



AP 260A Field Trips Approval Requirements

	Category 1 (Local)	Category 2	Category 3	
		(Provincial)	(National)	(International)
Trip Approval	Principal- day trip Deputy Superintendent- overnight trip	Deputy Superintendent	Board	Board
Trip Cancellation Authority	Principal	Deputy Superintendent	Board	Board or Deputy Superintendent
Advanced Approval Notice	2 weeks – day trip 4 weeks- overnight trip	2 months	6 months	1 year
Parent/ Guardian Consent	Yes	Yes	Yes	Yes
Detailed Itinerary	From Teacher to Principal to Deputy Superintendent	From Teacher to Principal to Deputy Superintendent	From Principal to Deputy Superintendent to Board	From Principal to Deputy Superintendent to Board
Parent / Guardian Meeting	No, but can occur depending on circumstances	If required based on the nature of the trip, at the discretion of the Deputy Superintendent		Yes
Grade Restriction	No	No	Grade 4 – 12 only	Grade 7 – 12 only International Travel Club – Grade 10 – 12 only
Medical/Health Insurance	Alberta Health Care Number (AHCN) on file	AHCN on file	AHCN on file, and other insurance as identified	Other insurances as identified
Destination Risk Assessment	Yes – General	Yes – Detailed		Yes - Comprehensive
Emergency Response Plan	Yes – General	Yes – Detailed		Yes – Comprehensive
Trip Cancellation Insurance	No	No	Yes	Yes
Minimum Number of Supervisors	Dependent on activity see below.			

Supervision

It is expected that an appropriate level of supervision is in place for all field trips off school property. The site must consider that there is an expected minimum level for in-town and out of town trips.

This may increase depending on the following factors:

- a. Increased risks (determined through a risk assessment i.e. trip takes place near a river or lake);
- b. larger number of students on the trip;
- c. participation of students with special needs on the trip;
- d. crowded venues; and/or
- e. trips that are new or unique for the school or the student population.

This is not an exhaustive list however please take these into account, as well as taking into consideration both the student age range and the nature of the activity.

MINIMUM STUDENT TO SUPERVISOR RATIO				
	Category 1 (Local day trip during School Hours)		Category 2 (Provincial) OVERNIGHT	Category 3 (National/ International)
Local Trips: ECS to Grade 1 Grade 2 to 5 Grade 6 to 12	5:1 8:1 10:1		N/A N/A N/A	N/A N/A N/A
Provincial/ National Trips:	Low-Risk Activity	High-Risk Activity		
ECS to Grade 1	5:1	3:1	N/A	N/A
Grade 2 to 5	8:1	5:1	5:1	N/A
Grade 6 to 12	10:1	8:1	6:1	6:1

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Deputy Superintendent.