




Lethbridge
SCHOOL DIVISION

**FIELD TRIPS,
OFF-CAMPUS ACTIVITIES AND
STUDENT TRAVEL**

**PROCEDURES MANUAL
JUNE 2014**

(Updated October 2021)

Table of Contents

Policy 607.1 Field trips, off-campus activities and student travel	3
A. About this manual:	9
B. Planning your field trip, off-campus activity or student travel:	9
C. Risk level and destination classification:	10
D. At a glance planning guide:.....	11
Green - Day trip in city:.....	12
Green - Day trip out of city:	13
Green - Overnight or out-of-province:	14
Amber - Day trip, in or out of city:.....	15
Amber - Overnight and/or out-of-province:.....	16
All international trips: 	17
Appendix 1: Risk levels for field trips, off-campus activities and student travel.....	18
Appendix 2: General planning guide for field trips, off-campus activities and student travel (optional).	21

607.1 Field trips, off-campus activities and student travel

Policy

Field trips, off-campus activities and student travel shall be organized in such a way as to maximize educational benefit and ensure the safety and protection of students.

Regulations:

Scope of Policy

1. The policy governs all field trips, excursions or community-based activities that take place off school grounds. This includes travel by individual students in connection with student exchanges, student conferences/competitions and any other off-site school activities including athletic events.
2. The primary reference for safety expectations and precautions shall be Safety Guidelines for Physical Activity in Alberta Schools. In the case of a difference between guidelines set out in that document and Board policies, the guideline that requires the closest supervision of students shall take precedence.
3. This policy does not apply to:
 - 3.1. any student trip or activity planned and organized outside of the school program by a parent, parent group or any other out-of-school organization. Such activities are not considered to be “school or District sponsored”, and are therefore the responsibility and liability of that parent or organizing group; and
 - 3.2. student off-campus work experience placements.

Educational Goals

4. All field trips, off-campus activities and student travel shall have:
 - 4.1. educational goals established which are compatible with the provincial programs of study and the school’s instructional program;
 - 4.2. sufficient educational value to outweigh any loss of instructional time from the regular school program;
 - 4.3. participation restricted to include only students who are enrolled in Lethbridge School District No. 51.

Student Safety

5. All field trips, off-campus activities and student travel shall be planned in such a way as to maximize student safety.
 - 5.1. The teacher-in-charge or designated district employee is responsible for acquiring sufficient awareness of and information about the proposed site(s) of the activity to make a safety assessment for the activity. A pre-trip visit to the site is highly recommended, if possible.
 - 5.2. Competent instruction and supervision for off-campus activities are mandatory. Competence may be established by virtue of a certificate from a governing body for an activity, or where certificates are not issued, competence may be recognized by virtue of experience and demonstrated expertise in the activity. It

Field Trips, Off-Campus Activities and Student Travel

is the responsibility of the Teacher-in-Charge or designated district employee to ensure that a contracted service provider holds the appropriate certification or training. For teachers or community volunteers, **Form 607.1.4 Assessing Teacher/Leader Qualifications for Outdoor Pursuits Programs/Activities** should be used.

- 5.3. The teacher/district employee-in-charge of any field trips, off-campus activities or student travel shall be responsible for carrying a list of student participants, including telephone contact numbers, Alberta Health Care numbers, medication and medic-alert needs.
- 5.4. Students shall not be required to walk to an off-campus venue in circumstances where extreme weather or temperature exists, or where a student is improperly dressed for the weather conditions. Students must have appropriate attire for the weather conditions if travelling outside city limits.
- 5.5. The use of alcohol or illegal drugs by any participants, including staff members and volunteers is strictly prohibited during all field trips, off-campus activities and student travel, regardless of the circumstances, the age of the participants, or local laws and customs.

