



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 2/26/2019 **TIME:** 9:30 AM

LOCATION: Boardroom of the Golden Hills School Division No. 75

DETAILS:

"Powering Hope and Possibilities" Vision: Inspiring confident, connected, caring citizens of the world
Mission: Intentionally maximizing learning for all

1.0 Attendance

2.0 Call to Order

3.0 Acknowledgment

4.0 In Camera

4.1 In Camera

Action

4.2 Out of In Camera

Action

5.0 Approval of Agenda

5.1 Approval

Action

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of January 22, 2019

Action

7.2 Special Minutes of February 12, 2019

Action

8.0 REPORTS

8.1 Chair's Report

Info

8.2 Board Committees

Info

8.3 Board Representatives to External Organizations

Info

8.4 Administration Reports

Info

9.0 NEW BUSINESS

A) Action Items

9.1 Budget Process Begins - T. Sabir

Action

9.2 Board Policies - Policies 4, 7, 13, 14, 15, 16, 17, 18 and 19 - B. Daverne

Action

9.3 Field Studies Excursion - Prairie Christian Academy - B. Daverne

Action

9.4 Advocacy Communication Plan - B. Daverne

Action

B) Information Items

9.5 Monthly Enrolment Monitoring Report (January 2019) - T. Sabir

Info

9.6 Transportation Monitoring Report - T. Sabir

Info

9.7 Administrative Procedure - AP 260 Field Studies - B. Daverne

Info

10.0 School Monitoring Reports

10.1 Carseland School (L. Bartlett)

Info

10.2 Wheatland Crossing (D. Raycroft/S. Latta)

Info

11.0 ADJOURNMENT

11.1 Adjournment

Action



MINUTES

Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

Tuesday, January 22, 2019 (9:30 AM)

1.0 Attendance

Present were:

a) Chair

- Laurie Huntley

b) Vice Chair

- Jennifer Mertz

c) Trustees

- Barry Kletke

- Jim Northcott

- Justin Bolin

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

c) Trustee

- Rob Pirie

e) Associate Superintendent

- Wes Miskiman

f) Deputy Superintendent

- Dr. Kandace Jordan

2.0 Call to Order

Chair Huntley called the meeting to order at 9:31 a.m.

3.0 Acknowledgment

We would like to acknowledge that we are on lands in the Treaty 7 area. We are making this acknowledgment to demonstrate our commitment to work together as a community in laying the foundation for reconciliation through education.

4.0 In Camera

Resolution #BD20190122.1001

MOVED by Trustee Northcott that the Board of Trustees go In Camera at 9:31 a.m. to discuss legal matters.

Resolution #BD20190122.1002

MOVED by Trustee Bolin that the Board of Trustees rise from In Camera at 10:00 a.m.

5.0 Approval of Agenda

5.1 January 22, 2019 Agenda

Recommendation:

Resolution #BD20190122.1003

MOVED by Trustee Northcott that the Board of Trustees approve the agenda as amended; - 9.4 Trustee Remuneration

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Meeting of The Board of Trustees (2018/12/18)

Recommendation:

Resolution #BD20190122.1004

MOVED by Trustee Mertz that the Board of Trustees approve Regular Minutes of December 18, 2018 as presented.

8.0 REPORTS

8.1 Chair's Report

Recommendation:

Chair Huntley presented information on the following topics:

- Chair Huntley and Superintendent Daverne attended Wheatland County Meeting held Monday, January 21, 2019.
- Discussed correspondence sent to Lorrie Jess, ASBA President, regarding concerns for Rural school divisions on class size which was prompted from the Class Size Survey November 2018.
- Discussed correspondence sent to Cathy Hogg, PSBAA President, regarding the Together for Students Campaign.
- Reviewed Advocacy Plan.

8.2 Board Committees

Recommendation:

Vice Chair Mertz presented information on Alberta School Boards Association (ASBA) Zone 5 meeting held January 4, 2019.

- Discussed Directors Report, how there will be changes made to processes and the new direction that the Members only site is going.
- ASBA Summer Leadership Conference will not be offered due to attendance numbers.
- Three questions were brought forward from the meeting that Vice Chair Mertz will collect feedback from our Trustees and forward it on to ASBA.
 1. Fall General Meeting (ASBA FGM) - what should the second day agenda consist of?
 2. Second Language Group - was funded by ASBA at one point, the group was let go and now, should they be brought back under the umbrella?
 3. ASBA Executive Agenda - is it possible to adjust the Zone 5 agendas to align with ASBA agendas and send them information before plans have been made or motioned on?

Trustee Kletke has no new information to report on the Public School Boards Association (PSBAA).

8.3 Board Representatives to External Organizations

Recommendation:

No information to report on at this time.

8.4 Administration Reports

Recommendation:

Superintendent Daverne presented information on behalf of Deputy Superintendent Jordan and Associate Superintendent Miskiman.

- International Student Recruiting is ongoing. Due to the China situation, we will not be sending teachers or staff there.
- Superintendent Daverne will be travelling to Mexico to attend Student Fairs the week of January 28-February 1, 2019.
- Teacher Recruiting - Associate Superintendent Miskiman attended fairs in Calgary and at UBC, came back with potential applicants.
- Kindergarten registration started.
- Siksika Agreement not signed, pursuing setting up another meeting. Would like to discuss Carseland First Nations, Metiz and Inuit (FNMI) attendance.
- Government of Canada announced a new funding model for FNMI.

9.0 NEW BUSINESS

A) Action Items

9.1 Field Trip Studies/Student Excursion - Three Hills School - B. Daverne

Recommendation:

Resolution #BD20190122.1005

MOVED by Trustee Kletke the Board of Trustees approves the proposed International Field Trip for Three Hills School to Orlando, Florida, U.S.A., departing August 28, 2019 and returning September 01, 2019, subject to advisory notices from the Foreign Affairs and International trade Canada website, such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

9.2 Field Trip Studies/Excursion - Wheatland Crossing - B. Daverne

Recommendation:

Resolution #BD20190122.1006

MOVED by Trustee Northcott that the Board of Trustees approves the proposed International Field Trip for Wheatland Crossing School to Berlin, Prague, Krakow, Budapest and Vienna, departing April 19, 2019 and returning April 30, 2019, subject to advisory notices from the Foreign Affairs and International Trade Canada website, such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

9.3 Advocacy Planning - B. Daverne

Recommendation:

Resolution #BD20190122.1007

MOVED by Trustee Mertz that the Board of Trustees review and adopt the Advocacy Points for the 2018/2019 school year.

