



**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATING AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: OFF-SITE ACTIVITIES-LOCAL

PROCEDURE CODE:	720 AP 0021
Policy Reference: 720 – Off-Site Activities	Exhibits: 720 E 001 – Consent for All Off-Site Activities <u>720 E 002 – Consent for Recurring Curricular Off-Site Activities</u> <u>720 E 004 – Health Certification and Consent (Extracurricular)</u> <u>720 E 005 – Swimming Ability Form</u> 720 E 003 – Local Off Site Activity Approval 720 E 004 – Extracurricular Off Site Activities Approval 720 E 00 6 <u>7</u> – Off-Site Activity Risk Assessment <u>Template</u> 720 E 00 8 <u>7</u> – <u>Volunteer Registration Form</u> <u>720 E 009 – Volunteers PIC and CSIRC Form</u> <u>720 E 010 – Volunteer Attestation Form</u> <u>720 E 011 - Volunteer Acknowledgement of Risk and Consent Form</u> <u>720 E 012 - Automobile Driver Authorization</u> 720 E 008 – Consent for Recurring Curricular Activities 720 E 013 – Volunteer Registration Form

PURPOSE/BACKGROUND

~~The Division supports off site activities by classes, school groups, and individual students during and/or outside of school hours, when such excursions have a definite educational value and are an integral part of the planned instructional and extracurricular programs.~~

~~While off site activities have positive educational value, care must be taken to ensure that all off site activities are organized in a manner that maximizes educational benefit and ensures the protection and safety of students. To articulate the Superintendent's requirements specific to local off-site activities. See 720 AP 001 for general requirements and definitions.~~

DEFINITIONS

~~Off Site Activities: ————— Includes all field trips, excursions, national and international tours, extracurricular and co-curricular activities occurring off-site where the 'site' is the school grounds and buildings belonging to MHPSD.~~

- ~~Extracurricular Activities: Organized student activities connected to broader educational goals of a social, sports related, or cultural nature (i.e., band, basketball, football). All extracurricular activities taking place off site are considered under the guidelines of this AP.~~
- ~~Off Campus Education: Includes programs such as work study, work experience, registered apprenticeship, cooperative education, and job shadowing programs as per Policy 718 Off Campus Education.~~
- ~~Athletic Academy Activities: Dual focus programming designed to achieve academic excellence while immersing students in a sports environment.~~
- ~~Lead Teacher: The teacher directly responsible for the planning, coordination, and implementation of the off-site activity.~~
- ~~Supervisor: An adult over the age of 18 years who is not a high school student and who has been selected by the Lead Teacher and approved by the principal to assist on an off-site activity.~~
- ~~Parent: A person as defined in the Education Act section 1(1) and (2).~~

PROCEDURES

Local Trips (within 50 km one-way of City Limits)

- A) Local trips require the approval of the Principal or designate, as well as the Occupational Health and Safety Officer (OHS Officer) if the activity risk is medium (yellow) and the OHS Officer and Superintendent if the activity risk is higher care (orange). Approval is subject ~~and are subject to the following~~ conditions identified in 720 AP 001 as well as what follows:
- 1 A designated ~~lead teacher~~ teacher-leader is responsible for the organization of the outing, ensuring all requirements are followed and will be present on the off site activity;
 - 12 The teacher-leader will submit the online application for the activity providing the following details;
 - 2.1 A name/description of the event along with the start and end date of the trip and the departure and return time;
 - 2.2 The Physical Education, Athletic requirement or Alberta curricular ~~Have a curriculum focus that the event is linked directly to, or is an extension of, the Alberta Education Program of Studies;~~ If it is curricular focused, what outcomes are being addressed that cannot be accomplished in the regular school setting.
 - 2.3 Indicate how many instructional days students will be missing, if applicable;
 - 2.4 Identify the minimum required supervision ratio per the School Physical Activity Chart, and the grade level(s), class(es), team(s) or club(s) with a total number of



students participating. **Employees of the off-site facility or program are not to be included when determining supervision ratio;**

2.5 Share the orientation plan for supervisors and what their expected responsibilities will be. The teacher-leader will identify who the supervisors are, whether they are staff or not, and whether they have first aid certification, including what level of first aid, if applicable;

2.5.1 Ensure adequate teacher and adult supervision, as per the School Physical Activity Chart (722 E 001) and Health & Education Resource for Safety (SPHERes). In the case of disagreement between the two documents, the higher standard will apply;

2.5.2 If at any point in the activity, students will not be under the direct supervision of the teacher-leader or other teacher supervisors, the teacher-leader will need to provide an age-appropriate safety plan (consider plans to ensure students are not alone, reasonable check-ins with supervisor, and student preparation for what to do in an emergency);

2.5.3 For any non-staff supervisors, ensure that they have completed and been approved to volunteer with 720 E 007: Volunteer Registration Form as well as a valid Police Check and Vulnerable Sector Check, if required as per 720 AP 006. In addition, they will need to sign and submit 720 E 011: Volunteer Acknowledgement of Risk and Consent Form.

