



## FIELD TRIP POLICY

The School endorses carefully planned and supervised field trips that have clear educational value in supporting and enhancing student learning as described in the Program of Studies.

### Coaldale Christian School Administrative Practice for Field Trips

#### 1. Definitions

- 1.1. "Field Trip" means an approved school activity that occurs outside of school property. This definition includes classes, programs, and extracurricular activities that occur outside of school property but excludes work-study and work experience programs.
- 1.2. "Safety Guidelines" means the most current edition of Safety Guidelines for Physical Activity in Alberta Schools. <http://www.med.ualberta.ca/acicr/>
- 1.3. "Lead Teacher" means the teacher directly responsible for the planning, coordination and implementation of the field trip.
- 1.4. "Parent" means a person defined as a parent in the School Act, Section 1(1) and (2).
- 1.5. "Supervisor" means an adult over the age of 18 years who is not a high school student and who has been selected by the Lead Teacher and approved by the Principal to assist on a field trip.

#### 2. Authorization

- 2.1. School field trips may be approved by the principal of the school provided that:
  - a) the principal is satisfied that the trip supports the ongoing educational program of the school.
  - b) if transportation is required that it is provided in accordance to the policy regarding transportation in private vehicles or bus use for field trips.
  - c) adequate supervision of students partaking in the trip and of any remaining behind in the school has been arranged for.
- 2.2. No field trip shall be undertaken without prior authorization in writing from:
  - a) the principal for within province field trips
  - b) the principal and Board for both out of province and out of Canada field trips.

#### 3. Lead Teacher

- 3.1. The lead teacher:
  - a) arranges for principal approval of the field trip
  - b) communicates the particulars of the field trip to parents, students and staff.
  - c) plans and organizes the field trip
  - d) addresses supervision and safety issues to the satisfaction of the principal.
  - e) ensures that all requisite field trip documentation is provided to the principal prior to the field trip.
  - f) advises the principal of any problems, accidents, unusual incidents or unsafe situations as soon as possible at the conclusion of the field trip.

#### 4. Access and Eligibility

- 4.1. No student shall be denied participation on a field trip due to lack of funds
- 4.2. A student may not participate in an off-site activity unless the student is enrolled in CCS and is part of the class or group taking part in the activity.
- 4.3. The school reserves the right to deny a student the opportunity to engage in a particular



activity or field trip if the principal's opinion the students skill level, maturity level or behavioural characteristics do not permit adequate supervision.

## 5. Parent Consent

- 5.1. The official CCS parent consent letter template, will be distributed to parents in advance of the field trip.
- 5.2. No student shall be permitted to participate in any field trip unless the parent / guardian consent letter has been fully completed, signed, and dated by the parent or guardian and received by the school prior to the commencement of the trip.
- 5.3. The lead teacher will provide parents with information concerning:
  - a) the purpose and destination of the trip.
  - b) proposed cost of the trip
  - c) transportation, accommodation and eating arrangements.
  - d) date and time of departure & estimated time of return.
  - e) a detailed itinerary.
  - f) the name of the lead teacher and a telephone contact number as well a cell phone contact for the trip if available.
  - g) any unusual factors such as rigorous physical activity, water-related activities or water sports.
  - h) any inherent risks and consequences associated with the activity, (inherent refers to the hazard, danger, chance of injury, damage or loss that exists in something a s natural and inseparable quality or characteristic of that thing).
  - i) safety precautions for dealing with risk situations.
  - j) the need for any special equipment, clothing or personal items.
  - k) a reminder that parents or guardians must inform the lead teacher about any relevant medical conditions of the student (such as food allergies).
  - l) emergency procedures to be followed in the event of injury, illness or unusual circumstances.
  - m) any other relevant information about the activity, which may influence the parents or guardians decision to withhold permission (e.g. a controversial museum exhibit).
- 5.4. The lead teacher shall be responsible for carrying a list of student participants including telephone contact numbers, Alberta Health Care numbers, medication and medi-alert needs.
- 5.5. One Parent Consent Letter maybe provided to and signed by the parent and will be sufficient for repetitive field trips, (such as athletic events, swimming lessons, and physical education classes) provided that the Parent Consent Letter includes a schedule of all activities, destinations and dates.
- 5.6. The principal will determine if a parent meeting needs to be held to provide additional information about a specific field trip and will arrange one if needed.
- 5.7. Consent letters will be kept on file at the school for two calendar years after the field trip has occurred.

