

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 -NON-
LOCALPROVINCIAL OR OVERNIGHT**

PROCEDURE CODE:	720 AP 00 32
Policy Reference: 720 – Off-Site Activities	Exhibits: 720 E 001 – Consent for All Off-Site Activities 720 E 00 42 – Health Certification and Consent (Extracurricular Activities) <u>720 E 005 – Swimming Ability Form</u> <u>720 E 006 – Alpine Skiing and Snowboarding Ability Form</u> 720 E 004 – Extracurricular Off Site Activities Approval 720 E 005 – Non-Local or Overnight Off Site Activity – Approval 720 E 00 76 – Off-Site Activity Risk Assessment <u>Template</u> <u>720 E 008 – 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> 720 E 01 207 – Automobile Driver Authorization 720 E 008 – Consent for Recurring Curricular Activities 720 E 013 – Volunteer Registration Form 720 E 01 53 – Travel Accounting Template

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 provincial (non-local) or overnight 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

Non-local (Provincial)- or Overnight Trips

- A) ~~Provincial~~ Non-local or Overnight off-site activities are those that include travel more than 50 km one-way outside Medicine Hat city limits or are overnight. These outings are limited to travel within the Province of Alberta ~~with the exception of~~ except for trips to ~~the~~ Cypress Hills Interprovincial Park, Saskatchewan, which are included in this category.
- B) Trips require the approval of the ~~P~~ Principal ~~or Designate~~ and Occupational Health and Safety ~~HS~~ Officer and are subject to the conditions identified in 720 AP 001 as well as what follows following conditions:
- 1 A trip application ~~form~~ Non-Local or Overnight Off-Site Activity ~~Approval (720-E-005)~~ must be completed online, 30 days in advance of the trip.
 - 2 The trip is limited to students in the following grades ~~levels~~ below:
 - Sports teams, performing arts group or extracurricular clubs – grades 7 to 12
 - All other provincial or overnight trips – grades 4 to 12
 - 3 ~~Have a~~ A designated ~~lead teacher~~ teacher-leader who is responsible for the organization of the outing, ensuring all requirements are followed and will be present if the activity is overnight ~~on the off-site activity.~~



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- 4 The teacher-leader will submit the online application for the activity providing the following details:
 - 4.1 The name of the trip, the teacher-leader's name and first aid certification status as well as the start and end date;
 - 4.2 Identify whether the trip is related to the regular Physical Education program or part of SSA or Junior high athletics. If the trip is not related to this, but is curricular focused, the teacher-leader must identify the connection to the Alberta Program of Studies as well as the outcomes that cannot be accomplished at the school;
 - 4.3 Indicate how many instructional days that students will be missing;
 - 4.3.1 Limited to the following number of days if students are not returning home at the end of each day:
 - Grades 4–6: Three days with a maximum of two days being student instruction days.
 - Grades 7–12: Ten days with a maximum of two days being student instruction days.
 - Any exception to additional time away from school will require further details and superintendent approval.
 - 4.4 List the minimum adult to student ratio as required by the School Physical Activity Chart (722 E 001) as well as the participants' grade level, specific grade, class, team or club, and the number of students participating;
 - 4.5 Provide the number of adult supervisors and a detailed plan for informing and meeting with parents about the itinerary, risks, costs and expectations;
 - 4.6 Attach a detailed itinerary;
 - 4.7 Share the plan to provide an orientation for supervisors and what their expected general roles and responsibilities will be;
 - 4.7.1 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);
 - 4.8 List 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. In addition, the teacher-leader will need to provide the specific responsibilities and direction for each of the supervisors;
 - 4.8.1 Ensure adequate teacher and adult supervision, including both male and female supervisors, if appropriate, 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 an off-site facility or program are not to be included when determining supervision ratio;**

4.8.2 For any non-staff supervisors, ensure that they have completed and been approved to volunteer with 720 E 008: 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.

4.9 Destination of trip: If the activity involves an overnight stay, the teacher-leader will identify the accommodation type, the accommodation location, name and address and the sleeping arrangements for students and staff. Describe the overnight supervision plan for students;

4.10 Transportation Plan;

4.11 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 School Physical Activity Chart (722 E 001);

4.11.1 If the activity includes swimming (even a hotel pool) or alpine skiing /snowboarding, parent/guardians will need to complete the appropriate additional ability form for these activities.

4.12 Financial Requirements;

4.12.1 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.

4.13 The teacher-leader will be familiar with, and conduct a safety assessment of, the proposed site for the off-site activity.

4.13.1 Anyone planning and submitting for off-site activity approval is required to consult the School Physical Activity Chart (720 E 001) and School Physical Activity, Health & Education Resource for Safety (SPHEReS).

4.13.2 Pre-visits are ideal, but if not possible or practical, alternatives such as human, internet and paper-based resources could be consulted in order to identify potential hazards or risks at the location(s).

