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## FIELD TRIPS

### Background

The Division recognizes the value of educational opportunities that occur on field trips. The Division expects that in the planning and execution of any Division approved field trip, the assurance of student safety, supervision and well-being will be a primary concern.

### Definitions

In this Administrative Procedure and its sub-components:

#### Co-Curricular Field Trip:

- Division approved field trip off school property, but **within the province**;
- Addresses an aspect of the curriculum for which a student is to receive marks, or which will be taken into consideration in the awarding of marks to a student;
  - A student who is unable to participate in the co-curricular field trip will be provided with appropriate alternative learning opportunities.

#### Extended Co-Curricular Field Trip:

- Division approved field trip, in which students may have the opportunity to participate that **extend beyond the province or the country**;
- address curricular outcomes for which a student is to receive marks, or which will be taken into consideration in the awarding of marks to a student. It is a voluntary activity insofar as student participation is concerned.
  - A student who is unable to participate in the extended co-curricular field trip will be provided with appropriate alternative learning opportunities.

#### Extra-Curricular Field Trip:

- Division approved field trip, within Canada or out of the country that is not part of the curriculum and is not an activity for which a student is to receive marks.
- It is a voluntary activity for students.
- Includes but is not limited to activities such as trips to special or unique events (games and tournaments), student exchange programs, and/ or trips that are teacher-led opportunities outside of the regular school calendar (spring break trip).

High-Risk Activity is an activity listed by the Division's insurance broker as one that has contributed to the most serious claims across Canada.

Parent(s) includes all legal guardian(s) or independent students.

Teacher-Leader are designated by the Principal to supervise and lead the field trip:

- Has all required documentation on file with Human Resources

- A member in good standing with the Alberta Teachers' Association.
- In addition, for all **Category C and D** field trips:
  - Teacher must hold a permanent contract with the Division; and
  - a minimum two years teaching experience.

## Procedures

1. All field trips must conform to one of the above definitions to be identified as a Division approved field trip.
2. All field trips will be categorized as follows:
  - 2.1 **Category A (Local)**: a co-curricular field trip or an extra-curricular field trip that takes place within the community in which the school is located.
  - 2.2 **Category B (Provincial)**: a co-curricular field trip or an extra-curricular field trip that takes place beyond the community in which the school is located but within the province of Alberta (with the exception of trips originating from Hinton or Jasper where travel is 100 to 200 km into British Columbia).
  - 2.3 **Category C (National)**: an extended co-curricular field trip or an extra-curricular field trip that extends beyond the province but within Canada.
  - 2.4 **Category D (International)**: an extended co-curricular field trip or an extra-curricular field trip that extends out of the country.
3. **Field Trip Proposals**
  - 3.1 The Teacher-Leader must complete **Form 260-05 Application for Field Trip** to initiate the planning and approval process of **all Division approved field trips** and submit to the Principal:
    - 3.1.1 With all information necessary to decide in the approval process;
    - 3.1.2 When notifying parents of a field trip away from the school;
    - 3.1.3 When seeking the permission of the parents to take students on a field trip;
    - 3.1.4 To identify students with disabilities or students requiring special attention or diet who are participating in the field trip and the special provisions for those students; and
    - 3.1.5 To obtain medical information necessary to ensure the health and safety of the students, Division staff and volunteers.
  - 3.2 The approval process will consider the curriculum and/or the interests of the students and staff members involved in the field trip, the Division, and the school.
  - 3.3 All proposals for Division approved field trips must be in writing and demonstrate appropriate preparation. Information must include:
    - 3.3.1 The detailed description of each field trip and the curriculum relevance;
    - 3.3.2 How the field trip activities will support/ inform or enhance student understanding of a curricular outcome and how their demonstration of the

outcome(s) will be determined and counted in the overall assessment picture for this unit of study;

