



Field Trips and Excursions

Background

Kee Tas Kee Now Tribal Council Education Authority (KTCEA) supports student participation in curricular, co-curricular and extracurricular activities in order to provide students with an educational experience that enriches the curriculum, provides land-based learning experiences, and expands learning opportunities. KTCEA understands that there are inherent risks in taking students off-site to access unique learning experiences and acknowledges that parents or guardians expect their children will be safe during a field trip event or excursion.

Guidelines

1. KTCEA policies and administrative procedures are deemed to be in effect during all field trips.
2. The purpose of a curricular field trip is to enable students to participate in quality off-site educational experience that:
 - a. Are linked to the KTCEA Common Consistent Curriculum, programs of studies, learning outcomes within the student's educational or school extra-curricular program.
 - b. Are relevant, flexible, responsive, affordable, and accessible.
3. Off-site activities must demonstrate the key understandings that:
 - a. Learning requires purposeful involvement;
 - b. Interpersonal relationships are essential to the learning process;
 - c. Clear expectations and relevant feedback are needed; and
 - d. Diversity is valued within a responsive environment.
4. Field trips must take place within a context of:
 - a. Attention to the safety and security of students;
 - b. Attention to risk assessment of field trip activities; and
 - c. Protection of students, staff, volunteers, and the Board.
5. Field trips may be supported in part or in whole by parents or guardians of eligible students, but no eligible students may be denied participation based on inability to pay. This provision does not apply to extracurricular field trips.
6. Teacher-in-charge and School Principals shall become familiar with insurance guidelines and procedures and any relevant manuals.
7. Teacher-in-charge proposes field trip to the school Principal for approval. The following shall be considered and developed by the Teacher in charge to submit to the Principal via procedure and use of Field Trip Request Form:
 - a. The teacher shall demonstrate that educational outcomes are being met.
 - b. Proposed activities are appropriate for the age and ability of the students invited, based on the review of insurance guidelines and procedures and any relevant manuals.

- c. Emergency plans are in place such as accident management procedures and reporting procedures for all accidents and field trip incidents.
 - d. Budgeting resources identified.
 - e. Accommodations considerations (where applicable) – cost and suitability of supervision.
 - f. Contingency Plans are identified.
 - g. Alternate activities with informed consent of parents.
 - h. Getting students to safety/home.
 - i. Name a specified alternate person if a certificated teacher cannot attend to an emergency.
 - j. Field trip supervisors cannot change activities that were agreed upon and may only use previously agreed to alternate activities in the event of having to change any activity during the field trip, unless there is a direct approval from the Deputy Superintendent or Board.
 - k. Field trips for students are not to be planned during the provincial achievement tests (PAT's) or diploma exams.
8. Transportation: The Transportation Department is responsible for coordination of the transportation where required.
- a. A driver cannot be included as a supervisor for the field trip, they cannot perform a dual role in this respect. This includes teachers who may be the driver for the field trip.
 - b. Miscellaneous expenses – Drivers are eligible to submit miscellaneous expenses such as meals, hotel costs, parking fees and any other expenses that shall be pre-approved by the school Principal. Driver expenses will be included as part of the field trip budget.
 - c. If there is a cost to have the bus cleaned, the cost will be billed back to the school.
9. Disclosure Letter and Consent Form
- a. The basis of a parent or guardian's decision to let his or her child participate in a school activity is the implied understanding that the school staff will not put the child at risk.
 - b. Students are permitted to travel only if their parents or guardians have signed the Letter of Disclosure and the Consent Form as required.
 - c. Consent Forms and Day Trip Disclosure Letters are to be returned to the Principal forty-eight (48) hours prior to the trip's departure.
 - d. Letters of disclosure and Consent Forms must include all information required as per the insurance guidelines and procedures and any relevant manuals.
10. Supervision: Appropriate supervision shall be coordinated by the Teacher- In- Charge
- a. There shall be a minimum of the following ratios for supervision:
 - 1:5 ratio (Pre-Kindergarten/ECS Programs);
 - 1:8 ratio (Grades 1-4);
 - 1:10 ratio (Grade 5-12);
 - Unless otherwise recommended by the insurance guidelines or as recommended based on activities of the field trip.
 - b. In deciding on the number of supervisors for field trips, the following are to be considered:
 - The age, gender and ability of students.
 - The number of students involved.
 - Whether there are students with special education or medical needs.

