

## **I. Students**

### **Policy I-301: Field Trips**

#### **Policy**

The Charter Board supports field trips which offer meaningful educational experiences to students, and fulfil and enrich the curriculum. The Superintendent and Principal are jointly responsible for providing a safe and well planned off site activity.

#### **Guidelines**

1. The Principal is responsible for developing and implementing school policy and procedures to govern field trips according to Charter Board policy.
2. Field trips are defined as any off-site school activity (including sports events).
3. All Field trips must have prior approval:
  - a. Field trips within the boundaries of the County of Grande Prairie must be approved by the Principal.
  - b. Field trips outside the boundaries of the County of Grande Prairie but within Alberta must be approved by the Superintendent.
  - c. Field trips outside of Alberta must be approved by the Charter Board.
  - d. Approval for the field trip, in writing, must be obtained before departure.
4. A teacher shall be designated as the teacher-leader in charge.
5. Prior written parental consent must be obtained for participating students.
6. The consent from must, at minimum, inform parents of:
  - a. the purpose of educational goal of the trip,
  - b. the proposed itinerary,
  - c. the need for special clothing, equipment, lunches or snacks,
  - d. the supervisory arrangements,
  - e. the right of the parent to deny his/her child's participation, and
  - f. the responsibility of the parent to advise the teacher-leader of any special medical or dietary considerations as well as any prescribed or other medication the student will or may need to have administered or self-administered during the field trip.
7. Students are expected to comply with the Student Conduct Policy. If the student is unable to follow instruction or accept supervision, that student will not be permitted to go or continue on the field trip.
8. The school shall keep a record of each field trip including:
  - a. authorization
  - b. purpose or educational goal of the trip
  - c. parent consent
  - d. information provided to parents

- e. list of participating students
  - f. list of supervisors, and
  - g. injury and unusual incident reports.
9. Students who do not have prior written parental consent to participate in a field trip will remain at Valhalla Community School and will have school work assignments provided for them to work on in a supervised location.

*Approved (I-301):*                      *September 17, 2015*  
*Revisions:*                              *September 17, 2015*  
*Due for Revision:*                      *August 2020*  
*Legal Reference:*                      *The School Act (s.60)*