- 3.3.3 Details of the risk assessment conducted by the Teacher-Leader and the control measures put into place from that assessment;
- 3.3.4 Any safety provisions that may be specific to the activity;
- 3.3.5 Details of the chain of authority for all Division staff, any contracted personnel and any volunteer supervisors involved in the activity and the delegation of responsibilities prior to and during the field trip;
- 3.3.6 The identification of the grade(s) and number of students;
- 3.3.7 The identity of any and all students with disabilities or students requiring special attention, including dietary needs;
- 3.3.8 The identity of the supervisors of those students identified in clause 3.3.6 and 3.3.7 above;
- 3.3.9 The reasons for excluding any student;
- 3.3.10 The identity of all supervisors and details of any training in first aid and other safety procedures and any other relevant training obtained by any supervisor;
- 3.3.11 A complete schedule and itinerary including contingency plans in case the intended itinerary is disrupted;
- 3.3.12 Equipment requirements and the identity of the supplier of the equipment;
- 3.3.13 Transportation to be used;
- 3.3.14 Accommodations to be used;
- 3.3.15 Food requirements for the field trip, including the need for a special diet for any participant and, in the event food preparation is to be done by staff or volunteers, the provisions to be used to ensure safety;
- 3.3.16 Procedures in the case of accident or injury;
- 3.3.17 A determination as to whether or not a guide is required for any part of the field trip. Compliance with any permit and certified guide requirements such as those required by Parks Canada is mandatory.

#### 4. Approval Process

- 4.1 In the event that the Principal, Office of the Superintendent, or the Board does not have sufficient knowledge of, or evidence of necessary experience relative to a specific activity in the field trip plan, the Principal or Office of the Superintendent will obtain information and advice from someone who has the required knowledge and experience.
- 4.2 Refer to **Appendix A, Field Trip Approving Authorities** when planning a Division-approved field trip.
- 4.3 The Principal for all **Category A and Category B** trips, the Office of the Superintendent for **Category C** trips, and the Board for **Category D** trips will:
  - 4.3.1 Approve the proposal in writing, or

- 4.3.2 Provide, in writing, the conditions that must be met before the proposal is approved; or
- 4.3.3 Reject the proposal stating why the proposal has been rejected.
- 4.4 In making their decision for trips, Principals will:
  - 4.4.1 Consider any guidelines published by Alberta Education and all risk management recommendations through the Secretary-Treasurer regarding the activities for students, to the extent that they may be relevant.
  - 4.4.2 Automatically reject any activities listed as high-risk activities by the Secretary-Treasurer for the Division's comprehensive general liability policy.
  - 4.4.3 In the event that a Principal strongly desires to incorporate one (1) or more of the high-risk activities in their school program, a detailed application must be made to the Secretary-Treasurer.
    - 4.4.3.1 The activity can be incorporated into the school program only after written approval is received from the Secretary Treasurer.
- 4.5 ECS, Division I (Grades 1-3) and II students (Grades 4-6) will be restricted to excursions within Alberta; Division III students (Grades 7-9) to excursions within Canada.
- 4.6 **CATEGORY A and B Trips**
  - 4.6.1 The Superintendent delegates to the Principal of each school the responsibility for approving field trips and collecting all of the form requirements outlined in this Administrative Procedure for **Category A** and **Category B** trips.
  - 4.6.2 The Principal will identify whether or not the co-curricular field trip or extra-curricular field trip is a Division approved field trip as identified in the definitions in the case of **Category A** and/or **Category B** field trips.
  - 4.6.3 Proposals and all required supporting documentation must be completed by the Teacher-Leader and submitted to the Principal to obtain final approval for the trip.
  - 4.6.4 The Principal will develop procedures and requirements for the planning and implementation of all Division approved field trips. Procedures will contain the requirements outlined in this Administrative Procedure and any additional requirements necessary for unique school circumstances, including:
    - 4.6.4.1 The length of time, before a field trip, by which a proposal must be submitted to the Principal for approval;
    - 4.6.4.2 The school's supervision requirements specific to the age and grade of participating students;
    - 4.6.4.3 Prior to a field trip, when parental notification will take place, which will be a reasonable time, given all the circumstances;
    - 4.6.4.4 Identification of the process by which transportation requirements are approved and secured;

