

Adopted	May 15, 2017
Revision Date	February 16, 2021
Review Year	2025

Policy Statement:

Aurora School recognizes that certain types of field trips and excursions have positive educational value.

While field trips and excursions have educational value, care must be taken to ensure they are organized to maximize the educational benefit and ensure the protection and safety of students.

Guidelines:

1. Field trips approved by Aurora School must have:
 - a. Educational goals established for the trip that are compatible with the objectives of the course(s) being taught
 - b. Educational value to warrant the field trip.
 - c. Supervision to ensure acceptable student behavior and safety
 - d. An itinerary outlining approximate times and specific locations

2. All field trips require prior approval from the designated authority as indicated below:
 - a. For field trips within the Edmonton Census Metropolitan Area (CMA)- Principal
 - b. For field trips outside the Edmonton Census Metropolitan Area (CMA) - Superintendent

3. Any field trip may be cancelled and/or prior approval(s) withdrawn should circumstances related to the safety and well-being of students change. No request for compensation by the School or Board will be considered.
 - a. Trips may be cancelled by the Board, the Superintendent, a Principal, or a supervising teacher.

4. Staff and authorized supervisors are protected by the school’s liability insurance when acting within the scope of their duties as approved by the school’s administration. Regarding liability coverage:
 - a. Secretary-Treasurer shall verify adequate liability coverage for the type of activity is in place for overnight field trips.
 - b. Coverage is effective only for activities held within Canada or continental USA; international travel is approved by the Superintendent on a case-by-case basis.
 - c. A Parental Consent Form must be signed by the parents and participating students for each field trip. The form must clearly detail the risks involved with the trip and ask the parents to acknowledge their recognition of those risks.
 - d. Consent forms must include consent from parents authorizing the teacher leader to arrange for any necessary medical treatment.
 - e. The school shall keep a record of each field trip for a minimum of three years. This includes consent forms, administration authorization, and trip information letters.
 - f. Where possible, the teacher in charge of the field trip will be included in the decision to withdraw approval.

Accountability:

Monitored on a five year cycle by the Board of Directors in accordance with its annual work plan.

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References:

AR 6050 Field Trips

AR 6050.2 Parental Consent Form

AR 6050.4 Trip Preparation Checklist

AR 6050.5 Field Trip volunteer Form