- The experience level of the student for activities and ability to be away from home.
 - The degree of responsibility and discipline shown by the individual group members.
 - The experience and qualifications of available supervisors including certified staff.
 - The requirements of the locations to be visited.
 - Ratio of number of male students to male supervisors and number of female students to female supervisors.
- c. The teacher and Principal must take into consideration the particular needs of students with special needs. Some students with special needs may need 1-1 supervision depending on the needs of the student and the activity.
- d. All field trips shall have a certificated teacher who would normally be assigned responsibility for that class or activity as one of the supervisors.
- e. Any chaperone must adhere to the Kee Tas Kee Now Tribal Council Education Authority AP 401 Employee Code of Conduct while acting in the capacity of an authority figure for students on field trips.
11. Risk Assessment: Risk is the combination of the likelihood of an incident happening (frequency) and the consequences of the incident (severity). The health, safety and welfare of students on all field trips are of the utmost importance. Any field trip which has the potential to expose students and/or supervisors to unusual hazards that would not normally be encountered in a school setting, (rock climbing, gun handling, etc.) are required to obtain prior written approval from the Deputy Superintendent (Form 260B "Field Trip Request"), and clarification of insurance coverage, if appropriate.
- a. Documentation outlining current certification of instruction or experience must be included in the field trip request.
- b. A detailed list of activities is required to be submitted.
- c. Any activity that is prohibited by KTCEA insurance must be insured by another insurer or the activity will not be approved.
- d. In assessing the risk of any field trip activity, the following are to be taken into consideration:
- The type of activity and the level at which it is undertaken.
 - The location: (mountainous terrain, outdoor water, urban or country setting).
 - The expertise and qualifications of staff, volunteers and on-site staff if applicable.
 - The age, confidence, fitness, experience and character of the students.
 - Staff/student ratio.
 - The quality and suitability of available equipment.
 - Inventory of emergency supplies and equipment suitable to the activity/level of risk.
 - The number of staff or volunteers that hold current first aid certification.
 - Seasonal conditions such as weather and time of year.
 - Risk assessment must be provided with field trip request form.
12. Information needed from service providers of field trips and overnight residential camps to provide the trip organizers with information that will allow for them to effectively plan the itinerary and accurately assess and manage risk:
- a. Statement from management on recruitment, training and assessment of staff.
- b. Statement that Criminal Records Checks are conducted on staff.
- c. Written operations and procedures for each activity offered.
- d. First aid certification of staff.
- e. Water safety training (where applicable) of staff.
- f. Written plan for equipment assessment and maintenance.

- g. Written accident or emergency procedures.
- h. Insurance – including information on whether the service provider has third party liability for participants.
- i. Cost breakdown for planned activities.
- j. Site map.
- k. Assessment of potential risks at site.
- l. Any Consent Form/Waivers that must be signed by parents and students from the service provider.

13. Documentation

- a. Copies of the Letters of Disclosure and Consent Forms will be held at the school and sent to the Deputy Superintendent before the departure.
- b. All pre- and post-trip documents along with copies of letters and consent forms from off-site activities should be filed together and kept for either seven years, or two years past the student's turning eighteen years of age, whichever is the longest period of time.
- c. The following is a list of documents that require storage:
 - Field trip Request including copy of approval from the Principal.
 - All signed parental Letters of Disclosure and Consent Forms.
 - Driver Abstracts and vehicle insurance policies.
 - The Transportation Department will collect driver's abstracts, driver's licenses and insurance to ensure they are valid.
 - Pre-trip site assessment notes.
 - Parent meeting minutes, attendance sheets (including who did not attend) and any other pertinent information.
 - Student participant lists, medical forms, travel insurance and passport copies.
 - Maps.
 - Equipment and emergency kit sign-out checklists.
 - Lesson Plans.
 - Records of changes in itinerary.
 - Notes from teachers (e.g., logbooks).
 - Incident forms and all post-incident notes, reports and correspondence.
 - Contracts and meeting notes with service providers financial reports, e.g., a record of student payment and record of costs.
 - Proof of insurance from another insurer for prohibited activities.
 - Trip debrief reports.
- d. The teacher in charge is responsible for ensuring the Principal has received all pertinent information at the end of each trip and the Principal is responsible for ensuring the documents are properly stored for the appropriate amount of time.
- e. A Binder or Folder with a relevant date as per student/parent contact information and permission slips, along with any medical information MUST be brought along and retained by the Teacher in Charge.