Risk Levels and Destination Classifications

6. All field trips, off-campus activities and student travel shall be categorized according to both risk level and destination as follows:
 - 6.1. Risk levels shall be color coded as Green, Amber or Red, such that:
 - 6.1.1. Green = Low risk, thus requiring regular application of District policies;
 - 6.1.2. Amber = Some risk, but may be approved with a proper risk management plan established; and
 - 6.1.3. Red = High Risk, and are prohibited.
 - 6.2. Destination classifications are defined as:
 - 6.2.1. Day trip in city;
 - 6.2.2. Day trip out of city;
 - 6.2.3. Overnight or out of province; or
 - 6.2.4. International trips.
 - 6.3. Approval levels and required forms shall be determined by the combination of both risk level (Green or Amber) and destination classification.
 - 6.4. All Red activities are strictly prohibited regardless of destination.

Age-level travel restrictions

7. Student travel shall be limited to destinations in:
 - 7.1. Canada, for elementary level students; and
 - 7.2. Canada and the continental United States, for middle school students.

Approval levels

8. All field trips, off-campus activities and student travel shall require approval at the appropriate administrative levels as follows:
 - 8.1. Principal (or administrative designate) approval only for travel limited to day trips within the province.
 - 8.2. Principal and Superintendent (or designate) approval for travel outside of the province and/or if an overnight stay is required.
 - 8.3. Principal, Superintendent (or designate) and Board approval for travel outside of Canada.

Field Trips, Off-Campus Activities and Student Travel

9. Approval shall only be granted when it is clear that the trip or activity is organized in such a manner that it conforms to all District policies.
 - 9.1. A District manual shall be developed which outlines the specific requirements to obtain trip approval including:
 - 9.1.1. Forms required
 - 9.1.2. Approval timelines
 - 9.2. This manual shall be considered the primary procedural document for this policy and it shall be reviewed on an annual basis by the Associate Superintendent, Instructional Services.
10. No commitment shall be made to students, parents, transportation authorities, travel agents, etc., until at least approval in principle has been received for the proposed activity by the approving authority.
11. Based upon the level of risk and potential liability associated with student travel outside Canada, the Board reserves the right to cancel such travel at any time. Furthermore, the school and District shall not be responsible for compensating parents, students or staff for any costs associated with such a cancellation.

Supervision of students

12. All field trips, off-campus activities and student travel must be under the direct supervision of at least one District employee.
13. Supervisors must have sufficient and appropriate qualifications to ensure proper supervision based on the nature of the trip or activity.
14. Minimum supervision ratios shall be as follows:
 - 14.1. For day trips within the city, the principal shall decide on minimum supervision levels based on the nature of the trip or activity.
 - 14.2. For day trips outside of the city:

14.2.1. ECS, Elementary:	one adult per 8 students
14.2.2. Middle school:	one adult per 10 students
14.2.3. High school:	one adult per 15 students
 - 14.3. Additional supervision may be required when:
 - 14.3.1. the risk level is Amber;
 - 14.3.2. the trip is out of province; or
 - 14.3.3. an overnight stay is required.
 - 14.4. Both male and female supervisors are required for situations requiring modesty (eg. change rooms, hotel rooms), if both male and female students are present.
 - 14.5. An adult supervisor must always be available to students (24 hours per day) for the entire duration of the trip or activity.
 - 14.6. For activities or events where students might travel alone, such as during student exchanges, responsibility for ensuring adequate supervision shall rest with the parent.
 - 14.7. Before, during, or after field trips and off-campus activities where students might travel alone in a motor vehicle with a supervisor, there must be another adult in attendance.

Field Trips, Off-Campus Activities and Student Travel

Notification, permission and waiver forms

15. Parents/guardians:
 - 15.1. notification shall be provided for all field trips, off-campus activities and student travel.
 - 15.2. permission shall be obtained in advance of travel outside the city.
 - 15.3. permission and signed Acknowledgement of Risk and Consent of Parent or Guardian Forms shall be obtained in advance of travel out of province, for overnight events and/or for Amber activities, using Permission Click Parent Packages.
16. Students are prohibited from participation in any activity or trip when notification has not been provided or when permission or waivers have not been obtained.

