



Educational Excursions Policy 2.6

This policy is applicable to all Third Academy students, parents, volunteers, employees, and the Executive Director.

DOCUMENT CONTROL

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Approved by the Board of Directors: Linda McKay-Panos, Chair	Date approved: 19 February 2020	Next review date: January 2022

REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Educational Excursions Policy 2011
29 Jan 2020	3	Replaces Educational Excursions Policy 2015
19 Feb 2020	4	Replaces Educational Excursions Policy 2020

1. TITLE

Educational Excursions

2. PURPOSE

Third Academy International Ltd. is committed to providing a broad program of studies, including educational excursions when such school activities have a definite educational value and are part of the planned instructional program.

All students, volunteers, employees, contractors, directors and the Executive Director are expected to represent Third Academy International Ltd. in a manner that does not diminish the reputation of their school community and the guidelines herein set a Code of Conduct.

While recognizing that all Educational Excursions have inherent risk, the guidelines herein establish means to mitigate those risks including informed parental consent to participate.

3. DEFINITIONS

Term	Meaning
Educational Excursions	All school activities off the school premises/grounds.
Field Trips	All educational excursions except extra-curricular trips.
Extended Field Trips	Field trips that include travel beyond a 100km radius of the school and/or outside of the province and/or are usually more than one school day.
Extra-curricular Trips	All trips associated with a school's extra-curricular programs, including sports and band trips.
Lead Teacher	The Teacher responsible for a classroom.
Off-Campus Education	Work study, work experience, registered apprenticeship, cooperative education, and job shadowing programs.
Teacher in Charge	The Teacher who assumes the full responsibility of the educational excursion.

2. POLICY STATEMENT

It is the policy of the Board to support Educational Excursions by classes, school groups, and individual students involved in off-campus education during or outside of school hours, when such excursions have a definite educational value and are part of the planned instructional program.

While recognizing that all Educational Excursions have inherent risk, it is the policy of the Board that all Educational Excursions require the approval of the Executive Director in the proscribed form and that Principals and/or the lead teacher responsible for the activity are obligated to mitigate such risk by acting as a reasonably prudent parent

would under Educational Excursion circumstances with particular knowledge of students' special education needs or other needs such that the safety of students is ensured.

It is the policy of the Board that it is an absolute requirement that parents give written informed consent for participation in Educational Excursions in the proscribed form. This requirement also extends to all volunteers.

Student Code of Conduct and Procedures

General information

Our Code of Conduct applies to all members of the school community: students, administrators, directors, staff, parents and guardians, community users, contractors, visitors, and volunteers while on all school property, school buses, at school-authorized events and off site at school-sponsored activities, or in other circumstances that could have a negative impact on the school climate.

Student responsibilities

All students will:

- be treated with respect and dignity by all school and board staff
- adhere to section 31 of the *Education Act 2012*
- accept responsibility for their personal actions
- demonstrate respect for self, and others, and for those in authority
- fulfil expected academic obligations
- come to school punctually each day, prepared and willing to learn
- obey the rules of the school, on school buses, and at other sites during school activities
- dress appropriately in accordance with the school's policies regarding appropriate dress
- use respectful language, free from profanity, in person and online;
- work cooperatively with staff and other students
- be honest in their academic work (refrain from plagiarism, cheating, etc.)
- use free time responsibly
- refrain from bringing anything to school that compromises the safety of others

Staff responsibilities

The Executive Director and/or Principal will:

- take a leadership role in the daily operation of the school by demonstrating care and commitment to academic excellence and a safe teaching and learning environment
- hold those under their authority accountable for their actions and behaviour
- empower students to be positive leaders in their school and community

- communicate meaningfully and on a regular basis with all members of the school's community
- review the school Student Code of Conduct annually
- ensure that a school Student Code of Conduct is communicated to the school community

Teachers and school staff will:

- maintain order in the school
- serve as role models
- maintain consistent standards of behaviour for all students
- help students work to fulfill their potential, develop self-worth, and prepare them for the full responsibilities of citizenship
- communicate regularly and meaningfully with parents/guardians
- demonstrate respect for all students, staff, parents, volunteers, and members of the school community
- empower students to be positive leaders in their school and community

