



Policy 7.07

Category: Safety & Wellness

School-Sponsored Initiatives

BACKGROUND

The *Education Act* authorizes a Board to arrange, undertake or sponsor for its students educational, cultural or recreational trips inside or outside its district or division.

Alberta Education supports the integration of field trips and other school-sponsored activities into the student's education program and views them as valuable educational experiences that enrich the various curricula. The responsibility for ensuring the safety of the students, the staff, and any other individual participating in field trips rests with the CAPE Charter Board.

The CAPE Charter Board views quality educational field trips and other school-sponsored activities for students as part of the wholistic integrated program offered at CAPE. These activities enrich and expand the learning experiences of the students. In addition, CAPE's learning environment reaches into the community to create partnerships which are not only conducive to student engagement but also foster a sense of belonging and of community. These relationships foster and promote life-long learning, global ethical citizenry, and the entrepreneurial spirit. Collaboration within the community allows for learners-mentors and/or role model interactions and for opportunities to participate in experiences that support successful engagement.

POLICY STATEMENT

The CAPE Charter Board supports quality educational field trips and other school-sponsored activities for students that are consistent with the school's instructional program as defined in the CAPE charter.

DEFINITIONS:

1. **Field Trip** - a trip made by students to study something at first hand.
2. **Wholistic Learning** - a philosophy of education based on the premise that each person finds identity, meaning, and purpose in life through connections to the community, to the natural world, and to humanitarian values such as compassion and peace.
3. **Mentor** - an experienced and trusted adviser.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 7.07

Category: Safety & Wellness

4. **Life-long Learning** - the provision or use of both formal and informal learning opportunities throughout people's lives in order to foster the continuous development and improvement of the knowledge and skills needed for employment and personal fulfilment.
5. **Ethical Citizenry** - the character of an individual viewed as a member of society; behaviour in terms of the duties, obligations, and functions of a citizen: an award for good citizenship.
6. **Entrepreneurial Spirit** - a talent in an individual that inspires others to become the best they can be; traits such as passion, positivity, leadership and ambition are usually associated with individual with an entrepreneurial spirit.

GUIDELINES:

7. All field trips and other school-sponsored activities will be carefully planned in conjunction with the provincial program of studies and the school's instructional program.
8. Whenever possible, field trips will be conducted during the school day utilizing regional resources available.
9. The Superintendent will develop, or cause to be developed, protocols for all educational field trips and other school-sponsored activities to safeguard the health and safety of all participants.
10. The Principal will ensure that all staff members are fully familiar with protocols and that these protocols are adhered to at all times.
11. The staff will be fully familiar with protocols and will adhere to the protocols at all times.
12. A sufficient level of supervision will be provided for students at all times during the field trips and other school-sponsored activities.
13. Extended field trips and other school-sponsored activities at the national and international level require approval of the CAPE Charter Board.
14. While every effort will be made to ensure that all students are afforded an opportunity to participate in field trips and other school-sponsored activities, the Principal may deny the right of students to participate if their behaviour or lack of skills makes adequate supervision impossible
15. Any student trips or activities planned and organized by a parent or student group outside of the school program is the responsibility and liability of the parent or student group and will not be covered by this policy.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 7.07

Category: Safety & Wellness

16. Written permission from parents/guardians is required for all field trips. CAPE requires the signature of parents/guardians at the beginning of each school year at the time of registration.
17. Teachers will ensure that any services (Resource Personnel, Outdoor Education Facilities) contracted or used for field trips and other school-sponsored activities comply with the Safety Guidelines for Physical Activity in Alberta Schools.
18. The authorized supervisor in charge will be responsible for any emergent decisions requiring a change in transportation or activity during field trips and other school-sponsored activities.
19. Some activities pose recognized risks to students and/or staff and therefore must be instructed and supervised by specifically trained individuals.

References:

Education Act

CAPE charter

Safety Guidelines for Physical Activity in Alberta Schools

Occupational Health and Safety Act First Aid Regulation.

Safety Oriented Guidelines for Outdoor Education Leadership and Programming

The Canadian Association for Health, Physical Education and Recreation

Adopted: September 27, 2004

Motion: #

Revised: September 17, 2007

Motion: #2007-09-17-26

Revised: September 30, 2008

Motion: #2008-09-30-26

Reviewed: June 2011

Revised: February 26, 2013

Motion: #2013-2-26-9

Revised: April 25, 2018

Motion: #2018-04-25-11

Reviewed: January 2022