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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 PROVINCIAL

PROCEDURE CODE:	*720 AP 003*
Policy Reference: 720 – Off-Site Activities	**Exhibits:** 720 E 001 – Consent for Off-Site Activities 720 E 004 – Health Certification and Consent (Extracurricular) 720 E 005 – Swimming Ability Form 720 E 006 – Alpine Skiing and Snowboarding Ability Form 720 E 007 – Off-Site Activity Risk Assessment Template 720 E 008 – Volunteer Registration Form 720 E 009 – Volunteers PIC and CSIRC Form 720 E 010 – Volunteer Attestation Form 720 E 011 – Volunteer Acknowledgement of Risk and Consent Form 720 E 012 – Automobile Driver Authorization 720 E 013 – Travel Accounting Template

PURPOSE/BACKGROUND

To articulate the Superintendent's requirements specific to provincial off-site activities. See 720 AP 001 for general requirements and definitions.

PROCEDURES

Non-local (Provincial) or Overnight Trips

A) Provincial off-site activities are those that include traveling more than 50 km one-way outside Medicine Hat city limits. These outings are limited to travel within the Province of Alberta except for trips to Cypress Hills Interprovincial Park, Saskatchewan, which are included in this category.

B) Trips require the approval of the Principal or Designate and Occupational Health and Safety Officer and are subject to the conditions identified in 720 AP 001 as well as what follows:

1. A trip application Provincial Off-Site Activity must be completed online, 30 days in advance of the trip.
2. The trip is limited to students in the following grade levels:
    - Sports teams, performing arts group or extracurricular clubs – grades 7 to 12
    - All other provincial trips – grades 4 to 12
3. A designated teacher-leader who is responsible for the organization of the outing, ensuring all requirements are met and will be present if the activity is overnight.
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 of the supervisors, whether they are staff or not, and whether they have first aid certification, including what level of first aid. In addition, the teacher-leader will need to provide 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 or 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 completed Risk Assessment (720 E 007).

5. Items or information required for the Off-site Activity

5.1 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;

5.6 Supervision and transportation plans for emergency situations.

Parental Consent

1. Parents/guardians of students must be informed of and consent to all trip activities.
   1.1 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, known potential risks of the activity, cost to student and school contact information.
   1.2 Consent: Consent for Off-Site Activities (720 E 001) must be returned to the school prior to the off-site activity taking place.
      1.2.1 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, 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.
2. 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. Teacher-leaders/coaches 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 012);

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 provincial trips must be approved by the principal using the provincial off-site activities request. Senior high athletics and junior high football 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 are subject to the following conditions:

1. Health Certification and Consent Form (720 E 004) is completed.
2. Extracurricular off-site activities that are national and international must follow the same requirements as all other off-site activities.
3. For extracurricular off-site activities, a one-time general consent form for the season of play can be completed; however, parents must be informed of exact dates, locations and transportation arrangements as details become available throughout the year.
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.
5. Students in grades 7-12 participating in off-site activities as a part of the regular Physical Education Program of Studies or 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 007). 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.