- 4.6.4.5 Identification of the person responsible to secure transportation;
- 4.6.4.6 Identification of the kinds of accommodations acceptable to the Principal for overnight field trips; and
- 4.6.4.7 Identification of the person responsible for securing the accommodations.
- 4.6.5 The following additional forms are to be completed for all field trips and kept on file at the school and copies may be requested by the Office of the Superintendent:
  - 4.6.5.1 **Form 260-01 Teacher-Leader Field Trip Checklist**
  - 4.6.5.2 **Form 260-02 Parent Notification Checklist**
  - 4.6.5.3 **Form 260-03 Field Trip Records Checklist**
  - 4.6.5.4 **Form 260-04 Risk Assessment Procedure**
  - 4.6.5.5 **Form 260-07 Field Trip Notification to Parents**
- 4.7 **CATEGORY C Trips**
  - 4.7.1 The Office of the Superintendent has the responsibility for approving and/or canceling **Category C** trips.
  - 4.7.2 The Principal is responsible for submitting the trip proposal and all required forms to the Office of the Superintendent as noted in 4.6.5 (incomplete submission packages will be returned to the Principal).
  - 4.7.3 The Office of the Superintendent will determine final approval for the trip. Once approved, a written letter will be provided to the school for their records.
- 4.8 **CATEGORY D Trips**
  - 4.8.1 The Board has the responsibility for approving/cancelling **Category D** field trips.
  - 4.8.2 The Principal is responsible for submitting the travel proposal and all required forms to the Office of the Superintendent as noted in 4.6.5 (incomplete submission packages will be returned to the Principal).
  - 4.8.3 Upon approval from the Principal, a Teacher-Leader may host an initial meeting to gauge interest and support prior to moving forward with any planning.
  - 4.8.4 The Principal, will consult with the Office of the Superintendent and submit in writing a request for **preliminary approval** in writing for a **Category D** field trip.
  - 4.8.5 The preliminary approval will be obtained a minimum of six (6) months in advance of the date for the field trip.
  - 4.8.6 The request for preliminary approval is to address the following:
    - 4.8.6.1 The trip concept;
    - 4.8.6.2 The curriculum relevance;

- 4.8.6.3 The identification of the grade and approximate number of students;
  - 4.8.6.4 The equipment requirements;
  - 4.8.6.5 Transportation requirements;
  - 4.8.6.6 Accommodation requirements;
  - 4.8.6.7 Procedures for accident, injury, or other critical matters;
  - 4.8.6.8 Any special requirements; and
  - 4.8.6.9 Support in principle by the Principal.
- 4.9 For **Category C and D Trips**, the Principal will complete the same documentation required for **Category A and B** trips as well as
- 4.9.1 **Form 260-06 Waiver for Field Trip**
- 4.10 For all **Category C and D** field trips, the Principal is to include the following information to the Office of the Superintendent:
- 4.10.1 Detailed Itinerary of Field Trip
  - 4.10.2 Participation Agreement with Exchange Program or Tour Company
  - 4.10.3 Emergency Contact Call-Out List
  - 4.10.4 Confirmation of Certificate of Liability Insurance or Additional Insurance if Required by the Secretary-Treasurer
  - 4.10.5 Include copies of **Form 260-04 Risk Assessment Procedure** and **Form 260-06 Waiver for Field Trip**
- 4.11 For **Category D** field trips, upon review of the proposal and required documentation, the Office of the Superintendent will present the trip proposal three (3) months prior to the departure date for final approval at a Public Board Meeting.

## 5. Final Approval

- 5.1 Final approval of **Category A** and **B** field trips is by the Principal.
  - 5.1.1 **Form 260-08 Field Trip Approval** signed and submitted by Principal to the Teacher-Leader and copy to the Office of the Superintendent.
- 5.2 Final approval of **Category C** and **D** field trips will be provided to the Principal from the Office of the Superintendent (**C**) or the Board (**D**), a minimum three months prior to the date of the trip.
  - 5.2.1 **Form 260-08 Field Trip Approval** signed by the Principal and forwarded to the Office of the Superintendent for final approval.
  - 5.2.2 The final approval in writing will be provided by the Office of the Superintendent for **Category C** trips, and after the trip has been approved by the Board at a Public Board Meeting for **Category D** trips.
- 5.3 Final approval for all Division approved field trips may be given only after the completion and submission of all required documentation.

- 5.4 Once a Division field trip is approved, there will be no deviation from the plan. Exceptions may occur due to unforeseen or extenuating circumstances. All deviations must be reported immediately to the Office of the Superintendent for further direction.

## 6. Field Trip Supervision

All Division approved trips will be adequately supervised in accordance with the procedures set out herein. All Division approved trips will be conducted as required in this Administrative Procedure. The reference to a Division approved field trip includes, without limiting the generality of the term, all associated activities, and events, including organization, departure and return, and participation in all activities at the destination of the field trip.

