

Purpose/Background

Rocky View Schools supports educational excursions by classes, school groups, and individual students involved in off-campus education during and/or outside of school hours, when such excursions have a definite educational value and are an integral part of the planned instructional program.

Definitions

Educational Excursions:	All school activities off the school grounds.
Field Trips:	All educational excursions except extra-curricular trips.
Extra-Curricular Trips:	All sports trips scheduled by the Rocky View Sports Association, band trips that are not co-curricular (ie. stage band, jazz band, concert band). All other trips associated with a school's extra-curricular program.
Off-Campus Education:	Work-study, work experience, registered apprenticeship, cooperative education, and job shadowing programs.

Procedures

1. Field Trips (within Alberta)

- 1.1 Field trips require the approval of the Principal or designate, subject to the following conditions:
 - 1.1.1 A curriculum fit assessment is completed;
 - 1.1.2 A risk assessment review is completed;
 - 1.1.3 A field trip approval checklist and Educational Excursion form is completed;
 - 1.1.4 A lead teacher who is responsible for the trip's organization and ensuring that all parameters are adhered to is designated and is present on the field trip;
 - 1.1.5 All supervisors to be preapproved by the school principal. Minimum supervision ratios for in-province excursions:
 - Kindergarten: 1 adult to 5 students
 - Grades 1-4: 1 adult to 8 students
 - Grades 5-6: 1 adult to 10 students
 - Grades 7-8: 1 adult to 12 students
 - Grades 9-12: 1 adult to 15 students

In addition to the teacher leader, there are to be enough supervisors to cope effectively with an emergency. Supervision levels may need to increase when field trips are to remote areas or involve higher risk activities. For greater detail, review the RVS Field Trip Manual.

- 1.2 All field trips will be at the expense of the school budget and/or those participating (including substitute teacher costs, if needed).

2. Extended Field Trips

- 2.1 Extended field trips are those that include travel outside the province of Alberta and are usually more than one school day. Middle school students may travel nationally and high school students internationally. Requests for exceptions from middle schools for trips to the continental U.S.A. and other international destinations must be referred to the Superintendent for approval.
- 2.2 Extended field trips require the approval of the Superintendent/designate. The following conditions are to be met, unless an exception is approved by the Superintendent/designate:
 - 2.2.1 They are proposed to the Superintendent/designate;
 - 2.2.2 Satisfactory educational objectives are indicated;
 - 2.2.3 Provision is made for adequate teacher and adult supervision to a maximum of 8 students per 1 adult;
 - 2.2.4 There is minimal loss of school time by students and teachers;
 - K - Gr.4: limited to three consecutive days, one of which may be a school day.
 - Gr. 5-12: limited to ten consecutive days, five of which may be school days
 - 2.2.5 Written parental permission shall be obtained for the student to participate in the field trip with the parent's full knowledge of the itinerary, activities, supervision, and transportation arrangements ;
 - 2.2.6 A detailed itinerary is submitted; and
 - 2.2.7 A date and agenda for a parent/student meeting is scheduled and submitted.
Note: For requirements, forms and further details refer to the Rocky View Schools Field Trip Manual.
- 2.3 The cost of extended field trips will be at the expense of those participating (including substitute teacher costs, if needed).
- 2.4 The organizer shall not knowingly deviate from the activities and schedule outlined in the itinerary without the express permission of the Superintendent or designate.

3. Extra-Curricular Trips

- 3.1 All extra-curricular trips are to be approved by the Principal. Trips outside of the province or country must be approved by Superintendent/designate.
- 3.2 The costs of all extra-curricular trips shall be at the expense of the school budget and/or those participating (including substitute teacher costs, if needed).
- 3.3 There is to be minimal loss of school time for students and teachers.

4. Mode of Transportation for All Educational Excursions

4.1 Where transportation is necessary for an educational excursion, the Principal may:

4.1.1 Authorize the use of a school bus or rental vehicle; or

4.1.2 Authorize the use of a public carrier; or

4.1.3 Authorize the use of privately-owned vehicles with a minimum of \$2,000,000 public liability insurance provided that:

4.1.3.1 A teacher or supervisor is driving the vehicle;

4.1.3.2 Parent permission is provided for all students being transported by private vehicles;

4.1.3.3 Under exceptional circumstances (including only for trips less than 100km, one way, from their school), a student, who is qualified to drive (e.g., with a valid driver's license), has submitted written permission from their parent and it is stipulated that no other students are allowed to be passengers in the vehicle.

5. Rocky View Schools Field Trip Manual

5.1 The Field Trip Manual may be found on the RVS website at:

https://www.rockyview.ab.ca/publications/assets_publications/handbooks/fieldtripmanual.pdf

References:

- Education Act Sections 1, 11, 31, 32, 33, 52, 53, 196, 197, 222
- Rocky View Schools Field Trip Manual
- RVS AF260-A Annual Field Trip Authorization/Emergency Medical Information
- RVS AF260-C All Field Trips Consent Application
- RVS AF260-D Day Field Trip Approval
- RVS AF260-E Overnight Field Trip Approval
- RVS AF260-F Field Trip Risk Assessment
- RVS AF260-G Consent of Parent/Guardian & Acknowledgement of Risk
- RVS AF260-H Alignment with Program of Studies – Field Trips
- RVS AF260-I Intended Learner Outcomes – Field Trips
- RVS AF260-J Volunteer Driver Application
- RVS AF260-K Release and Waiver for Student Exchange International Travel
- RVS AF260-L Travel Insurance Program Application
- Alberta Guide to Education ECS to Grade 12
- Safety Guidelines for Physical Activity in Alberta Schools
- Safety Guidelines for Secondary Inter-School Athletics in Alberta