

SECTION 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: OFF-SITE ACTIVITIES-PROVINCIAL OR
OVERNIGHT**

<i>PROCEDURE CODE:</i>	<i>720 AP 002</i>
Policy Reference: 720 – Off-Site Activities	Exhibits: 720 E 001 – Consent for All Off-Site Activities 720 E 002 – Health Certification and Consent (Extracurricular Activities) 720 E 004 – Extracurricular Off-Site Activities Approval 720 E 005 – Non-Local or Overnight Off-Site Activity Approval 720 E 006 – Off-Site Activity Risk Assessment 720 E 007 – Automobile Driver Authorization 720 E 008 – Consent for Recurring Curricular Activities 720 E 013 – Volunteer Registration Form 720 E 015 – 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.

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

Provincial or Overnight Trips

- A) Provincial 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 trips to the Cypress Hills Interprovincial Park, Saskatchewan, which are included in this category.
- B) Trips require the approval of the principal/designate and OHS Officer and are subject to the following conditions:
 - 1) A trip application form Non-Local or Overnight Off-Site Activity Approval (720 E 005) must be completed 30 days in advance of the trip.
 - 2) The trip is limited to students in the following grades levels below:
 - Sports teams or extracurricular clubs – grades 7 to 12
 - All other provincial or overnight trips – grades 4 to 12
 - 3) Have a designated lead teacher who is responsible for the organization of the outing, ensuring all requirements are followed and will be present on the off-site activity.
 - 4) Have a curriculum focus that is linked directly to, or is an extension of, the Alberta Education Program of Studies.
 - 5) Have curricular outcomes that cannot be accomplished in the regular school setting.
 - 6) 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.



- 7) 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;
- 8) 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);
- 9) 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;
- 10) 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.
- 11) Have adequate first aid certified supervisors and an appropriately equipped first aid kit for the type of trip;
- 12) Have the appropriate completed parental informed consent applicable to the type of trip.
- 13) 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.
- 14) 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.
- 15) 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.
 - 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.**

Parental Consent

- 1) Parents or guardians of students must be informed of and consent to all trip activities.
- 2) 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 risk for the activity, cost to student and school contact information.
- 3) Consent for All Off-Site Activities (720 E 001) must be returned to the school prior to the off-site activity taking place.
- 4) 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 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 007);
 - 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 the parent 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 Considerations

- A) All extracurricular sports and club trips must be approved by the Principal using the 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. Trips are subject to the following conditions:

- 1) Health Certification and Consent Form (720 E 002) 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 blanket consent form for the school year can be completed; however, parents must be informed of exact dates and locations as details become available throughout the year.
- 4) Students in grades 7-12 participating in off-site activities as a part of the regular Physical Education Program of Studies or ASAA 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 006). 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

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