9.4 Trustee Remuneration - B. Daverne

Recommendation:

Resolution #BD20190122.1008

MOVED by Trustee Kletke that the Board of Trustees to be held harmless as a result of the application of federal tax changes effective January 1, 2019.

9.5 Policies Review - B. Daverne

Recommendation:

Resolution #BD20190122.1009

MOVED by Trustee Mertz that the Board of Trustees approves the updated Board Policies; Policy 1, 2, 3, 5, 6, 8, 9, 10, 11, 12.

B) Information Items

9.6 First Quarter Financial Reports (September, October, November 2018) - T. Sabir

Recommendation:

Secretary Treasurer Sabir presented financial information on the First Quarter Financial Reports for the months of September, October and November 2018.

9.7 Monthly Enrolment Monitoring Report (December 2018) - T. Sabir

Recommendation:

Secretary Treasurer Sabir presented information on Monthly Enrolment for December 2018.

9.8 School Summaries Monitoring Report - T. Sabir

Recommendation:

Secretary Treasurer Sabir presented information on School Summaries Report, which summarizes key information for each school, and the jurisdiction including, enrolment trends, facilities information and budget data.

9.9 First Nations, Métis, and Inuit (FNMI) Strategic Action Plan - B. Daverne

Recommendation:

Superintendent Daverne presented information on the FNMI Action Plan that the division has aligned with provincial priorities and is committed to improving outcomes and creating opportunities for First Nations, Metis and Inuit Students.

9.10 Administrative Procedures (AP 214/AP 320) - B. Daverne

Recommendation:

Superintendent Daverne presented information on the following Administrative Procedures that have been reviewed by the appropriate stakeholders, AP 214 - Inclusive Education Assessment and Programs and AP 320 - Student Records.

10.0 School Monitoring Reports

10.1 Wheatland Elementary School (A. Van Vliet, M. Silver-Rushford)

Recommendation:

Superintendent Daverne welcomed A. Van Vliet, Principal and M. Silver-Rushford, Associate Principal (Wheatland Elementary School), whom presented their schools' current Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Huntley thanked them for their presentation.

10.2 Westmount School (C. Hampson, D. Graff)

Recommendation:

Superintendent Daverne welcomed C. Hampson, Principal and D. Graff, Associate Principal (Westmount School), whom presented their schools' current Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Huntley thanked them for their presentation.

11.0 ADJOURNMENT

11.1 Adjournment

Recommendation:

Resolution #20190122.1010

MOVED BY Trustee Mertz that the Board of Trustees adjourn at 2:30 p.m.



MINUTES

Special Meeting of the Board of Trustees

Location: Conference Call at Golden Hills School Division
Tuesday, February 12, 2019 (9:00 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Jennifer Mertz

c) Trustees

- Jim Northcott (via conference call)

- Rob Pirie (via conference call)

- Justin Bolin (via conference call)

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

Absent:

c) Trustee

- Barry Kletke

2.0 Call to Order

Chair Huntley called the meeting to order at 9:04 a.m.

3.0 Approval of Agenda

3.1 Approval of Agenda

Recommendation: Resolution #BD20190212.1001

MOVED by Trustee Pirie that the Board of Trustees approve the agenda as presented.

5.0 NEW BUSINESS

A) Information Items

5.1 Potential Costs for Division Renovations

Recommendation: Superintendent Daverne presented information pertaining to possible renovation costs for Central Office.

Chair Initials _____ Secretary Treasurer Initials _____

B) Action Items

5.2 Construction Management (CM) Tender

Recommendation: Resolution #BD20190212.1002

MOVED by Trustee Pirie that the Board of Trustees approves to go to Tender with Construction Management (CM) process for the renovation of Golden Hills Division Office.

6.0 ADJOURNMENT

6.1 Adjournment

Recommendation: Resolution #BD20190212.1003

MOVED by Trustee Northcott that the Board of Trustees adjourn at 9:32 a.m.

Chair

Secretary Treasurer



BUDGET DEVELOPMENT PRINCIPLES and PROCESS

"Inspiring confident, connected, caring citizens of the world"

February 26, 2019

Background:

In accordance to the School Act S. 147 (2)(b) the Board of Trustees is required to submit to the Minister an annual budget for the fiscal year beginning September 1, 2018.

A budget is a process to achieve the vision and mission of Golden Hills. The financial goals and future of financial resources are aligned to the path of the Board's vision and mission. Quarterly reports are provided to the Board to monitor income and expenditures and evaluate progress to achieve the goals in the Education Plan.

The Board's most significant policy decision is the budget as it directs the resources of the division to achieve the Board's objectives and ensure a balanced budget. The Board of Trustees sets the policy and direction for the school division by which administration develops key budget assumptions.

Current budget principles are as follows:

1. The budget will be a balanced budget (may include restricted reserves).
2. Enveloped revenues will balance expenditures within the envelope.
3. The budget process is open and involves stakeholders.
4. The budget will address the goals identified in the Education Plan and the Priorities of Alberta Education.
5. Resources will be allocated to provide equitable and fair opportunity for each student to receive a quality education program.
6. The budget is guided by principles of transparency and public accountability for the use of resources and the results achieved.
7. The budget will reflect appropriate reserves that ensure financial health and meet encumbrances.

The above principles have resulted in fiscal success in recent years as the Division has ended the five most recent fiscal years with reserves, thereby significantly improving the Division's financial health. Continuing with these principles will help the Division to maintain financial health in the future. As a result, to ensure sustainable initiatives, Golden Hills may choose to access accumulated operating reserves. Accessing these reserves will offset an operational deficit for the current budget year.

Proposed Planning Dates	Action	Responsible
February	Approve Process, Budget Principles, Priorities & Assumptions	Board
March	Budget Announcement Late March	Minister of Education, Honorable David Eggen
March - April	Budget Review and Gather Information about: <ul style="list-style-type: none"> • Global Challenges • Budget Challenges by Envelope • Analysis of Demographics -enrolment estimates • Provincial Grants • Expenditure Estimates -salary and cost benefits 	Executive Team
March-May	Budget Development Stage <ul style="list-style-type: none"> • Budget Allocations • Expenditure Decisions 	Administrators and Managers
February -May	Budget Consultation <ul style="list-style-type: none"> - Where are we Now? - Where are we Going? - Where do we want to Go? 	Board Executive Team Administrators Stakeholders
April	Draft to Board	Executive Team
May	Education Plan and Budget Approval	Board

Recommendation:

That the Board of Trustees adopts the Budgeting Principles and a timeline for the 2018-2019 fiscal year subject to a potential review following a provincial budget announcement.