## 6. Supervision

- 6.1. All designated supervisors accompanying students on field trips must:
  - a) be 18 years of age or older.
  - b) be advised by the lead teacher as to the nature and requirements of the field trip and their responsibilities prior to departure
- 6.2. Students must be supervised during the course of the field trip as recommended by the current Safety Guidelines for Physical Activity in Alberta Schools. If the activity is not detailed in the Safety Guidelines, then the principal shall specify acceptable



- supervision arrangements.
- 6.3. The Lead Teacher must ensure that same-gender supervisors accompany each group on overnight field trips.
- 6.4. For high-risk activities, competent instruction and supervision in these activities are mandatory. Competence may be established by virtue of a certificate from a governing body for an activity, or where certificates are not issued, competence may be that recognized by virtue of experience and demonstrated expertise in the activity.
7. Volunteers
- 7.1. All volunteers are responsible to the lead teacher in charge of the field trip and shall be briefed on their duties prior to the start of the field trip.
8. Safety
- 8.1. Off site activities must take place within a context of:
- attention to the safety and security of students
  - attention to risk assessment of off-site activities
  - safety and legal protection of students, staff, volunteers and CCS.
- 8.2. An appropriately equipped portable first aid kit must be accessible
- 8.3. The standards set out in the current Safety Guidelines for Physical Activity in Alberta Schools must be met for all off-site activities for which standards are provided.
9. Transportation
- 9.1. Students shall not under any circumstances be used as drivers on field trips.
10. District Policies and Regulations
- 10.1. All district policies and regulations are deemed to be in effect during all field trips.
11. Responsibility of Participants
- 11.1. All participants will be expected to act in a manner consistent with the standards of conduct at their schools. If participants contravene these standards or are found in possession of or consume alcohol or non-prescription drugs they will be subject to a disciplinary process.
12. Prohibited Activities
- 12.1 Participation in activities that constitute a large amount of risk such as the following activities, is prohibited on school board property, as a school-organized activity, and as an off site activity:
- Aerial gymnastics
  - Automobiles-racing, drag racing, motor cross, motorcycling, snowmobiling, off road all terrain vehicles
  - Aviation-small aircraft, helicopters, hot air balloon rides, skydiving
  - Boxing
  - Bungee jumping
  - Chuck wagon races
  - Demolition derbies
  - Dunk tanks
  - Gladiator-style activities
  - Luge
  - Mechanical bulls
  - Mountain climbing-ice climbing, deep caving, repelling/appelling, rock climbing



- m) Open water scuba diving
- n) Pole vaulting
- o) Rodeos

### 13. High Risk Activities

13.1. The following are classified as high risk activities and must be conducted in accordance with Section 6.4 of this policy:

- a) Archery
- b) Broomball (ice)
- c) Canoeing in moving water of grade 1 or less
- d) Cheerleading, (acrobatic)
- e) Cycling/mountain biking
- f) Fencing
- g) Firearm courses-rifle ranges
- h) Gymnastics
- i) Hunter Training
- j) Lacrosse (field, box)
- k) Roller blading/inline skating
- l) Rope courses-high and low
- m) Sailing
- n) Scuba in a swimming pool
- o) Skateboarding/skateboarding parks
- p) Skiing, (alpine)/snowboarding
- q) Swimming
- r) Synchronized Swimming
- s) Track and field-field events; javelin, shot-put, discus, high jump
- t) Triathlon
- u) Wallclimbing
- v) Water polo
- w) Weightlifting
- x) Wrestling
- y) White Water Rafting

#### Appendix A Safety Considerations

##### Severe/Inclement Weather:

1. Outdoor activities will not be held during inclement weather
2. During severe weather or poor driving conditions, principals must ensure that weather and road conditions are conducive to travel before students leave for an off-site activity trip.
3. On return trips, the lead teacher must verify weather and road conditions.
4. Students must be appropriately clothed for travel by road during the winter, as determined by the lead teacher.