4.14 Upload Risk Assessment.

~~4 Have a curriculum focus that is linked directly to, or is an extension of, the Alberta Education Program of Studies.~~

~~1 Have curricular outcomes that cannot be accomplished in the regular school setting.~~



- ~~5— 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.~~
- ~~2— 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);~~
- ~~3— 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;~~
~~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.**~~
- 75 Items or information required for the Off-site Activity**
 - 85.1** Have adequate first aid certified supervisors and an appropriately equipped first aid kit for the type of trip;
 - 5.2** Have the appropriate completed parental informed consent applicable to the type of trip. NOTE: Swimming, Alpine Skiing/Snowboarding and any approved higher care (orange) activity will require additional forms.
 - 5.3** Phone or other appropriate technology for communication;
 - 5.4** Emergency phone numbers for location (school contact person, ambulance, hospital);
 - 5.5** Emergency contact numbers and information for all participants;
 - 95.6** Supervision and transportation plans for emergency situations.
- ~~10— Have current (within the school year) Volunteer Registration Forms (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.~~
- ~~11— Be limited to the following number of days if students are not returning home at the end of each day:

 - ~~○ Grades 4–6: Three days with a maximum of two days being student instruction days.~~
 - ~~○ Grades 7–12: Ten days with a maximum of two days being student instruction days.~~~~
- ~~12— An Off-Site Activity Risk Assessment (720 E 006) is completed;

 - ~~○ Have a supervisor with current first aid certification.~~~~



- ~~○ A current (within in the school year) Volunteer Registration Form must be completed for all non staff supervisors.~~
- ~~○ A detailed itinerary must be submitted with the off site activity application form. Significant changes to the scheduled itinerary and activities require updated approval from the Principal and Safety Officer if required, with the exception being an emergency.~~
- ~~B) Written parental permission shall be obtained by the completion of the Consent for All Off-Site Activities (720 E 001) for the student to participate in the off site activity with the parent's full knowledge of the itinerary, activities, supervision, and transportation arrangements including the name of the driver if private transportation is used. *Any exceptions to be approved by the Superintendent.~~

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Parental Consent

- 1 Parents ~~/or~~ guardians of students must be informed of and consent to all trip activities.

21.1 Informed: Trip related 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, elements of known potential risks ~~offer~~ the activity, cost to student and school contact information.

1.2 Consent: Consent for ~~All~~ Off-Site Activities (720 E 001) must be returned to the school prior to the off-site activity taking place.

31.2.1 ~~When the activity includes swimming (including a hotel pool), 720 E 005 ability form must be used. If alpine skiing/snowboarding is the activity, 720 E 006 must be used. If a high risk (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 The ~~p~~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. Teacher-leaders/coaches ~~Lead teachers~~ will attend and maintain a record of the meetings, names of participating parents and meeting agendas/minutes.

Transportation

- 1) The principal may:
 - a) 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:



- b) Complete an Automobile Driver Authorization Form (720 E 01207);
- c) Authorize the use of privately-owned vehicles with a minimum of \$1,000,000.00 liability insurance provided that:
 - A teacher or 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 their parent/guardian and it is stipulated that no other students are permitted to be passengers in the vehicle; and
 - Parent/guardian permission is provided for all students being transported by private vehicles.

Extracurricular Considerations

- A) All extracurricular sports and club trips that are non-local or overnight must be approved by the ~~p~~Principal using the non-local or overnight off-site activities request. ~~Extracurricular Off-Site Activities Form (720 E 004). This is limited to regularly scheduled activities, such as league play, exhibition games, tournaments, and zone/provincial playoffs. MHHS, CHHS and junior high football athletic league games in Southern Alberta are the only exception to this. For league trips that do not require overnight stays, the online Extracurricular Off-Site Activities will be used. Trips~~ Trips are subject to the following conditions:
- 1) Health Certification and Consent Form (720 E 0024) is completed.
 - 2) Extracurricular off-site activities that are national, international ~~or do not meet the definition of regularly scheduled in Item A) above,~~ must follow the same requirements as all other off-site activities.
 - 3) For extracurricular off-site activities, a one-time ~~general blanket~~ consent form for the ~~school year~~ season of play can be completed; however, parents must be informed of exact dates, locations and transportation arrangements ~~and locations~~ as details become available throughout the year.
 - 3)4) For tournaments or playoffs that require an overnight stay where students will have access to a swimming pool, 720 E 005 forms must be completed and a supervisor must be in attendance while the students are in the pool.
 - 4)5) Students in grades 7-12 participating in off-site activities as a part of the regular Physical Education Program of Studies or ~~ASAA-SSA~~ activities do not require the approval of the Occupational Health and Safety Officer and do not require an Off-Site Activity Risk Assessment (720 E 0067). However, the expectation is that teachers are adhering to the safe practices specified in the School Physical Activity, Health & Education Resource for Safety (SPHEReS) and that risk mitigation is taught and modeled. Activities taking place outside of the regular school day are considered to be extracurricular.



Approved: June 13, 2006

Revised: October 7, 2024 October 5, 2026