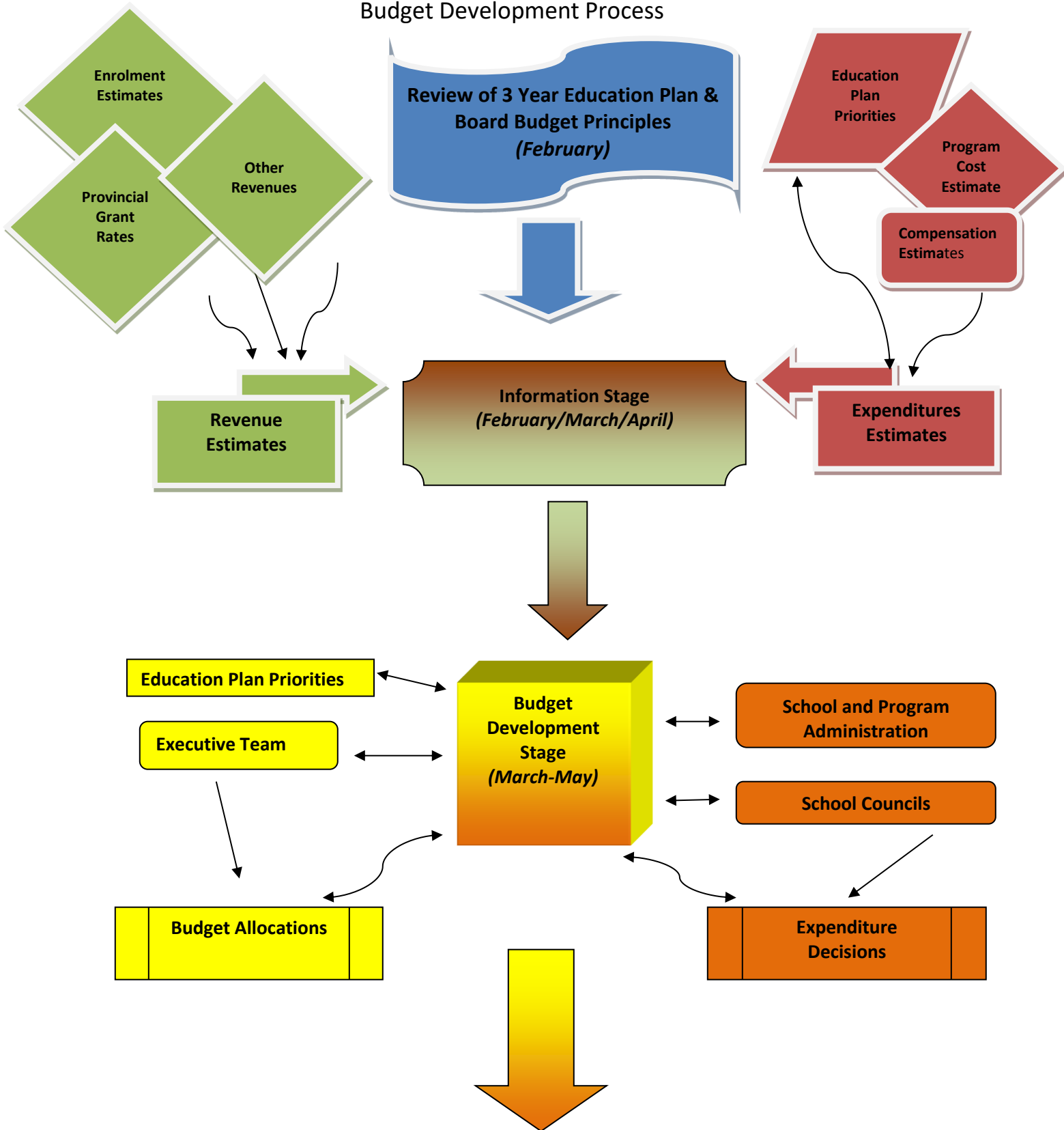


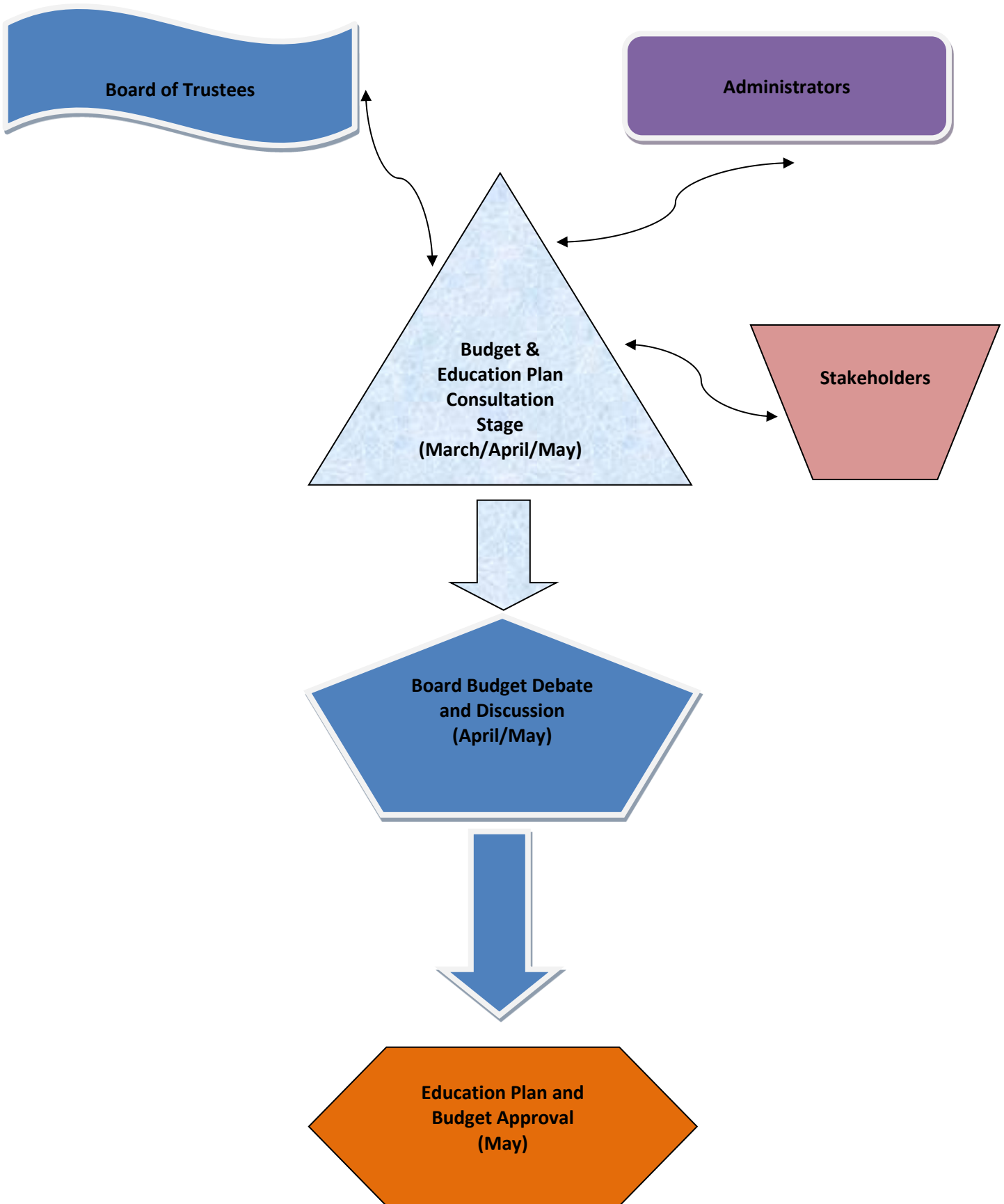
Bevan Daverne
Superintendent



Tahra Sabir
Secretary Treasurer

Golden Hills School Division No. 75
Budget Development Process







BOARD POLICIES

"Inspiring confident, caring citizens of the world"

February 26, 2019

Background:

The Board Policy Committee has reviewed the following policies and recommend updates to the following:

- *Policy 4: Trustee Code of Conduct*
 - *Appendix: Trustee Code of Conduct*
- *Policy 7: Board Operations*
 - *Appendix A: Trustee Remuneration and Expenses*
 - *Appendix B: Organizational Meeting Election Procedures*
- *Policy 13: Appeals and Hearings Regarding Student Matters*
- *Policy 14: Hearings on Teacher Transfers*
- *Policy 15: Program Reduction and School Closure*
- *Policy 16: Recruitment and Selection of Personnel*
- *Policy 17: Student Transportation Services*
- *Policy 18: Alternative Programs*
- *Policy 19: Disposition of Property*

All Board Policies are attached for review.

Recommendation:

That the Board of Trustees approves the above as updated Board policies.

Bevan Daverne
Superintendent



FIELD TRIP STUDEIS/STUDENT EXCURSION
Prairie Christian Academy

"Inspiring confident, caring citizens of the world"

February 26, 2019

Background:

Prairie Christian Academy requests permission, in accordance with Administrative Procedure 260 for an out-of-province Canada trip to Quebec and Ontario from April 19, 2019 to April 27, 2019.

The administration will complete a risk assessment as required by *Administrative Procedure 260 – Field Trips: Field Studies/Student Excursions*. The risk assessment process will ensure that all the requirements of Procedure 260 are fully completed before departure.

Statement of Educational Purpose:

This trip has direct ties to the junior high Social Studies curriculum in Canadian history, democracy and culture.

Recommendation:

That the Board of Trustees receives the proposed junior high school field trip for Prairie Christian High School to Quebec and Ontario from April 19, 2019 to April 27, 2019 as information.

Bevan Daverne
Superintendent of Schools

Itinerary for Junior High Eastern Canada Trip

To: Golden Hills School Division #75
435A Highway #1
Strathmore, AB T1P 1J4

From: Prairie Christian Academy
Box 68
Three Hills, AB T0M 2A0