14. Field Trip Approvals

- a. All field trips shall have a KTCEA certificated teacher who would normally be assigned responsibility for that class or activity as one of the supervisors and Teacher in Charge.
- b. The Principal reviews the trip request to ensure educational outcomes, safety compliancy, and budget availability and requirements are met.

- c. The Deputy Superintendent reviews the trip details and must be notified of any trips including day trips or extra-curricular trips when students leave school property.
- d. Extended Stay and Out of Province Trip:
 - Deputy Superintendent approves all extended stay trips (including local trips that require an overnight stay).
 - The Board approves all international field trips, and out-of-province field trips.
 - Approval in principle applies to field trips that are planned in the future and long-term plans. This is a temporary approval to proceed with fundraising and planning however a field trip cannot proceed without a final approval.
- e. Approval (or and approval in principle) for all field trips must be requested from the Deputy Superintendent and/or Board where applicable:
 - prior to any fundraising activities;
 - with appropriate notice according to guidelines below before planned departure dates for the different types of field trips:
 - Local – 2 weeks in advance minimum
 - Local overnight – 4 weeks in advance
 - Provincial – 2 months
 - National – 6 months
 - International – 1 year
 - Wherever possible, extended trips will be planned around breaks;
- f. International or out-of-province extended stay trips will include travel cancellation insurance in the budgeting process.
- g. In a situation where a student, school team or club, wins its way to a competition or event that requires an extended stay trip, the Principal shall contact the Deputy Superintendent for trip approval.

15. Post-Trip Reporting: At the conclusion of an off-site activity teachers in-charge should debrief the trip and provide a post-trip report to the school Principal. The intend of this report is to identify changes that should be made to similar trips in the future, report close calls and incidents, and draw conclusions for lessons learned that can be carried forward to future trips. Such a report should include the following information:

- a. Activity name, location, and date.
- b. Names of teacher-in-charge.
- c. Actual departure and return dates (if they vary from the original activity proposal).
- d. Suggestions for operational changes, observations, issues if there are lessons learned.
- e. Performance and services of the Service Provider.
- f. Vehicle and trailer use observations, issues, and maintenance needs.
- g. Student observations: suggestions, behavior, trip suitability for the age group, medical conditions, safety, attitude, positive observations, or occurrences.
- h. Logistical problems, close calls, near miss.

#	Procedure	Roles & Responsibilities
1.	Teacher-in-charge and School Principals must review and understand the insurance guidelines and procedures and any relevant manuals.	Principal Teacher in Charge

2.	<p>Field Trip Request Teacher-in-charge proposes field trip to the school Principal for approval by filling out all relevant sections in the AP 260B Field Trip Request Form. This form must be fully filled out, any incomplete forms will be NOT APPROVED and will be returned. A teacher can resubmit requests when all relevant information has been filled out.</p>	Principal Teacher in Charge
3.	<p>Transportation The Teacher must submit a request for transportation for field trips to the Transportation department ensuring that all transportation requirements are filled out. All additional expenses must be planned for such as accommodations and miscellaneous expenses (meals, fuel, parking, etc.) for the driver.</p>	Principal Teacher in Charge Deputy Superintendent Bus Driver
4.	<p>Disclosure Letter and Consent Form 4.1 After the field trip has been approved, Disclosure Letter and Consent forms need to be prepared and approved by the School Principal 4.2 The forms are sent to parents. 4.3 Consent Forms and Day Trip Disclosure Letters are to be returned to the Principal forty-eight (48) hours prior to the trip's departure. Note: Letters of disclosure and Consent Forms must include all information required as per the insurance guidelines and procedures and any relevant manuals.</p>	Teacher in Charge Principal
5.	<p>Supervision 5.1 The teacher in charge ensures supervision is arranged and identified on the Field trip request form as per guidelines. 5.2 Supervisors and alternatives shall be selected by the Principal and school staff, must adhere to the KTCEA Code of Ethics, and sign any appropriate forms as requested. 5.3 All documentation must be retained in a Field trip record.</p>	Principal Teacher in Charge
6.	<p>Itinerary 6.1. An itinerary as identified in the guidelines section outlining all activities must be identified and submitted with the request. 6.2. Parent meeting should be held for field trips that include high-risk activities or are require parental support.</p>	Teacher in Charge Principal
7.	<p>Participation List 7.1. Teacher in charge must fill out a list of all participating students checked against whether they have returned signed Letters of disclosure and Consent Forms. 7.2. Emergency contact and medical information completed for all participating students.</p>	Teacher in Charge Principal