- 6.1 A Teacher-Leader must be identified and be in charge of, and responsible for, any Division approved field trip.
- 6.2 The Teacher-Leader must complete **Form 260-01 Teacher-Leader Field Trip Checklist** that identifies:
- 6.2.1 Who is responsible for establishing a chain of authority whereby the roles, responsibilities, and expectations are clearly identified for all Division staff, any contracted personnel, and any volunteer supervisors involved in the activity prior to and during the field trip, and for communicating this chain of authority to all participants in the field trip – this includes the completion of **AP 490 for Volunteers**.
- 6.2.2 Who is responsible for ensuring emergency procedures are in place for reasonably foreseeable contingencies that may arise during the field trip. These procedures must be communicated to all trip participants.
- 6.2.2.1 The person identified under 6.2.2 is also responsible for reporting by phone or email to the Principal, who in turn will immediately contact the Office of the Superintendent in the event of unusual circumstances resulting in a major modification of the trip itinerary for further direction; and
- 6.2.2.2 is responsible for immediately reporting any serious injury, ambulance call out, or hospital visit, to the Principal, who in turn shall immediately report to the Office of the Superintendent for further direction.
- 6.2.3 The Principal has contacted the Office of the Superintendent to determine if it is necessary to have a Certificate of Insurance extending coverage made on the Division comprehensive general liability policy for any part of the field trip being planned.
- 6.2.3.1 If additional coverage is needed, the Principal will take direction from the Secretary-Treasurer.
- 6.2.4 Who is responsible for ensuring that students, staff, and volunteers have the required extended medical coverage – including proof of vaccinations where required – before they are allowed to participate in any extended co-curricular field trip that involves travel out of Canada.
- 6.2.5 Who is responsible for ensuring that all supervisors are advised of the role, responsibilities, and expectations outlined in clause 6.2.1 and are prepared to carry out the emergency procedures outlined in clause 6.2.2.

- 6.2.6 Assurance that training, preparation, and orientation of all student participants and supervisors is provided and includes the requirement that:
  - 6.2.6.1 For **Category B** trips, at least one adult supervisor holds a current First Aid Certification.
  - 6.2.6.2 For **Category C and D** trips, at least one staff supervisor must hold a current First Aid Certification.
- 6.2.7 Assurance that student supervision is in place at appropriate levels at all times.
- 6.2.8 Assurance that all student participants are assigned to a supervisor.
- 6.2.9 Assurance that each supervisor has a list of the students for whom they are responsible.
- 6.2.10 Assurance in accordance with clause 6.2.6, that an appropriately equipped portable first aid kit is available and accessible and that sufficient Division staff and volunteer supervisors are able to use its contents appropriately.
- 6.2.11 Assurance, when traveling out of province, that all students are carrying their Alberta Personal Health Card.
- 6.2.12 Who is responsible for carrying:
  - 6.2.12.1 A list of student participants;
  - 6.2.12.2 Information regarding medication and medical/dietary needs of all student participants;
  - 6.2.12.3 Telephone contact numbers; and
  - 6.2.12.4 A cell phone (when available or appropriate).
- 6.2.13 The determination of student abilities where relevant.
- 6.3 In the event that the Teacher-Leader is not able to participate in the field trip, another teacher must be identified and approved by the Principal as the adult in charge or the field trip will be cancelled. The Principal is to immediately advise the Office of the Superintendent of the change in leadership for all **Category B, C and D** field trips.
- 6.4 The Principal will ensure that competent persons capable of giving instruction in skill and safety to students have been provided for all Division approved field trips where the activities included in the trip require special skill and/or training.
  - 6.4.1 Competence may be established by virtue of a certificate from a governing body for such activities as skiing, swimming, and canoeing or by virtue of experience and demonstrated expertise.
  - 6.4.2 In areas where certificates are not issued, competency may be that recognized by virtue of experience and demonstrated expertise in the activity resulting in general public acceptance and peer acceptance as an expert.
- 6.5 The Principal will ensure that competent persons, capable of instructing and directing Division staff members and/or volunteers who are acting as supervisors, have been provided for all Division approved field trips where the activities included in the trip