(1) Name of Teacher(s) in charge of the field study: **Darryl Hern**

(2) Does this trip require travel out of Province: **Yes, within Canada**

(3) Does this trip require 4 or more overnight stays: **Yes**

(4) What is the nature of the field study: **Co-Curricular**

(5) Destination & Itinerary

Student Trip to Quebec City, Montreal, Ottawa, Niagara Falls, and Toronto
April 19, 2019 - April 27, 2019

Itinerary:

Day 1 - Fly overnight to Montreal and ride coach to Quebec City

Day 2 - Day 3 - Quebec City/Beaupre Coast

Day 4 – Day 5 - Montreal

Day 6 – Day 7 - Ottawa

Day 8 – Niagara Falls/Toronto

Day 9 – Toronto/Depart for home

(6) Supervision: Supervision to student ratio 1:4
This trip is being coordinated through EF Educational tours (EF).
Traveling as chaperones will be:

Darryl Hern (Teacher)
Diana Umbsaar (Parent)

(8) Transportation:

Airline travel has been arranged through EF Educational Tours. Travelers will be responsible for transportation to and from Calgary Airport. While on tour, EF Tours organizes a Charter Service with a qualified driver.

Itinerary A (9 Traveler(s))

Date	Time	City(Airport)	Flight/Transportation
Depart			
4/19/2019	8:00 AM	Calgary	Air Canada
4/19/2019	2:03 PM	Montreal	Flight# 0316
Return			
4/27/2019	6:55 PM	Toronto - Pearson Int'l	Air Canada
4/27/2019	9:12 PM	Calgary	Flight# 0151

Additional Confirmation Numbers:

(9) Cost:

The total cost for each participant is \$2724.00 Canadian funds, paid directly to EF Tours. Travelers are also required to pay approximately \$56 for baggage (directly to the airline) and to provide spending money for lunches and souvenirs.

(10) Risk Assessment:

Being in Canada, the risk is extremely low. We as team leaders and chaperones are committed to safety both in preparatory training of the students as well as on site supervision and restrictions.

As we are traveling in Canada, travelers will be covered by Alberta Health Care. In addition, travelers are covered by EF Tours Global Protection Plan for additional coverage beyond AHS.

(11) Students Participating:

We will be taking 6 Prairie Christian Academy junior high students and 1 student from Northstar Academy. These students are:

Jessica Hofman
Kaley Smyth
Priscilla Lee
Thea Rooke
Haley Jiang
Gregory Wong
Sean Umbsaar (Northstar)

We will be completing the Golden Hills consent form detailing emergency contact and Alberta Health Care information.