Cost and Participation

17. Every effort shall be made to ensure that all students are provided with equal opportunity to participate in field trips, off-campus activities and student travel however:
 - 17.1. the demands of the activities shall not exceed the capacity of the students (i.e. fitness, skills); and
 - 17.2. extenuating circumstances may require an opt-out option by the parent/guardian. Non-participants shall be provided meaningful alternative activities.
18. Costs associated with field trips, off-campus activities and student travel, including substitute costs, shall be borne by the school, the club or organization, the student, the individual supervisor or some combination of the above, as appropriate, however:
 - 18.1. where course requirements make off-campus travel necessary, transportation shall be provided free of charge;
 - 18.2. the ability to pay should not unduly limit a student's opportunity to participate. Fund raising in accordance with District policy may be used to help defray costs; and
 - 18.3. the responsibility for the cost of trips by individual students in connection with programs available through the school (e.g. student exchanges, student conferences) shall rest with the parent.
19. Teachers and other staff members traveling with students, as approved supervisors, shall be paid their regular salary for those days that are part of the designated school year.

Transportation

20. Transportation of students may include commercial (airline, bus, taxi etc.) or private vehicles.
 - 20.1. Where it is necessary to use private or leased vehicles, policy 700.3.1 shall be followed.
 - 20.2. Students must return to the school at the end of an off-campus activity unless parent/guardian consent has been obtained for alternate dismissal procedures.

Field Trips, Off-Campus Activities and Student Travel

Itineraries

21. For any out-of-province, overnight, or Amber activities, a detailed itinerary shall be provided to parents, the principal and the Associate Superintendent, Instructional Services.
 - 21.1. Deviations from the itinerary shall occur only after receipt of approval from the principal or the Associate Superintendent, Instructional Services.
 - 21.2. Unplanned changes (such as flight delays) should be reported to the principal or Associate Superintendent, Instructional Services as soon as possible.

Insurance

22. All staff and authorized supervisors shall be protected by the District's liability insurance when acting within the scope of their duties as approved by the school and/or District administration.
23. Liability coverage is normally effective only for activities held within Canada or continental U.S.A. Contact should be made with the Associate Superintendent, Business Affairs for advice concerning insurance coverage beyond these borders.
24. Students shall be required to carry approved medical coverage for all travel outside of Canada.

Reporting accidents and/or incidents:

25. In the event of delays in transporting students home such as a school bus accident or road conditions, the district employee in charge shall notify the school's administrator. Upon receiving this notification, the school administrator or designate shall:
 - 25.1. notify the Associate Superintendent, Instructional Services if the delay will be extensive, or if an accident has occurred. In the case of an accident, a list of participating students shall be provided to the Associate Superintendent, Instructional Services;
 - 25.2. notify parents if the delay causes the students to arrive back to the school significantly later than expected; and
 - 25.3. remain at the school to answer parent inquiries until the students arrive.
26. Any incidents in which an injury occurs shall be fully documented using District form 607.1.6 Incident Report.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References:

Alberta School Act:	Sections 12, 20, 45, 60, 62
District Policies:	502.1 Code of Conduct, 502.6 Student Conduct on School Authorized Transit, 503.5 Student Activities, 504.1.Managing Health Issues in Schools, 504.4 Supervision of Students, 600.3 Poverty Intervention, 608.6 Parent and Student Handbook, 502.5 Student Transportation, Bussing, 700.3.1 Use of Private Vehicles and Volunteer Drivers, 802.2 Student Fees, Fines and Charges
Other:	Safety Guidelines for Physical Activity in Alberta Schools
	Field Trips, Off-Campus Activities and Student Travel Procedures Manual, June 2014 (updated August 2019).

Field Trips, Off-Campus Activities and Student Travel

A. About this manual:

This manual is the primary procedural document for Policy 607.1 Field Trips, Off campus Activities and Student Travel. **It is highly recommended that activity organizers first read the policy document before using this manual as a guide.** It is the responsibility of activity organizers to ensure that all field trips, off-campus activities and student travel maintain strict adherence to District policies and procedures.

B. Planning your field trip, off-campus activity or student travel:

The following list indicates some of the main topics of consideration when planning field trips, off-campus activities or student travel. For each activity you should determine the:

1. educational goals;
2. risk level (red, amber or green);
3. destination classification;
4. age level restrictions, if any,
5. approval level required;
6. supervision ratio required;
7. type of parental notification required;
8. cost of the activity, including that portion to be paid by students;
9. type of transportation, if any;
10. specific itinerary;
11. insurance requirements, if any; and
12. forms required.

