

## **APPENDIX 4**

### **Procedures for Educational Field Trips and Outdoor Education Excursions**

#### **Policy 6.10**

#### **Types of Trips**

There are generally 3 types of trips:

Type 1 - local field trips (within Lakeview, the Weaselhead Natural Area and North Glenmore Park)

Type 2 - field trips within city and nearby areas

Type 3 - excursions outside of Calgary and area but within Canada

#### **The Administrative Process**

- Parental permission for type 1 field trips is given by parents at the start of the year by signing the Informed Consent/Permission Form for Local Field Trips.
- Teachers must notify school administration and parents of all type 1 trips no later than the day preceding the trip (via agenda, email, or paper notice).
- Teachers must notify parents of all type 2 and 3 trips well in advance of the date of departure.
- Teachers must submit an Off-Site Activity approval form to the Principal for all type 2 and 3 trips. The Principal approves type 2 trips. The Superintendent and Principal must approve type 3 trips.
- The duration and location of type 2 and type 3 educational field trips and outdoor education excursions will be determined by the teacher(s) in consultation with school administration.
- Off-Site Activity Approval forms for type 2 field trips should be submitted to the Principal at least one week in advance of the date of departure; off-site activity approval forms for type 3 excursions should be submitted to the Principal and Superintendent one month advance of the date of departure.
- The Principal and/or Superintendent will consider the following criteria in approving trips: the destination and distance from school, duration, age of students involved, the educational value of the trip, the level of risk, the types of activities planned, and the cost.
- All students participating in off-site trips and their parents will sign an Informed Consent/Permission form, acknowledging the risks inherent in such activities and giving permission for students to attend the off-site trip.
- Teachers will collect information on student health and medical issues on the Health Information Form.
- The Health Information Form for all students will be kept by a teacher and will be available at all times to all supervisors.
- Teachers will make parent volunteers aware of health and medical issues for students whenever it is appropriate to do so, while still maintaining a student's right to privacy.

- Teachers are obligated to have an immediate means of contacting the school and have an immediate means of contacting the school while off site.

### **Roles and Responsibilities**

- The **Superintendent** approves type 2 and 3 educational field trips and outdoor education excursions.
- The **Principal** will work with the teachers to ensure that the trips are educationally valid and have an acceptable level of risk.
- **Teachers** are responsible for initiating, planning, implementing and supervising the off-site activity. Whenever possible, teachers will have conducted a site visit for all type 3 trips well in advance of the trip departure. Teachers are also responsible for reflecting on educational field trips and outdoor education excursions and making improvements.
- **Students** are responsible for conducting themselves according to the code of conduct and for enthusiastically undertaking any and all studies associated with the off-site trip.
- **Parents** are expected to become informed about the nature of all trips. For type 3 trips this involves attending the parent information session and/or reading all supplied materials. For all trips parents must also ensure that students are well prepared in terms of supplies and equipment.
- **Parent volunteers** are responsible for assisting teachers in the implementation of educational field trips and outdoor education excursions. They will also provide any feedback to the teachers and school administration that will improve Calgary Science School's off-site experiences.

### **Accessibility/Eligibility of Students**

- Off-site trips are curriculum based and, as such, participation in the trips is expected. Exceptions may be made for extraordinary circumstances or religious or health related reasons.
- Diversity is a fundamental aspect of the Calgary Science School. The school will provide equal opportunity for all students to be involved in educational field trips and outdoor education excursions.

### **Type 3 Trip Planning**

Step 1 – general planning and initial approval

- Teachers planning an off-site trip must provide the following documentation to school administration:
  - Student group involved;
  - Purpose or objectives of the trip i.e. the connection to existing curricula;

- Departure and return dates, times and locations;
- Destination(s) and route of travel;
- A complete itinerary of events, including general times and the activities to be undertaken;
- Notices that will be sent home to parents;
- Costs (whenever available);
- Means of transportation;
- List of clothing and equipment required by students (if applicable);
- Number of supervisors;
- Safety plan i.e. what provisions are in place to deal with emergencies (where is the nearest medical centre or hospital, is an emergency parent vehicle required and available, availability of emergency services, etc.);
- Accommodations for students and supervisors;
- Contingency plans (if applicable);
- Contact information while off-site and during travel;
- Other relevant and pertinent information.

#### Step 2 – communication with parents

- Teachers will schedule a parent meeting and invite all parents. Teachers will make themselves available to answer questions via email and over the phone for those parents who were unable to attend the parent meeting. All information provided to parents at the meeting will also be provided to those parents who were unable to attend the parent meeting. The purpose of the meeting will be to go over the itinerary for the trip, discuss clothing and equipment requirements, provide a venue for parents to ask questions, and to generally inform parents of the details of the trip.
- Parents will be notified of volunteer requirements.
- School administration will maintain a list of parent volunteers for all trips in order to ensure that the responsibility and benefits of volunteering on off-site trips is shared.