(13) "No Alcohol or Drugs" :

All participants are adherents to the Prairie Christian Academy behavioral standards and all PCA students have signed an agreement prohibiting the use of alcohol and drugs. Also the Chaperones all adhere to the PCA behavioral standards.

(14) Right to Cancel: See attached Letter *is this needed for domestic travel?*

Contact Information:

Prairie Christian Academy – Darryl Hern
Prairie Christian Academy
Box 68
Three Hills, AB T0M 2A0
(403) 820-0682 (cell)
(403) 443-4220 (work)

EF Coordinator – Zoya Lovell– Tour Manager
EF Educational Tours
60 Bloor St. W., Suite 501
Toronto, AB M4W 3B8
1-800-387-1460
www.eftours.ca



ADVOCACY COMMUNICATION PLAN

"Inspiring confident, connected, caring citizens of the world"

February 26, 2019

Background:

The Board's main priority is to advocate for quality education and needs to develop a communication process for messaging to the Public, other Trustees and Stakeholders.

Recommendation:

That the Board of Trustees discuss and approve the best plan to communicate Advocacy messaging.

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Bevan Daverne
Superintendent of Schools



ENROLMENT BACKGROUNDER

"Inspiring confident, connected, caring citizens of the world"

February 26, 2019

Background:

The Board of Trustees regularly monitors enrolment and notes trends over time. Funding is primarily enrolment-driven and monitoring and projecting enrolment trends informs the board's budgeting processes.

As per the attached monitoring report, information is provided on September 30, 2017 enrolment of provincially funded students, Siksika funded students and International funded students.

Alberta Education calculates funding for Kindergarten to Grade 9 based on the full-time equivalent student count as of September 30, 2017. High school funding is based on the Credit Enrolment Units earned per student.

Recommendation:

That the Board of Trustees receives the Enrolment Monitoring Report for information and for the record.

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Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

Tahra Sabir
Secretary Treasurer

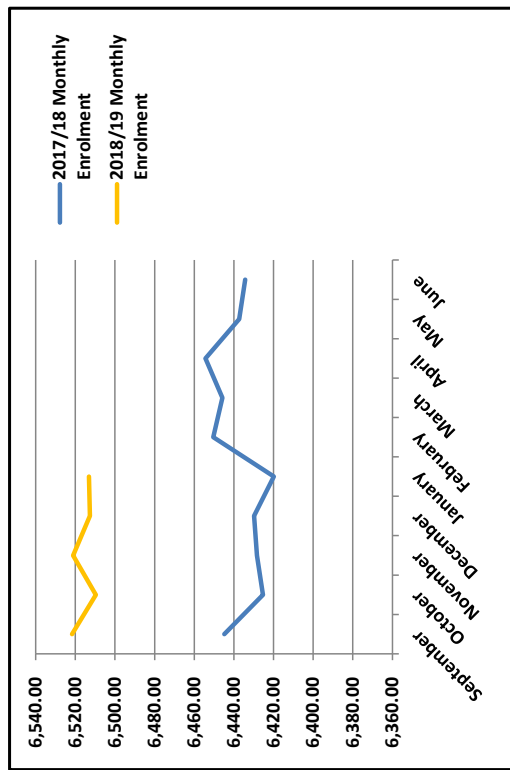
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Month to Month Comparison

Dec 31, 2018 to Jan 31, 2019

	31-Jan-19 Enrolment	31-Dec-18 Enrolment	Difference	% Change
Funded Total Enrolment	6,098.25	6,097.75	0.50	0.0%
Provincially Funded Students	155.00	155.00	0.00	0.0%
Siksika Students	259.90	259.90	0.00	0.0%
International Students	6,513.15	6,512.65	0.50	0.0%
Total				

Last Year Monthly Enrolment & Comparison to September 2018



Schools - Year to Year Comparison

Configuration	SCHOOL	January 31, 2019		December 31, 2018		Difference	% Change
		Provincially Funded	Total	Provincially Funded	Total		
K-6, 10-12	Acme School	191.00	191.00	193.00	193.00	-2.00	-1.0%
K-9	Carbon School	77.00	77.00	77.00	77.00	0.00	0.0%
K-6	Carseland School	61.50	61.50	60.50	60.50	1.00	1.7%
7-9	Crowther Memorial Jr. High School	555.00	555.00	558.00	558.00	-3.00	-0.5%
K-9	Dr. Elliott Community School	188.00	188.00	188.50	188.50	-0.50	-0.3%
7-12	Drumheller Valley Secondary School	422.00	422.00	419.00	419.00	3.00	0.7%
K-6	École Brentwood Elementary School	278.00	278.00	279.00	279.00	-1.00	-0.4%
K-12	George Freeman	210.50	210.50	213.00	213.00	-2.50	-1.2%
K-6	Greentree School	347.00	347.00	344.50	344.50	2.50	0.7%
K-12	Prairie Christian Academy School	280.00	280.00	281.00	281.00	-1.00	-0.4%
10-12	Strathmore High School	563.00	563.00	564.00	564.00	-1.00	-0.2%
K-12	Three Hills School	443.50	443.50	443.50	443.50	2.00	0.5%
K-9	Trinity Christian Academy	178.00	178.00	181.50	181.50	-3.50	-1.9%
K-12	Trochu Valley School	249.50	249.50	250.50	250.50	-1.00	-0.4%
K-6	Westmount School	371.00	371.00	365.00	365.00	6.00	1.6%
K-12	Wheatland Crossing	357.50	357.50	356.00	356.00	1.50	0.4%
K-6	Wheatland Elementary School	347.00	347.00	347.00	347.00	0.00	0.0%
	Totals	5,121.50	5,121.50	5,121.00	5,121.00	0.50	0.0%
	SCHOOL	Provincially Funded	Total	Provincially Funded	Total	Difference	% Change
7-9	Anchors II Outreach	8.00	8.00	8.00	8.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	152.50	152.50	152.50	152.50	0.00	0.0%
1-12	NorthStar Academy	411.25	411.25	411.25	411.25	0.00	0.0%
7-12	Strathmore StoreFront	41.00	41.00	41.00	41.00	0.00	0.0%
	Totals	630.75	630.75	630.75	630.75	0.00	0.0%
	COLONY SCHOOLS	Provincially Funded	Total	Provincially Funded	Total	Difference	% Change
K-9	Colonies	346.00	346.00	346.00	346.00	0.00	0.0%



TRANSPORTATION MONITORING REPORT

"Inspiring confident, connected, caring citizens of the world"

February 26, 2019

Background:

Alberta Education provides funding to school boards to operate or contract transportation systems for K to Grade 12 students.