- require special skill and/or training. Competence is determined as in 6.4 above.
- 6.6 All Division approved field trips shall conform to the highest recommended standard contained by Alberta Education and all risk management recommendations by the Secretary-Treasurer.
- 6.7 Supervision will be provided for all students with disabilities or students requiring special attention at a level that maximizes the safety of the students and the opportunity for success for the students in the field trip.
- 6.8 The Principal will ensure a minimum of two (2) supervisors for all Division approved field trips.
- 6.8.1 The circumstances of the trip may cause the Principal to decide to include one person who will be available to return home with a student(s), should the need arise, without reducing the required ratio of supervisors to students who remain on the trip or without interfering with the fulfillment of clause 6.9.
- 6.8.2 While such supervision will include teachers, a Principal may authorize persons other than teachers to provide additional supervision or instruction when warranted by the nature of the specific trip.
- 6.8.3 The minimum acceptable standard of supervision for field trips are:
- 6.8.3.1 ECS – one adult to five students (1:5)
- 6.8.3.2 Grade 1 – one adult to seven students (1:7)
- 6.8.3.3 Grades 2-6 – one adult to ten students (1:10)
- 6.8.3.4 Division III (Grades 7-9) and IV (Grades 10-12) – one adult to fifteen students (1:15)
- 6.8.4 The supervisory requirements will depend upon:
- 6.8.4.1 The age, maturity, needs and ability levels of the students;
- 6.8.4.2 The nature of the activities included in the field trip;
- 6.8.4.3 The circumstances of the field trip; and
- 6.8.4.4 All volunteers must be approved as a supervisor by the Principal and are required to complete all necessary forms under **AP 490 – Volunteers** and/or **AP 491 – Volunteer Coaches and Supervisors**.
- 6.9 Division approved field trips involving overnight stays, and/or swimming activities, and involving both male and female students will have adequate numbers of both male and female adult supervisors.
- 6.10 The use of alcohol or illicit drugs by any student or adult involved in any field trip is strictly prohibited.
- 6.11 Parents and students are to be made aware that the Education Act sections regarding student behaviour also applies to field trips. Students on all Division approved field trips must adhere to **Administrative Procedure 350 Student Conduct** and **Appendix A, Student Code of Conduct**. Any breach or violation of the afore-mentioned may result in the immediate return of the student home under the supervision of a designated adult at the student's expense.

- 6.11.1 For all **Category D field trips**, students are required to complete a Student Conduct Form.

## 7. Family/ Parental Consent

- 7.1 The Principal or Teacher-Leader will inform parents of students involved in the Division approved field trip activity in writing and will be given all necessary information at a reasonable time prior to the trip to ensure that parents have sufficient information so they can make an informed decision about whether their child will participate in the field trip.
- 7.2 The information provided to parents shall contain at minimum the following:
  - 7.2.1 The purpose and/ or the educational goal of the field trip;
  - 7.2.2 The proposed itinerary;
  - 7.2.3 A description of the activities or events proposed;
  - 7.2.4 Safety precautions in place to deal with activities involving known risk;
  - 7.2.5 Emergency procedures to be followed in the event of injury, illness or unusual circumstances;
  - 7.2.6 The requirement for additional medical coverage and other sorts of insurance, such as trip cancellation, loss of property including cash, etc., for out-of-country trips;
  - 7.2.7 The method of transportation to be used;
  - 7.2.8 The arrangements for student supervision;
  - 7.2.9 Any costs to the student;
  - 7.2.10 Any supplies, equipment or documentation students must supply;
  - 7.2.11 Accommodations or billeting arrangements;
  - 7.2.12 Strategies to address the financial implications of cancellation/interruption of off-site activities for emergent reasons, e.g., cancellation or interruption insurance, any refunds or payments, distribution or retention of fundraising monies;
  - 7.2.13 Parents, students, and staff shall be given written information about the potential for loss of some or all of monies they pay or fundraise for each off-site activity, without any recourse to the Division for financial loss;
  - 7.2.14 A statement informing the parents that the Division will not consider refunds and/or compensation for any cancelled field trip; and
  - 7.2.15 Include notification to parents that photos or videos of students attending or participating in a field trip, that is open to the general public, may be taken by participants, others, or the media, and that the Division cannot control or prevent the further distribution of these images.