8.	<p>Risk Assessment</p> <p>8.1 The Teacher in charge is responsible for ensuring that a risk assessment is completed and submitted as part of the field trip request. Guidelines listed above in the guideline section indicate all considerations.</p> <p>8.2 The Teacher in Charge is responsible for collecting Consent Form/Waivers that must be signed by parents and students from the service provider.</p> <p>8.3 The documentation related to external service providers of field trips and overnight camps must be obtained by the Teacher in Charge. These are outlined in the Guideline section of this Administrative procedure #14.</p> <p>8.4 The Teacher in Charge is responsible for ensuring the student's safety is maintained during all activities, and in the event, safety is a concern has the responsibility to cancel any activity that puts students in excess risk of what was identified in the original risk assessment.</p>	Teacher in Charge Principal
9.	<p>Documentation</p> <p>9.1 Copies of the Letters of Disclosure and Consent Forms will be held at the school and copies will be electronically emailed/sent to the Deputy Superintendent before the departure of any Overnight or Extended Stay Trips.</p> <p>9.2 All pre- and post-trip documents along with copies of letters and consent forms from off-site activities should be filed together and kept for either seven years.</p> <p>9.3 Documentation binder with all relevant information must be taken during the field trip which includes the consent forms, parent emergency contacts, and medical information for students.</p> <p>9.4 A documentation binder must be stored with all relevant information outlined in the Documentation section in the above Guidelines.</p>	Teacher in Charge Principal
10.	<p>Approval Process</p> <p>10.1 Once all information has been obtained and submitted, the complete request must be submitted to the Principal.</p> <p>10.2 The Principal reviews request and approves or declines the request based on information provided:</p> <ul style="list-style-type: none"> • If declined, the Teacher in Charge may request the reasoning and adjust the planning appropriately. • If approved, the request is submitted to the Deputy Superintendent for review. <p>10.3 The Deputy Superintendent will then approve or deny the field trip request.</p> <p>10.4 If approved, the information is sent back to the Principal who will then notify the Teacher in Charge.</p> <p>10.5 The Teacher in Charge will proceed to finalize all plans for the field trip and ensure they capture and maintain the records as indicated above in guidelines.</p>	Teacher in Charge Principal Deputy Superintendent

11.	Post-Trip Review Conclude a field trip report with a summary of overall experience as defined in the guidelines.	Teacher in Charge
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Definitions:

Field Trip - means an approved school activity that occurs outside of school property. This definition includes District sponsored student exchange programs, classes, programs extracurricular activities and education travel that occur outside of school property. It excludes, work study and work experience programs.

Curricular field trips - an integral component of a curriculum, in which all students at the appropriate level have the opportunity to participate.

Co-curricular field trips - are extensions and/or enrichment of a curriculum, but are not mandatory for successful completion of the course.

Extracurricular field trips - are school sponsored but fall primarily outside of the curriculum.

Local field trips - those that occur within the local community, usually within walking distance, or for the purpose of sports teams, are within the boundaries of KTCEA.

Provincial Field Trip – means any field trip that occurs within the Province of Alberta outside the KTCEA area. Includes Day or Overnight Trip.

Canadian Field Trip – means any field trip that occurs outside Alberta within Canada.

International Field Trip – means any field trip that occurs in whole or in part outside of Canada.

Approval in principle – means a temporary approval for a field trip in which the Lead teacher has supplied the field trip information to the appropriate supervisor. This approval in Principal is a tentative approval until all requirements of the field trip have been worked out and a submission for the final approval is complete. This is done in cases when field trips are planned in the future or long-term.

Teacher(s) in charge/Lead Teacher - means the Teacher(s) responsible for the planning, coordination and implementation of an excursion or field trip.

Parent – means a person defined as “parent” pursuant to Section 1 (1) (q) and 1 (2) of the School Act.

Volunteer – means a person defined as a parent or any other person who is not employed by the school District and who agrees to attend the field trip to support and help.

High Risk – activities characterized by greater potential for injuries with severe consequences, person-to-person and person-to-person equipment contact, uniqueness of equipment used, speed of action, protective equipment used, specialized supervision required and training required such as rock climbing, sky-diving, whitewater rafting, etc.

References:

- AP 401 Employee Code of Conduct
- AP 260B Field Trip Request Form
- Disclosure Letter and Consent Form

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Deputy Superintendent and will be reviewed annually.