Annually, administration provides a Transportation Services Monitoring Report (attached) for information.

This report provides opportunity to consider the impact of Policy 18, Transportation Services on the Education of students in the jurisdiction.

A presentation (attached) will be given at the board meeting.

Recommendation:

That the Board of Trustees receives the Transportation Monitoring Report for September 30, 2016 – August 31, 2017 and September 2017 – current, for information and the record.

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Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

Tahra Sabir
Secretary Treasurer



ADMINISTRATIVE PROCEDURES
"Inspiring confident, caring citizens of the world"

February 26, 2019

Background:

Administrative Procedures (AP) are regularly reviewed and new procedures are drafted to support necessary changes in administrative best practices. This process of review and development, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system. The following AP and its attachments have been reviewed by appropriate stakeholders and are recommended for implementation:

- AP 260: Field Trips: Field Studies/Student Excursions
- Form 260-1: Field Trip Parent Consent Form
- Form 260-2: International Travel Consent Form
- Form 260-3: Field Trip Transportation Form
- Appendix 260-A: Activity List

The above AP are attached for review.

Recommendation:

That the Board of Trustees receives the attached information around the revision of *AP 260: Field Trips: Field Studies/Student Excursions, Form 260-1: Field Trip Parent Consent Form, Form 260-2: International Travel Consent Form; Form 260-3: Field Trip Transportation Form; Appendix 260-A: Activity List.*

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is written over a horizontal line.

Bevan Daverne
Superintendent



FIELD TRIPS: FIELD STUDIES / STUDENT EXCURSIONS

Background

Golden Hills School Division believes that experiences beyond the classroom can play an important part in the education of students; therefore, Golden Hills supports field studies and student excursions that complement the school curriculum. Purposeful, carefully planned field studies are valuable educational opportunities that promote student learning and personal development. Golden Hills is committed to ensuring that a safe learning environment is provided to students, volunteers, and staff while participating in field studies and student excursions.

Definitions

1. A field trip describes a field study or student excursion. These are learning experiences sponsored by a school or the Division that take place away from the school premises. Field trips will require parental permission.
 - 1.1 Curricular Field Study – A field study is related to, or an extension of, a course of study and will be supervised by Golden Hills personnel. Examples may include field trips to the Legislature, science centre or outdoor education excursions.
 - 1.2 Extra-curricular Excursion – The excursion is a part of an extra-curricular program offered at the school and will be supervised by Golden Hills Personnel or an approved volunteer. Examples may include travel for a basketball tournament, or a mountain bike club trip.
2. Activities associated with the following programs/events for which supervision is not provided by Golden Hills personnel are excluded from Golden Hills definition of a field trip and do not fall under the scope of this procedure:
 - 2.1 Job shadowing programs (e.g. Take your Child to Work Day)
 - 2.2 Student conferences in which staff supervision is not provided (e.g. Forum for Young Canadians, Encounters with Canada)
 - 2.3 Off Campus Education (see AP 217 Off Campus Education)
 - 2.4 Extended visits to another province or country which are organized by agencies other than the school
 - 2.5 Other activities as determined by the Superintendent

All field trips shall be categorized as per the chart below:

Field Trips – Form 260-1 must be completed for all categories						
		Approved by Principal	Inform Superintendent	Approved by Superintendent	Inform Board of Trustees	Approved by Board of Trustees
Category 1	Day trips within the province	X				
Category 2	1 - 3 overnight stays within province	X	X			
Category 3	4+ overnight stays within province	X		X	X	
	Any travel outside the province but within Canada	X		X	X	
	Any field trips containing High Risk Activities <i>Appendix 260-A</i>	X		X		
Category 4	Any travel outside of Canada <i>** Parents must also complete Form 260-2</i>	X		X		X

Procedures

1. Category 1 -- Day trips within the province - must be completed for all categories of field trips

1.1 Field trips require the approval of the Principal or designate, subject to the following conditions:

1.1.1 Satisfactory objectives are considered;

1.1.2 A lead teacher who is responsible for the trip's organization and ensuring that all parameters are adhered to is designated for each field trip;

1.1.3 Adequate teacher or adult supervision is provided. There are to be enough supervisors to cope effectively with an emergency. Supervision levels should be set accordingly when field trips are to remote areas or involve activities with more risk;

1.1.4 Transportation is in accordance with procedure 5 of this administrative procedure;

1.1.5 **Form 260-1: Field Trip Parent Consent Form** is completed;

1.1.6 The Principal may cancel a field trip or a portion of the field trip if the conditions under which the field trip was approved have changed.

1.2 Parents will be provided with details of the field trip and will be required to return a signed consent form (**Form 260-1: Field Trip Parent Consent Form**) to the school to satisfy the notion of informed consent.

1.3 The supervisor in charge is responsible for carrying a master list or a copy of **Form 260-1: Field Trip Parent Consent Form** of the following on each field trip:

- Names of all participants

- Telephone contact numbers for participant guardians
- Medication and medical alert needs for participants (which may include correspondence to enable the emergency filling of a prescribed medication)

The list must be carried by the supervisor in charge. Other supervisors should have access to pertinent student information, as needed.

- 1.4 A detailed itinerary is submitted and shared with parents.
 - 1.4.1 Unless there is an emergent issue or the safety of students or staff is at risk, the supervisor shall not knowingly deviate from the activities and schedule outlined in the itinerary.
 - 1.5 Each student participating in a field trip must comply with all school and Division rules and regulations. The use of alcohol, marijuana, or the illicit use of drugs is prohibited by all participants, including but not limited to students, staff members and volunteer supervisors, during all field trips.
 - 1.6 Arrangements for the handling of all financial matters, including a refund procedure, a contingency fund, and an accounting of all expenditures must be in place.
2. **Category 2 – Three or fewer overnight stays within Alberta**
 - 2.1 All requirements for Category 1 are completed.
 - 2.2 In addition to the Principal’s or designate’s approval, notification of the field trip must be sent to the Superintendent.
 - 2.3 Overnight co-ed field trips shall have both male and female adult supervisors. An adult supervisor must be available to students at all times (24 hours per day) on all overnight field trips.
 3. **Category 3 - Four or more overnight stays, or travel outside the province but still within Canada, or field trips containing high risk activities**
 - 3.1 All requirements for Category 1 and 2 are completed.
 - 3.2 Field trips that involve high risk activities (as per **Appendix 260-A: Activity List**) require the approval of the Superintendent, in addition to that of the Principal or designate. High risk activities must be identified in **Form 260-1: Field Trip Parent Consent Form**.
 - 3.2.1 Suggested supervision guidelines for many activities associated with field trips are included in the publication, [Safety Guidelines for Physical Activity in Alberta Schools](#). All supervisors/organizers of high risk activities should familiarize themselves with and reference the appropriate section(s) of the *Safety Guidelines* document.
 - 3.3 Field trips that are four or more overnight stays or outside of the province of Alberta require **approval** of the Superintendent and **notification** of the Board of Trustees.
 - 3.4 Principals must be satisfied that teachers and/or supervisors have sufficient and appropriate training/qualifications/experience to lead students in specialized activities. In the event that external organizations or personnel are employed to lead or supervise high risk activities, the Principal must be satisfied that appropriate certifications and/or qualifications are present.
 4. **Category 4 - International Field Trips**
 - 4.1 All requirements for Category 1, 2 and 3 are completed.