Parental Responsibilities

Parents play an important role in the education of their children and can fulfill this responsibility by:

- demonstrating respect for all students, staff, volunteers and members of the school community
- supporting the efforts of school staff in maintaining a welcoming, safe, respectful and caring learning environment enabling success for all students
- showing an active interest in their child's school work and progress
- communicating regularly with their child's school
- assisting staff in dealing constructively with disciplinary issues involving their child
- helping their child be neat, adhere to the uniform expectations, be well rested, prepared and ready to learn
- ensuring that their child attends school regularly and on time
- promptly reporting their child's absence or late arrival
- showing that they are familiar with the school's Student Code of Conduct and rules of behaviour
- helping and encouraging their child in following the school's Student Code of Conduct and the rules of behaviour

Standards of Behaviour

Respect, Civility and Responsible Citizenship

All members of the school community must:

- a. respect and comply with all applicable federal, provincial and municipal laws
- b. demonstrate honesty and integrity
- c. respect differences in people, their ideas and opinions
- d. treat one another with dignity and respect at all times, and especially where there is disagreement
- e. respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- f. respect the rights of others
- g. show proper care and regard for school property and the property of others
- h. take appropriate measures to help those in need
- i. respect all members of the school community, especially persons who are in a position of authority
- j. respect the needs of others to work in an environment that is conducive to learning and teaching

Educational Excursion Requisition Procedure

1. Teacher in Charge plans and requests approval of the educational excursion from the Principal, Transportation Manager, and Executive Director in this specific order on the approved *Field Trip Requisition Form/Bus Requisition Form* and *Acknowledgement of Risk Form*.
2. Principal approves on the basis that all forms are complete and that such an education excursion has a definite educational value and are part of the planned instructional program.
3. Transportation Manager approves on the basis that all forms are complete and that transportation- in house or by contractor- can be arranged.
4. Executive Director approves on the basis that all forms are complete, there is budget including any field trip fee that parents will be charged, and adequate insurance coverages are in place.
5. Principal advises the Teacher in Charge that the Educational Excursion is approved.
6. Teacher in Charge advises Lead Teachers of approval.
7. Lead Teachers advise the students.
8. The forms are sent home, along with any other explanatory information, for parental written informed consent.
9. Principal to arrange for educational program of students who do not participate in the Educational Excursion.

Safety

1. Planning an Educational Excursion requires anticipation of inherent risks and proactive action to mitigate these risks by the Teacher in Charge.
2. Teacher in Charge shall ensure that the activities of Educational Excursions follow the recommendations listed in the *Safety Guidelines for Physical Activity in Alberta Schools (2013)*.
3. The Teacher in Charge must remain available at all times to be in contact with the school, either by phone, text, or email.

4. The Teacher in Charge must be aware of all students' needs- including medical, behavioural/emotional, personal- and ensure that those needs are met.
5. The Teacher in Charge shall ensure that appropriate supervision is afforded students to ensure safety.
6. The Teacher in Charge shall ensure at least one staff member has basic first aid or other appropriate medical training giving students' needs.
7. The Teacher in Charge shall ensure that a first aid kit is available.
8. The Teacher in Charge shall deal with disciplinary matters as appropriate as they occur including making arrangement for a student to be safely returned to the school for significant breach of the Student Code of Conduct.
9. The school will make every effort to ensure that all students are given the opportunity to participate in Educational Excursions, however, the Executive Director and/or Principal may deny students this opportunity if they are unable to demonstrate the behaviours and skills that are required to ensure safety.

Volunteers

1. Volunteers are responsible to the Teacher in Charge who acts as supervisor.
2. Volunteers must present a satisfactory Criminal Record Check.

4. LIMITATION

Notwithstanding anything in this Policy, the Executive Director and/or Principal are permitted to develop further procedures as appropriate at the school level.

5. COMMUNICATION

This policy will be posted on the school websites and in hard copy in the office of the Executive Director and/or Principal.

6. ASSOCIATED DOCUMENTS

Education Act 2012

Private School Regulation 93/2019

Safety Guidelines for Physical Activity in Alberta Schools (2013)

Welcoming, Caring, Respectful and Safe Learning Environments Policy 5.0

Student Discipline Policy 2.9