A variety of documentation is required to obtain field trip/activity approval. The specific risk level and destination category will determine which information will be collected from guardians. The following is a list of forms already built-in to the Permission Click process:

Forms:

607.1.1 Request for Field Trip Approval –for all field trips, off-campus activities, student travel. 607.1.2 Risk Assessment for Amber Activities – for all amber activities.
607.1.3 Risk Checklist for International Trips – for all international trips.
607.1.4 Assessing Leader Qualifications for Outdoor Pursuits Programs/Activities.
607.1.5 Acknowledgment of Risk and Consent of Parent or Guardian – for all overnight or out-of-province trips and Amber activities.
607.1.7 Swimming Ability Form
607.1.9 Planning Guide for International Travel – for all international trips
700.3.1 Employee or Volunteer Driver Authorization – for volunteer drivers (including student drivers).
700.3.2 Volunteer Driver Parent Consent Form – for passengers traveling with volunteer drivers.

Other documentation:

- Detailed Itinerary
- Parent notification or permission letter
- General Planning Guide for Field Trips, Off-campus Activities and Student Travel (optional) – [see Appendix 2](#)

Field Trips, Off-Campus Activities and Student Travel

C. Risk level and destination classification:

For proper planning and approval of any field trip, off-campus activity or student travel, the activity organizers must first determine both the risk level and the destination classification. The following guide may be used to understand these terms:

1. Risk Levels:

Risk levels are based on the potential for injury or harm to occur for participants. Risk levels are color coded as Green, Amber or Red, such that:

- Green = Low risk, thus requiring regular application of District policies;
- Amber = Some risk, but may be approved with a proper risk management plan established; and
- Red = High risk, and are prohibited.

To determine the risk level of an activity, organizers must use the guide provided in Appendix 1 of this document ([see Appendix 1](#)). If your activity is not listed in Appendix 1, you should contact the Associate Superintendent, Instructional Services for guidance.

Please note that Appendix 1 was developed to address risk factors associated with common physical activities and recreational pursuits. Many field trips occur without involving any of these types of activities, such as a class visit to the museum. Field trips, off-campus activities or student travel that do not include physical activities or recreational pursuits will generally be considered low risk, and thus be labeled as green activities.

2. Destination Classifications:

Destination classifications are determined by the length and distance travelled for field trips, off-campus activities or student travel. There are four destination classifications:


- Day trip in city
- Day trip out of city
- Overnight or out of province
- International trips

Approval levels and forms required shall be determined by the combination of both risk level (Green or Amber) and destination classification.

All Red activities are strictly prohibited regardless of destination.

Field Trips, Off-Campus Activities and Student Travel

D. At a glance planning guide:

	Green • Day trip and • In City	Green • Day trip and • Out of City	Green • Overnight or • Out-of-Province	Amber • Day Trip and • In or out of city	Amber • Overnight or • Out-of-Province	International Trips 
Age Levels:						
ECS/Elem	✓	✓	✓	✓	✓	✗
Middle	✓	✓	✓	✓	✓	USA only
High	✓	✓	✓	✓	✓	✓
Approval req'd:						
Principal	✓	✓	✓	✓	✓	✓
Assoc. Sup. DIS			✓		✓	✓
Board						✓
Supervision req'd:						
ECS/Elem school	Principal decides	1 adult per 8 students				✗
Middle school		1 adult per 10 students				
High school		1 adult per 15 students (day trips) 1 adult per 10 students (overnight)				
Parent contact						
Notify only	✓					
Permission forms		✓				
Permission and acknowledgement of risk forms			✓	✓	✓	✓
Detailed Itinerary req'd		✓	✓	✓	✓	✓
Risk Assessment form req'd				✓	✓	✓ (If amber activities are involved)
Application Lead Time req'd	One week	One week	Two weeks	Two weeks	One month	Three months*

These forms are already built into the Permission Click process for you!

*Note: For international trips, no formal commitments can be made prior to Board approval.