## 8. Consent and Waiver Forms

### 8.1 Field Trip Consent:

8.1.1 All Division approved field trips require **Consent Form 260-07 Field Trip Notification to Parents** signed by the parents/guardians.

## 8.2 Transportation Consent:

8.2.1 When private vehicles are used to transport students on Division approved field trips, a parent/guardian consent form signed by the parent(s) must be obtained for each student **Form 565-03 Parental Consent** as per **Administrative Procedure 565 – Transportation of Students in Private Vehicles**.

8.2.2 One consent form could cover a series of trips if such trips are included in the schedule provided under clause 8.1.1.1.

8.2.3 The method of transportation and the drivers, if known, must be indicated on the parental consent form to be signed.

8.2.4 No school students, regardless of age, may drive a vehicle, or transport other students, on school-sponsored travel activities as defined in this Administrative Procedure.

8.2.5 A single parental permission is sufficient for more than one trip outside the boundaries of the school such as walking field trips in the neighbourhood of the school, whether scheduled or not, or for swimming sessions, physical education classes, outdoor education classes, or interschool sports, if the information to the parent includes a schedule of all field trips.

8.2.6 Any parental permission will include consent from the parent(s) authorizing the supervisors to arrange for necessary medical treatment at the cost of the parent(s) and will include an acknowledgement that, in the event of an emergency or in the event that the student's conduct or other circumstances warrants it, the student may be transported back to Canada and the parent(s) agree that they will be responsible for the cost of transporting the student and one supervisor back to the town in which the school is located.

## 8.3 Waivers:

8.3.1 **Form 260-06 Waiver for Field Trip** signed by the parents for **Category B** field trips **where in the view of the Principal** a waiver would be appropriate based on the risk assessment;

8.3.2 **Form 260-06 Waiver for Field Trip** signed by the parents for all **Category C** and **D** field trips.

8.3.3 The following provisions will be observed for all waivers:

8.3.3.1 The waiver contains specific information about the activity;

8.3.3.2 The waiver contains specific information about the nature of the rights being given up;

8.3.3.3 The waiver is fully explained to those signing it; and

8.3.3.4 The waiver is signed either by both parents and the student, where the student is sixteen (16) years of age or older.

## 9. Records Process

- 9.1 All field trip records are to be kept by the Principal, subject to audit by the Office of the Superintendent. The Principal may use **Form 260-03 Field Trip Records Checklist** to ensure that appropriate documentation is kept on file in accordance with this Administrative Procedure.
- 9.2 Records for Division approved field trips shall contain:
  - 9.2.1 The proposal including details of the risk assessment and the conclusions flowing from that assessment;
  - 9.2.2 The Principal's approval and authorization of the proposal;
  - 9.2.3 Parental consent;
  - 9.2.4 Agendas and minutes of any parent and staff meetings;
  - 9.2.5 All information provided to parents;
  - 9.2.6 A list of participating students;
  - 9.2.7 All information provided to students relative to the field trip;
  - 9.2.8 A list of supervisors and volunteers;
  - 9.2.9 Agendas and minutes of meetings held with volunteers;
  - 9.2.10 All information handouts given to volunteers;
  - 9.2.11 Any injury or unusual incident reports; and
  - 9.2.12 Signed medical forms for all students, Division staff, and volunteers (for **Category B, C and D trips**).
- 9.3 The record of all Division approved field trips shall be retained according to the following schedule:
  - 9.3.1 The records for field trips where no injury occurred or where no unusual incident report was filed will be considered transitory documents and may be destroyed at the end of two (2) school years.
  - 9.3.2 The records for field trips where an injury occurred or where an unusual incident report was filed will be considered permanent documents and will be retained according to the *Student Record Regulation*.
10. The Office of the Superintendent will provide the Board an update on **Category C and D field trips** as appropriate.
11. Adherence to this Administrative Procedure is required and any serious breach may result in disciplinary action as determined by the Superintendent.
12. The Superintendent reserves the right to cancel any field trip up to and including the day of departure.

Reference: Section 1,11,31,32,33,52,53,196,197,222 Education  
Act Traffic Safety Act  
Guide to Education ECS to Grade 12  
Safety Guidelines for Physical Activity in Alberta Schools

Safety Guidelines for Secondary Inter-School Athletics in Alberta  
Physical Education Safety Guidelines  
Student Record Regulation

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