

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 260</b>
	<b>Appendix B</b>
	<b>Curricular Field Trips</b>
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019, May 2019, October 2018, January 2015
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 Safety Guidelines for Physical Activity in Alberta Schools Safety Guidelines for Secondary Inter-School Athletics in Alberta Physical Education Safety Guidelines YouthSafe Outdoor Field Trip Safety for Alberta Schools

## Background

Curricular field trips provide experiences off school premises that enhance learning outcomes for students. They are to be regarded as a functional part of the whole teaching – learning process and are to receive careful prior planning and subsequent review and evaluation. Such planning and evaluation is to be based on attainment of learning outcomes.

## Definition

Curricular field trip is a Division-approved field trip that is part of the program of studies for which a student is to receive an assessment or which will be taken into consideration in the making of an assessment of a student.

## Procedures

1. Curricular field trips extending beyond the normal classroom period require approval by the Principal at least three (3) days prior to the trip to ensure proper coordination with other classes.
2. Travel shall be by:
  - 2.1 Division provided transportation; or
  - 2.2 Parent/guardian or student self-transportation following approval by the Principal or designate as per the process described in section (5), below; or
  - 2.3 Walking in a group under supervision.
3. Curricular field trips shall be supported through school budget allocations.
4. A student who is unable to participate in a curricular field trip is to be provided with appropriate alternative learning opportunities.
5. Parents may be granted permission by the school principal to transport their own children and/or to allow their children to drive themselves for off-site curricular activity. In all such cases, the following conditions shall apply:

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5.1 This provision exists only for curricular events occurring within the City of Grande Prairie or, on a local day trip of less than 250 kms (as defined within this procedure) from the City.

5.2 The parent and student acknowledge that all appropriate licensing and insurance requirements are in place legally permitting the chosen driver to operate their vehicle, and that the vehicle is in safe operating condition.

5.3 In all such cases, neither parents nor students shall transport other students.

5.4 That the parent does not or will not hold the School Board liable for any accident or injury that may occur during the transportation to/from the off-site school sponsored activity

5.5 That the parent understands that the School Board's Student Accident Insurance does not apply during the transportation portions of the trip, and that the student is only covered from their arrival at the school sponsored offsite activity, until the student leaves the off-site activity

5.6 In such situations the parent and student must sign [Form 260-6 Transportation for Off-Site School Sponsored Activities](#) and return it to the school to acknowledge the risks and release the Grande Prairie Public School Division from any liability involved with parents or students transporting themselves. Permission to use alternate travel methods may be granted at the sole discretion of the school principal.