- 4.2 In addition to the approval of the Principal (or designate) and Superintendent, all international trips must be approved by the Board of Trustees. Principals are expected to submit the requests with sufficient advanced notice, preferably at least three months, excluding July and August, prior to the date of the proposed trip.
 - 4.2.1 The Board of Trustees will not provide approval if an “*Avoid all travel*” or an “*Avoid all non-essential travel*” advisory is in place on the Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp
 - 4.2.2 If travel advisories change prior to departure, Board permission may be revoked.
 - 4.3 The Principal is responsible to assess the qualifications of the teacher supervising on the field trip.
 - 4.4 Parent information meetings shall be held for all field trips requiring Board approval. In addition to **Form 260-1: Field Trip Parent Consent Form, Form 260-2: International Travel Consent Form** must be completed by all staff and parents of students participating in international travel.
 - 4.5 In order to keep students safe when travelling internationally, principals must check with local health authorities and/or the Department of Foreign Affairs Canada at www.voyage.gc.ca/consular_home-en.asp for country-specific immunization recommendations and details on health-related concerns. This information is to be shared with students and their parents.
 - 4.6 The Principal must ensure that participants have adequate and appropriate medical coverage that covers all reasonably foreseeable circumstances.
 - 4.7 All forms of transportation throughout the travel will be provided by licensed, insured operators.
5. The Division encourages the use of public licensed carriers, including school buses, whenever possible. However, circumstances may require the use of private vehicles. At no time will students transport other students as part of the transportation arrangements for a field trip. Severe weather or poor driving conditions may necessitate postponement or cancellation of a field trip.
 6. The Board, the Superintendent, and/or the Principal, reserve the right to unconditionally cancel any field trip. The Division and the school will not assume responsibility for any costs related to such cancellation. Principals are responsible to inform parents of this condition.

References:

- [School Act, R.S.A. 2000, C. S-3](#), S. 20, 45, 60, 61
- [Traffic Safety Act, R.S.A. 2000, C. T-6](#)
- [Safety Guidelines for Physical Activity in Alberta Schools](#)
- [Safety Guidelines for Secondary Inter-School Athletics in Alberta](#)
- Form 260-1: Field Trip Parent Consent Form
- Form 260-2: International Travel Consent Form
- Form 260-3: Field Trip Transportation Form
- Appendix 260-A: Activity List



Field Trip Parent Consent Form

School _____ Date _____
 The _____ class will be taking part in a field trip to:

The purpose of the trip is: _____

The trip on _____ will begin at _____ and will return to _____ on _____ at _____.

If applicable, please see the attached itinerary for detailed information on trip locations, times and activities.

Transportation

- Golden Hills School Bus
 Contracted Bus
 Approved Volunteer with Personal Vehicle
 Golden Hills Employee with Personal Vehicle

Supervisors

The students will be under the supervision of:

Field trip emergency contact number: _____

The total cost per student for this trip will be \$_____ and broken down as follows:

ACKNOWLEDGEMENT OF RISKS

Educational activity programs involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, the identified high risk activities, the risks involved and injuries that may result:

High Risk Activities (if applicable):

Field Trip Risks	Precautionary Measures

The risk of sustaining these types of injuries result from the nature of the activity and can occur without fault of either the student, or the school board, its employees/agents or the facility where the activity is taking place. By choosing to take part in the activity, you are accepting the risk that your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

NOTE: As this trip is considered a regular school activity, all normal discipline policies and expectations apply. In certain circumstances, parents may be required to pick up their child before the end of the trip.

Students not taking part in the field trip will remain at school and be engaged in _____

If you require more information or wish to discuss the field trip further, please contact the school.

Signature of Teacher

Signature of Principal

Signature of Superintendent
(if required)

STUDENT INFORMATION AND PARENT CONSENT

Health and Contact Information

In the case of a medical emergency, local emergency services will be called and parents will be contacted immediately.

Indicate any health related problems your child has: _____

Special medical, dietary or other instructions: _____

Emergency Contacts

	Name	Contact Number
Parent/Guardian 1		
Parent/Guardian 2		
Alternate Emergency Contact		

PARENT/GUARDIAN CONSENT

RE: STUDENT _____ Grade: _____

Please check the appropriate box.

- I hereby consent to _____ participating in a field trip to _____ and agree to pay the proposed costs if the trip proceeds.
- Thank you. I do not wish my child to participate in the field trip.

Parent/Guardian Name (Please print)

Parent/Guardian Signature

Date



International Travel Consent Form

Preamble

Golden Hills School Division supports international travel as a valuable opportunity for students to develop a deeper understanding of the global society, historical events and the impact those have on our collective development of a world citizen viewpoint. However, there are occasions when international travel must be considered in the light of security concerns that exist in various parts of the world. In these situations it is the wish of the Board of Trustees that all participants in the trip are given the opportunity to decide if they want to continue with their personal commitment to be involved in the event.

To allow all participants to have the background information necessary for that decision the administration of the school, in conjunction with supporting documentation from the trip provider, will provide opportunity to meet and discuss the following: the complete itinerary of the trip including destinations, accommodation arrangements and “in country travel” structures; the current levels of concern around the security of all aspects of the trip and the cancellation cost structure if the decision is made to not participate in the trip. With that background information, this consent form will allow the school to ensure that each participant is fully knowledgeable about the trip and has made a decision that meets their needs and expectations. In addition to the decisions of individual parents, Golden Hills School Division will also continue to follow its policies and exercise its own discretion as to the suitability and safety of a trip and may choose to cancel student and staff international travel for a particular trip or for all schools.