Field Trips, Off-Campus Activities and Student Travel

Green - Day trip in city:

For this type of activity:

Age level restrictions	none
Approval level required	Principal only
Supervision ratio required	Determined by principal based on the nature of the activity and the students involved. <i>(consideration should be given to level of complexity of situation i.e. student needs)</i>
Parental contact required	Notification only
<p><u>Forms required:</u> (These forms are built-in the Permission Click Process for you.)</p> <ul style="list-style-type: none"> • 607.1.1 Request for Field Trip Approval • Copy of notification letter to parents • 700.3.1 Employee or Volunteer Driver Authorization Form (if using volunteer drivers) • 700.3.2 Volunteer Driver Parent Consent Form (if students travelling with volunteer drivers) 	
<p>Notes:</p> <ul style="list-style-type: none"> • Both male and female supervisors are required for situations requiring modesty (eg. Change rooms), if both male and female students are present. 	

Field Trips, Off-Campus Activities and Student Travel

Green - Day trip out of city:

For this type of activity:

Age level restrictions	none
Approval level required	Principal only
Supervision ratio required	<p>ECS/Elem: 1 adult per 8 students Middle school: 1 adult per 10 students High school: 1 adult per 15 students <i><u>(consideration should be given to level of complexity of situation i.e. student needs)</u></i></p>
Parental contact required	Signed permission letters
<p>Forms required: (These forms are built-in the Permission Click Process for you.)</p> <ul style="list-style-type: none"> • 607.1.1 Request for Field Trip Approval • Copy of parent permission letter • Copy of itinerary • 700.3.1 Employee or Volunteer Driver Authorization Form (if using volunteer drivers) • 700.3.2 Volunteer Driver Parent Consent Form (if students travelling with volunteer drivers) 	
<p>Notes:</p> <ul style="list-style-type: none"> • Both male and female supervisors are required for situations requiring modesty (eg. Change rooms), if both male and female students are present. 	

Field Trips, Off-Campus Activities and Student Travel

Green - Overnight or out-of-province:

For this type of activity:

Age level restrictions	none
Approval level required	Principal and Associate Superintendent, Division of Instructional Services
Supervision ratio required	ECS/Elem: 1 adult per 8 students Middle school: 1 adult per 10 students High school: 1 adult per 15 students (day trip) 1 adult per 10 students (overnight) <u>(consideration should be given to level of complexity of situation i.e. student needs)</u>
Parental contact required	Signed Acknowledgement of Risk and Consent of Parent or Guardian forms
<p>Forms required: (These forms are built-in the Permission Click Process for you.)</p> <ul style="list-style-type: none"> • 607.1.1 Request for Field Trip Approval • Copy of detailed parent letter • Copy of detailed itinerary • Copy of Form 607.1.5 Acknowledgement of Risk and Consent of Parent or Guardian (signed forms to be kept at the school) • 700.3.1 Employee or Volunteer Driver Authorization Form (if using volunteer drivers) • 700.3.2 Volunteer Driver Parent Consent Form (if students travelling with volunteer drivers) 	
<p>Notes:</p> <ul style="list-style-type: none"> • Both male and female supervisors are required for situations requiring modesty (eg. Change rooms, hotel rooms), if both male and female students are present. 	

Field Trips, Off-Campus Activities and Student Travel

Amber - Day trip, in or out of city:

For this type of activity:

Age level restrictions	none
Approval level required	Principal
Supervision ratio required	ECS/Elem: 1 adult per 8 students Middle school: 1 adult per 10 students High school: 1 adult per 15 students <u>(consideration should be given to level of complexity of situation i.e. student needs)</u>
Parental contact required	Signed acknowledgement of risk forms
<p>Forms required: (These forms are built-in the Permission Click Process for you.)</p> <ul style="list-style-type: none"> • 607.1.1 Request for Field Trip Approval • 607.1.2 Risk Assessment for Amber Activities • 607.1.4 Assessing Leader Qualifications for Outdoor Pursuits Programs/Activities (if applicable) • Copy of Form 607.1.5 Acknowledgement of Risk and Consent of Parent or Guardian (signed forms to be kept at the school) • 607.1.7 Swimming Ability Form (if applicable) • Copy of detailed parent letter • Copy of detailed itinerary • 700.3.1 Employee and Volunteer Driver Authorization Form (if using volunteer drivers) • 700.3.2 Volunteer Driver Parent Consent Form (if students travelling with volunteer drivers) 	
<p>Notes:</p> <ul style="list-style-type: none"> • Both male and female supervisors are required for situations requiring modesty (eg. Change rooms, hotel rooms), if both male and female students are present. 	

