanting, and dancing in support of a sports team at games	Moderate Risk
Classroom Flight Training		Moderate Risk
Crazy Carpet on a slope of less than five metres in height or with an incline of less than 30 degrees		Moderate Risk
Cycling	Cycling activities which follow the Safety Guidelines for Physical Activities in Alberta Schools	Moderate Risk
Diving		Moderate Risk
Farming Field Trips (including feeding livestock and upkeep of greenhouses)	As allowed by the Alberta Guide to Education	Moderate Risk
Firearms Courses (no live ammunition)		Moderate Risk
Fishing - Ice Fishing	Fishing through holes in the ice on a lake or river	Moderate Risk
Football		Moderate Risk
Gymnastics	Exercises developing or displaying	Moderate Risk

	<p>physical agility and coordination. The modern sport of gymnastics typically involves exercises on uneven bars, balance beam, floor, and vaulting horse (for women), and horizontal and parallel bars, rings, floor, and pommel horse (for men).</p>	
Hockey - Ball Hockey	<p>A form of hockey played in a gymnasium or arena, or on any outdoor surface without ice, using a hard plastic ball in place of a puck</p>	Moderate Risk
Hockey - Field Hockey	<p>A game played between two teams of eleven players who use hooked sticks to drive a small hard ball toward goals at opposite ends of a field.</p>	Moderate Risk
Hockey - Floor Hockey	<p>Floor hockey is an off-ice sport played by two teams whose main objective is to hit a puck or ball into the opponent's goal using a plastic stick.</p>	Moderate Risk
Hockey - Ice Hockey	<p>A fast contact sport played on an ice rink between two teams of six skaters, who attempt to drive the puck into the opposing goal with hooked or angled sticks</p>	Moderate Risk
Horseback Riding	<p>The sport or activity of riding horses</p>	Moderate Risk
Hunter Training	<p>Capturing of wildlife using traps, crossbows. (Firearms are prohibited)</p>	Moderate Risk
Kayaking - Up to and including Class II	<p>Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System</p>	Moderate Risk
Lacrosse(Field, Box)	<p>A team game, originally played by North American Indigenous people, in which the ball is thrown, caught, and carried with a long-handled stick having a curved L shaped or triangular frame at one end with a piece of shallow netting</p>	Moderate Risk

	in the angle.	
Martial Arts Training	Various sports or skills, mainly of Japanese origin, that originated as forms of self-defence or attack, such as judo, karate, and kendo (refer to Safety Guidelines for Physical Activity in Alberta Schools)	Moderate Risk
Mountain Biking(Cross Country)	Cross-country courses and trails consist of a mix of rough forest paths and single track (also referred to as double track depending on width), smooth fire roads, and even paved paths connecting other trails	Moderate Risk
Orienteering	A competitive sport in which participants find their way to various checkpoints across rough country with the aid of a map and compass, the winner being the one with the lowest elapsed time	Moderate Risk
Pole Vault (Track and Field)		Moderate Risk
Ringette (Ice)	A game resembling ice hockey, played with a straight stick and a rubber rin	Moderate Risk
Rocketry - Bottle Rockets	A firework typically consisting of a cylindrical case that is partly filled with combustible material and fastened to a guiding stick which may be placed in a bottle to control the direction of the rocket's launch	Moderate Risk
Roller Blading	A boot with a single row of small wheels on the bottom that you wear in order to travel along quickly for enjoyment	Moderate Risk
Ropes Courses (low)	A series of cables, ropes, and obstacles strung between trees or poles, 12 to 18 inches above the ground	Moderate Risk
Rugby		Moderate Risk
Sailing		Moderate Risk
Scuba diving in a swimming pool		Moderate Risk

(Minimum standards)		
Self Defence (no weapons)	The defence of one's person or interests, especially through the use of physical force, which is permitted in certain cases as an answer to a charge of violent crime	Moderate Risk
Skateboarding / Skateboarding Parks		Moderate Risk
Skating - Ice Skating		Moderate Risk
Skating - Ice Skating - Outdoor	Skating on ice surfaces where there is a risk of penetrating the ice.	Moderate Risk
Skiing - Downhill		Moderate Risk
Sledding on a slope of less than five metres in height or with an incline of less than 30 degrees		Moderate Risk
Slingshot	Following the guidelines for Archery in Spheres and the Safety Guidelines for Activity in Alberta Schools	Moderate Risk
Snowboarding		Moderate Risk
Softball	A sport similar to baseball played on a small diamond with a ball that is larger than a baseball and that is pitched underhand	Moderate Risk
Swimming - in a pool or controlled swimming area	Supervision Required	Moderate Risk
Swimming (Synchronized)	A sport in which members of a team of swimmers perform coordinated or identical movements in time to music.	Moderate Risk
Team Handball or "European Handball"	A game played between two teams of seven players each, the object being to throw the ball into a hockey like goal at either end of the rectangular court. The ball is moved by dribbling and passing with the hands	Moderate Risk
Tobogganing on a slope of less than five metres in height or with an incline of less than 30 degrees		Moderate Risk

Track and Field - in field events: Includes discus, javelin, shot put, and high jump		Moderate Risk
Tubing on a slope of less than five metres in height or with an incline of less than 30 degrees		Moderate Risk
Wall Climbing (in licensed facilities)		Moderate Risk
Water Polo	A seven-a-side game played by swimmers in a pool, with a ball like a volleyball that is thrown into the opponent's net	Moderate Risk
Water slides / water park		Moderate Risk
Weightlifting	The sport or activity of lifting barbells or other heavy weights.	Moderate Risk
Activities in Wilderness or Remote Locations	Taking any activity including but not limited to hiking, biking, or camping into wilderness or remote areas greatly increases the risk. Backcountry refers to remote, undeveloped rural areas or sparsely inhabited rural areas; wilderness	Prohibited
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	Prohibited

	games called "events" with the goal to be crowned the Grand Champion	
Auto Racing	Auto racing is a motorsport involving the racing of automobiles for competition	Prohibited
Axe Throwing		Prohibited
Axe Training	Learning how to handle and utilize and axe	
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 exploration of caves	Prohibited
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	<u>Biking in remote areas with no access to communication and health care. Backcountry refers to remote, undeveloped rural areas or sparsely inhabited rural areas; wilderness</u>	Prohibited
Mountain Biking (Trail, Enduro and All-mountain Riding, Freeride and Downhill)	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. Enduro and all-mountain riding is faster, steeper and more aggressive, involving bigger drops and jumps. Unexpected terrain hazards are involved. 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.	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 burners or any other flame producing device	Prohibited
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)	<u>Skiing - Cross Country in remote areas with no access to communication and health care. Backcountry refers to remote, undeveloped rural areas or sparsely inhabited rural areas; wilderness</u>	Prohibited
Skydiving	A sport in which a person jumps from an aircraft and falls for as long as possible before opening a parachute	Prohibited
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
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 pulled behind a boat or a cable ski installation over a body of water, skimming the surface on two skis or one ski	Prohibited
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 Filed 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 cancelation.
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 cancelation.

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 Filed 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

[Safety Guidelines for Alberta Schools](#)

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