Section One

As a parent/guardian or staff member, I have received and fully understand the information relative to the proposed international trip. As part of this information package, I fully understand the itinerary, the destination points, the accommodation arrangements and the travel structures inside the country(s) we will be visiting. I have also been informed as to any trip advisories by the Canadian government and how that may change plans prior to the departure date.

Yes No

Comments:

Section Two

As a parent/guardian or staff member, I fully understand and have considered all security concerns around this proposed international trip.

Yes No

Comments:

Section Three

I have received and fully understand the information and financial impact around cancellation procedures relative to this international trip. I accept that I will face some financial costs in the event I decide to cancel my participation in the event.

Yes No

Comments:

Section Four

With consideration to all of the information provided to me I wish to continue my/my child's participation in the international trip and will sign this document to confirm that position.

Yes No

Comments:

School and Destination: _____

Name of student(s) on trip: _____

Signature(s): _____

Date: _____



Field Trip Transportation Form

When planning a field trip, it is the planner's responsibility to be familiar with all policies that are pertinent. Please submit your completed Transportation Form for Field Trips to the principal before you finalize plans or send information letters home.

School:	Organizer:
Class:	Date of Departure:
# Students:	Date of Return:

Field Trip Destination(s): _____

Means of Transportation: _____

Please indicate if board-owned busing is required: YES NO

IF YES, send this form to the Transportation Supervisor **twenty (20)** days prior to field trip; and scan & upload to your school's Google field trip folder.

It is the school's responsibility to arrange for a driver if using a board-owned bus.

Driver's Name:	Bus No.	Transportation Manager Signature:
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List the names of the representative trip organizer/lead teacher:

Itinerary (include time of departure and return):

Teacher's Signature

Principal's Signature

Date

It is necessary to have the following information supplied for the day of the field trip: A list of all students going on the trip, students remaining at school, parents/guardians and their phone numbers, as well as any medic alert information.

TO BE COMPLETED BY BUS DRIVER

Driver's Name: _____ Trip Distance: _____ @ \$1.00 /KM = _____

Total Driving Time: _____ Hrs. X \$ _____ = _____ (Suggested rate - \$18/ hour)

Waiting/Standby Time: _____ Hrs. X \$ _____ = _____ (Suggested rate - \$18/ hour)

TOTAL = _____

After the trip, please scan and upload the signed form to your school's Google field trip folder.

SCHOOL _____ **PRINCIPAL** _____

NOTE: BUS DRIVER SHOULD HAVE THIS FORM (SIGNED BY THE PRINCIPAL AND MANAGER) IN THE BUS DURING THE TRIP AS THIS IS THE OPERATING AUTHORITY FOR THE BUS.



Activity List

List of Prohibited Activities

The following field studies/student excursions are **NOT** permitted.

1. Activities involving firearms other than certified/licensed rifle ranges
2. Aerial gymnastics
3. Automobile activities (e.g. – racing, drag racing, demolition derbies, go-karting)
4. Aviation activities (e.g. – small aircraft, helicopter, hot air balloon rides, sky diving)
5. Boxing
6. Bungee jumping
7. Caving
8. Diving into or sliding on foam, mud, ice or snow
9. Dunk tanks
10. Excursions to natural disaster areas
11. Excursions to regions with political or civil instability
12. Excursions to war zones – imminent or existing
13. Extreme Sports
14. Hang gliding / parasailing
15. Horse jumping
16. Mechanical bull riding
17. Motor cycling / BMX
18. Mountain climbing / ice climbing
19. Open water scuba diving
20. Paint ball / war games
21. Free Rock Climbing (no ropes or safety equipment)
22. Rodeos
23. Trampolining
24. Trampoline-like air-filled 'Fun Structures'
24. Use of fireworks or other pyrotechnic devices
25. Watercraft racing
26. Winter biathlon with live ammunition

High Risk Activities

These are activities that create a high potential of injury. They require a great deal of thought and planning prior to implementation. Qualified and/or certified instructors must be present at all times. Classes must be cancelled if the regular instructor is unable to attend. All rules and regulations must be reviewed with students on an ongoing basis. Strict behavior guidelines and discipline actions must be maintained. Approved safety equipment appropriate to the activity must be used at all times. Signed parental consent forms must be on file before students can participate.

In the planning of these activities, teachers must refer to the minimum standards for equipment/facilities, instructional considerations, and supervision as referred to in the "Safety Guidelines for Physical Activity in Alberta Schools".

All high-risk activities must be approved by the Superintendent. The Field Studies/Student Excursions form (**Form 260-1**) must be completed and submitted to the Superintendent three (3) months prior to the date of the activity.

1. Archery
2. Canoeing / kayaking
3. Downhill skiing / snowboarding / snow blading / luge
4. Gymnastics
5. Horseback riding
6. Mountain biking
7. Outdoor sledding activities
8. Rifle Ranges (Certified/Licensed)
9. Rock Climbing – with certified instructors and safety equipment
10. Roller blading / inline skating
11. Sailing
12. SCUBA diving
13. Skateboarding – skateboard parks
14. Swimming in open water
15. Tobogganing
16. Use of air-filled 'Fun Structures' (i.e. obstacle-style)
17. Wall climbing
18. Water skiing
19. Whitewater rafting
20. Wilderness camping in remote locations
21. Winter orienteering / winter campouts

Moderate / Low Risk Activities

These are activities with a limited potential for serious injury. Instruction by qualified instructors, adequate supervision, the use of protective and safety equipment will help to ensure a safe environment.

In the planning of these activities, teachers must refer to the minimum standards for equipment/facilities, instructional considerations, and supervision as referred to in the "Safety Guidelines for Physical Activity in Alberta Schools".

All moderate / low risk activities are approved by the Principal. The field studies/student excursion form (**Form 260-1**) must be completed and submitted to the Principal one (1) month prior to the date of the activity.

1. Court sports
2. Cross country skiing
3. Curling
4. Fishing
5. Golf
6. Gymnasium programs (e.g. – basketball, volleyball)
7. Hay rides / sleigh rides
8. Hiking on trails
9. Ice hockey / Ice skating
10. Orienteering (other than winter orienteering)
11. Swimming in public pools
12. Sports field programs (e.g. – soccer, baseball, football)
13. Campouts (other than winter campouts)