Field Trips, Off-Campus Activities and Student Travel

Amber - Overnight and/or out-of-province:

For this type of activity:

Age level restrictions	none
Approval level required	Principal and Associate Superintendent, Division of Instructional Services
Supervision ratio required	ECS/Elem: 1 adult per 8 students Middle school: 1 adult per 10 students High school: 1 adult per 15 students (day trip) 1 adult per 10 students (overnight) <u>(consideration should be given to level of complexity of situation i.e. student needs)</u>
Parental contact required	Signed acknowledgement of risk forms
<p>Forms required: (These forms are built-in the Permission Click Process for you.)</p> <ul style="list-style-type: none"> • 607.1.1 Request for Field Trip Approval • 607.1.2 Risk Assessment for Amber Activities • 607.1.4 Assessing Leader Qualifications for Outdoor Pursuits Programs/Activities (if applicable) • Copy of Form 607.1.5 Acknowledgement of Risk and Consent of Parent or Guardian (signed forms to be kept at the school) • 607.1.7 Swimming Ability Form (if applicable) • Copy of detailed parent letter • Copy of detailed itinerary • 700.3.1 Employee and Volunteer Driver Authorization Form (if using volunteer drivers) • 700.3.2 Volunteer Driver Parent Consent Form (if students travelling with volunteer drivers) 	
<p>Notes:</p> <ul style="list-style-type: none"> • Both male and female supervisors are required for situations requiring modesty (eg. Change rooms, hotel rooms), if both male and female students are present. 	

Field Trips, Off-Campus Activities and Student Travel

All international trips:



For this type of activity:

Age level restrictions	ESC/Elem – prohibited Middle school – USA only
Approval level required	Principal, Superintendent and Board
Supervision ratio required	1 adult per 10 students <u>(consideration should be given to level of complexity of situation i.e. student needs)</u>
Parental contact required	Signed acknowledgement of risk forms
<p>Forms required: (These forms are built-in the Permission Click Process for you.)</p> <ul style="list-style-type: none"> 607.1.1 Request for Field Trip Approval 607.1.2 Risk Assessment for Amber Activities (if Amber activities are planned) 607.1.3 Risk Checklist for International Trips 607.1.4 Assessing Leader Qualifications for Outdoor Pursuits Programs/Activities (if applicable) Copy of Form 607.1.5 Acknowledgement of Risk and Consent of Parent or Guardian (signed forms to be kept at school) 607.1.7 Swimming Ability Form (if applicable) 607.1.9 Planning Guide for International Excursions Copy of detailed parent letter Copy of detailed itinerary 700.3.1 Employee and Volunteer Driver Authorization Form (if using volunteer drivers) 700.3.2 Volunteer Driver Parent Consent Form (if students travelling with volunteer drivers) 	
<p>Notes:</p> <p>To obtain Board approval, please follow the following steps:</p> <ul style="list-style-type: none"> With a minimum of three months' notice, submit a 3A - International Field Trip Initial Approval to Plan form via Permission Click, to request that the trip be placed on a Board agenda. Board meetings are held once each month. The information required for the Board meeting agenda package includes a brief description of the educational benefits of the trip, a proposed itinerary, and the cost per student. Also note provisions for those students who cannot afford to pay for the trip, including fundraising opportunities for those students. The Associate Superintendent, Instructional Services will confirm an approximate time on the agenda with the school. At the Board meeting, the school reps will be introduced and expected to briefly summarize the information about the trip and respond to questions from Trustees. With approval from the Board meeting, the school can begin to finalize details for the trip as per the District's field trip policies. Three weeks prior to the trip, all required forms must be submitted through Permission Click (including 3B - International Trip Final Details Submission form) for final approval by the Associate Superintendent, Instructional Services. 	