##### Water Activities:

1. All participants involved in sailing or boating activities must
  - a) have swimming skills commensurate with the activity and
  - b) wear a Transport Canada approved lifejacket or Personal Floatation Device.
2. For activities involving canoeing and sailing the activity must meet or exceed the Safety Guidelines for Physical Activity in Alberta Schools.
3. When canoe trips take place on lakes or rivers, the lead teacher must have visited the



site prior to the trip, and be familiar with the proposed route and the seasonal conditions at the time of the trip.

4. Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity.

### **Swimming Pools:**

1. Students may not use swimming pools on off-site activities unless there is a lifeguard on duty.
2. If the facility operator does not provide a lifeguard at a swimming pool, students may use the swimming pool if the school provides a lifeguard with current certification in National Lifeguard Service (NLS), Standard First Aid, and CPR Basic Rescuer for every 50 participants using the swimming pool.

### **Skating and Helmet Policy**

1. If the school schedules ice time for the students, the Grades K – 3 are required to wear helmets.
2. All students must wear helmets if they are engaged in hockey.

### **Remote or Wilderness Areas:**

1. In a remote or wilderness area, the lead teacher must:
  - a) acquire sufficient awareness of and information about the proposed site(s) of the activity to make a safety assessment for the activity.
  - b) use professional guides when appropriate or as directed by the trip approving authority, (principal or Board as applicable);
  - c) establish and communicate class safety and emergency procedures to all participants;
  - d) ensure that appropriate communication devices are taken on the trip;
  - e) ensure constant communication within the group and access to external communication as needed;
  - f) be familiar with the nearest accessible medical station and telephone service;
  - g) notify local area authorities, such as RCMP, forestry or park officials or other persons in the area, and;
  - h) obtain fire permits, fishing and other licenses and area use permission where required.
2. In a remote or wilderness area, if a group splits into two or more independent traveling groups, each group must have an adult supervisor in charge. Independent traveling groups do not include groups of two or more high school students conducting course related field studies in an area designated by the teacher in charge provided prior specific instruction has been given to students on the area of study, re-assembly procedures and timelines, and emergency procedures applicable to the situation.

### **Mountain Biking**

1. Mountain biking is permitted within urban and suburban areas on designated roadways, quiet residential streets near the school, bicycle pathways and trails at established parks.
2. Backcountry mountain biking is not permitted unless professional guides are employed.

### **Skiing and Snowboarding**



1. Downhill skiing and snowboarding are acceptable activities for students as long as all of the following conditions have been met:
  - a) Conditioning activities have occurred in physical education classes, or as part of a fitness program, leading up to the skiing or snowboarding activity;
  - b) skiing or snowboarding are part of a well balanced yearly program, and reflect the school's commitment to a quality physical education program, and;
  - c) for novices the activity includes, at a minimum, one mandatory lesson at the beginning of each day on a ski hill.
  
2. Downhill skiing and snowboarding activities must be conducted in accordance with the applicable Safety Guidelines for Physical Activity in Alberta Schools.
  
3. School sponsored downhill skiing and snowboarding activities shall be restricted to grades 4-12: Only commercially operated ski facilities with suitable teaching areas, (gentle slopes) should be used. The area should be patrolled by members of a recognized ski patrol. The guidelines in the Safety Guidelines for Physical Activity in Alberta Schools must be followed. An individual consent form is required for skiing that informs parents of the nature of activity including the need for appropriate clothing and sunscreen.