2.6 List each type of activity that will occur on the trip, along with the corresponding risk category (e.g. hiking, swimming, mountain bike riding) as per 722 E 001;

2.6.1 If the activity includes swimming 720 E 005 Swimming Ability Form must be completed.

2.7 Transportation arrangements: see section below;

2.8 Financial requirements;

2.8.1 Consideration of the diversity of the student population should be made to ensure the activity is both accessible and inclusive; and that participation is not limited by a parent's financial limitations;

2.9 The teacher-leader will be familiar with, and conduct a safety assessment of, the proposed site of the field trip.

2.10 Upload risk assessment

3 Items or information required for the Off-site Activity

3.1 First Aid Kit;

3.2 Telephone or other reliable means of communication;

3.3 Emergency phone numbers for location (school contact person, ambulance, hospital);

3.4 Emergency contact numbers and information for all participants;



3.5 Suitable means of transportation in the event of emergency;

23.6 Supervision plans for emergency situations.

- ~~3 Have curricular outcomes that cannot be accomplished in the regular school setting;~~
- ~~4 Consider the diversity of the student population and ensure the activity is both accessible and inclusive, and that participation is not limited by a parent's financial limitations;~~
- ~~5 Provide meaningful alternative activities of educational relevance for students who do not participate but who will be in attendance at school at the time of the trip;~~
- ~~6 Are planned in accordance with and meet the allowable grade levels for the type of trip as per the School Physical Activity Chart (722 E 001) and the School Physical Activity, Health & Education Resource for Safety (SPHERes);~~
- ~~7 Where necessary and possible, have a prior site visit to the activity destination by the lead teacher for purposes of program planning and risk assessment.~~
- ~~8 Have adequate teacher and adult supervision, including both male and female supervisors if required as per the School Physical Activity Chart (722 E 001) and the School Physical Activity, Health & Education Resource for Safety (SPHERes). In the case of disagreement between the two documents, the higher standard will apply. **Employees of the off-site facility or program are not to be included when determining supervision ratio.**~~
- ~~9 Have adequate first aid certified supervisors and an appropriately equipped first aid kit for the type of trip.~~
- ~~10 Have the appropriate completed parental informed consent applicable to the type of trip.~~
- ~~11 Have current (within the school year) Volunteer Registration Form (720 E 013) and police information check with vulnerable sector search for any non-staff adult supervisors of extracurricular activities. Activities taking place outside of the regular school day are considered to be extracurricular.~~

Parental Consent

- 1 Parents or guardians of students must be informed of and consent to all off-site activities.

21.1 Information: Information may be provided in writing or by confirmed digital communication methods regarding details such as (but not limited to) the date and time of the activity, destination, transportation arrangements, program description, itinerary, supervisory arrangements, known potential elements of risks ~~offer~~ the activity, cost to student and school contact information.

1.2 Informed Consent: Consent for ~~All~~ Off-Site Activities (720 E 001) may be provided in writing or by confirmed digital communication and must be returned to the school prior to the off-site activity taking place. This includes low risk (green)



educational activities within walking distance of the school grounds, such as nature walks, cross-country running, Terry Fox run, etc.

31.2.1 When the activity includes swimming, 720 E 005 ability form must be used. If a higher care (orange) activity is approved, a special consent will be created in collaboration with the school division. Note: A Third Party waiver cannot be used. Contact the division's OH&S Officer if a provider requests to use one.

42 For repetitive curricular activities such as physical education classes, a single signed Consent for Recurring Curricular Off-Site Activities (720 E 0082) is sufficient for each unit/type of similar activity semester so long as it includes a schedule dates and times, locations, service providers, known risks and transportation arrangements.

53 The Principal will determine if a parent meeting needs to be held to provide additional information about a specific off-site activity and will arrange one if needed. ~~Lead teachers~~ Teacher-leaders will attend and maintain a record of the meetings, names of participating parents and meeting agendas/minutes. The school may want to record the meeting in order to share with parents who could not attend.

Transportation

- 1) Where transportation is necessary for an off-site activity, the principal may:
 - Authorize the use of a licensed carrier on the Division's approved list of carriers; or
 - Authorize the use of a rental vehicle; or
 - When transportation by licensed carrier is impractical for financial or other reasons and private vehicles are used:
 - a) Complete an Automobile Driver Authorization Form (720 E 01297);
 - b) Authorize the use of privately-owned vehicles with a minimum of \$1,000,000.00 liability insurance provided that:
 - A teacher, parent/guardian or other responsible adult is driving the vehicle; or
 - A student, who is qualified to drive (e.g., with a valid driver's license), has obtained permission from the parent/guardian and it is stipulated that no other students are permitted to be passengers in the vehicle; and
 - Parent permission is provided for all students being transported by private vehicles.

Extracurricular Trips

A) All extracurricular sports and club trips must be approved by the principal using the online Extracurricular Off-Site Activities Form ~~(720 E 004)~~. This is limited to regularly scheduled activities, such as league play, exhibition games, ~~tournaments~~, and single day league or



zone/~~provincial~~ playoffs. For our high school athletics and junior football teams, regular league play includes schools that fall outside the 50 km local definition. An exception, allowing for schools to use the extracurricular off-site activities forms will be made, only for day trips for league play. Principals are responsible for ensuring that proper supervision and safety plans are in place for the league travel outside of the typical local definition. The teacher-leader/coach will need to complete the online request providing the following information:

- 1 Supervisor information;
- 2 -Activity, grade levels involved and estimated number of student participants;
- 3 Date, location and type of each event;
- 4 Transportation Information.

A)B) Trips are subject to the following conditions:

- 1) Health Certification and Consent Form (720 E 0042) is completed.
- 2) For extracurricular off-site activities, a one-time ~~-blanket~~ consent form for the ~~school~~ year~~season of play~~ can be completed; however, parents must be informed of exact dates and locations as details become available throughout the season~~year~~.

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