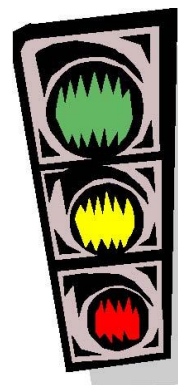
Appendix 1: Risk levels for field trips, off-campus activities and student travel.

Appendix 1 is adapted from the guide used by the Urban School Insurance Consortium, of which Lethbridge School District No.51 is a partner.

RED activities are prohibited.

AMBER activities require planning for high risk reduction.

GREEN activities are permitted providing that established District policies and procedures are followed.



Activities which are **not** listed should be checked with the Associate Superintendent, Instructional Services before involving students.

RED – Prohibited Activities

- | | |
|--|--|
| <ul style="list-style-type: none"> • Aerial gymnastics (excluding cheerleading) • Aerial parks • Airplane rides/airs travel (not commercial flights) • American gladiator style events • Amusement parks and rides (Temporary) • Auto racing/drag racing • Axe Throwing • Back country mountain biking (wilderness areas) • Boxing, kickboxing, or any other martial arts with full contact blows or kicks • Bungee jumping • Canoeing in moving water greater than class 2 • Caving • Demolition derbies • Drag racing • Dunk tanks • Extreme sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear) • Fireworks displays (no participation by students – viewing only) • Go-karting • Hang-gliding • High Platform Diving -Jumping or diving off high platforms • Horse jumping • Hot air balloon rides (tethered and untethered) • Ice climbing • Inflatable activities (including bouncy castles, sumo suits and hamster balls) • Luge or skeleton above the tourist start at Canada Olympic Park • Martial Arts training involving contact • Mechanical bull riding or simulated mechanical rodeo events • Moto-cross (motorized or BMX bicycle) | <ul style="list-style-type: none"> • Motorcycling of any nature • Mountain climbing (but not including hiking in the mountains) • Off road/all-terrain vehicles • Orbing/zorbing (human hamster ball) • Paintball, laser tag, or war games • Parkour • Performances involving/including open flames • Personal watercraft (“Sea-doo’s”) • Pyrotechnics • Racing of watercraft • Rifle ranges or other activities involving firearms and winter biathlon • Rock climbing (wall climbing is permitted) • Rocketry (except for bottle rocketry which is a restricted activity) • Rodeo event participation • Scuba diving or snorkeling in open water • Slip and slide devices • Ski jumping • Skydiving • Snowmobiling of any nature • Tobogganing, tubing, crazy carpet, bobsledding, and sledding on a slope of greater than 5 meters in height or with an incline of greater than 35 degrees • Trampoline • Ultra-light plane flight • Water skiing • Winter biathlon with live ammunition • White water rafting, kayaking and canoeing exceeding class 2 • Ziplining |
|--|--|

Field Trips, Off-Campus Activities and Student Travel

Appendix 1: Risk levels for field trips, off-campus activities and student travel, cont'd.

AMBER - Planning for risk-reduction must be documented and plans must be followed. Use the process in Permission Click to complete your Risk Assessment Acknowledgment of Risk and Consent of Parent/Guardian forms.

<ul style="list-style-type: none"> • Activities in wilderness or remote locations including hiking, biking or camping trips outside Alberta and overnight backcountry trips within Alberta • Amusement parks (Physics Curriculum Based Only) • Amusement Parks/Rides (including only the following: Heritage Park, curriculum based physics field trips to West Edmonton Mall or Calaway Park & Disneyland or DisneyWorld) • Archery – indoor (in school) or as taught in an Archery Facility, under supervision • Axe training (Outdoor Education Training) • Back country mountain biking (established trails/non-wilderness) • Bamfield Marine Station • Baseball (hardball) • Bottle rocketry • Broom ball • Canoeing in moving water of class 2 or less • Cheerleading (aerobic) • Cycling (physical education guidelines) • Diving (low platform or 1 meter or less springboard) • Downhill skiing, cross country skiing & snowboarding (not self-evaluated must be trained by ski hill) • European handball • Fencing • Field hockey • Firearms courses (no live ammunition) • Football • Gymnastics • Hay and sleigh rides (with special consideration) • Hiking in hazardous areas, such as W. Coast Trail (with special consideration) • Horseback riding (vetted and accredited facility – example trail riding) • Hunter training 	<ul style="list-style-type: none"> • Ice fishing • Ice hockey • Ice skating (due diligence) • Kayaking • Lacrosse (field, box) • Martial arts training (no contact involved/no weapons) • Mountain biking (unless in a controlled facility) • Open water swimming, kayaking and canoeing (subject to consideration) • Orienteering • Ringette (ice) • Roller blading/in-line skating • Ropes courses (high and low) • Rugby • Sailing • Scuba diving in swimming pool (minimum standards) • Self defence (no weapons) • Skateboarding/skateboarding parks • Softball • Stuntastics • Swimming (synchronized) • Swimming (in pool with lifeguard present) • Swimming (in hotel pool with direct supervision of staff) • Track and field-in field events: include discus, javelin, shot put, pole vault and high jump • Tobogganing, tubing, crazy carpet, and sled-ding on a slope of less than 5 meters in height or with an incline of less than 35 degrees (subject to special consideration in a controlled facility) • Wall-climbing (in licensed facilities) • Water polo • Water slides/water park (parks need to be vetted) • Weightlifting • Winter and summer camp-outs • Wrestling
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Field Trips, Off-Campus Activities and Student Travel

Appendix 1: Risk levels for field trips, off-campus activities and student travel, cont'd.

Green - activities permitted providing that established District policies and procedures are followed.

<ul style="list-style-type: none"> • Court sports • Cross-country skiing (excluding backcountry) • Curling • Fishing • Golf • Gymnasium programs (Safety Guidelines for Physical Activity in Alberta Schools) • Hiking on trails 	<ul style="list-style-type: none"> • Low risk physical injury activities • Sports field programs (Safety Guidelines for Physical Activity in Alberta Schools)
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All activities must follow the Safety Guidelines for Physical Activity in Alberta Schools.

Appendix 2: General planning guide for field trips, off-campus activities and student travel (optional).

Use this form for →



Lead Supervisor/Organizer: _____ Dates for activity: _____
Destination: _____

Planning checklist:

- | | | | |
|--|-----------|----------|-----------|
| 1. Educational goals have been identified: | _____ Yes | _____ No | |
| 2. Enough supervisors in place (male/female if required): | _____ Yes | _____ No | |
| 3. Parental notification/permission/acknowledgement of risk collected: | _____ Yes | _____ No | |
| 4. Itinerary established and distributed: | _____ Yes | _____ No | |
| 5. All required field trip forms completed: | _____ Yes | _____ No | |
| 6. Risk reduction plan developed (for amber activities): | _____ Yes | _____ No | _____ N/A |
| 7. Transportation booked: | _____ Yes | _____ No | _____ N/A |
| 8. Volunteer driver approval (if applicable) | _____ Yes | _____ No | _____ N/A |
| 9. Equipment list established: | _____ Yes | _____ No | _____ N/A |
| 10. Accommodations booked: | _____ Yes | _____ No | _____ N/A |
| 11. Destination bookings completed: (i.e. tours, museums) | _____ Yes | _____ No | _____ N/A |
| 12. Cost established, budget determined: | _____ Yes | _____ No | _____ N/A |
| 13. Money collected from students: | _____ Yes | _____ No | _____ N/A |
| 14. Travel visas obtained: | _____ Yes | _____ No | _____ N/A |
| 15. Students/Supervisors require/have passports | _____ Yes | _____ No | _____ N/A |
| 16. Student/supervisor emergency contact info obtained: | _____ Yes | _____ No | |
| 17. Student/supervisor health care numbers obtained: | _____ Yes | _____ No | |
| 18. First Aid kit obtained: | _____ Yes | _____ No | |
| 19. Cell phone carried on trip by a supervisor: | _____ Yes | _____ No | |

Planning notes: