

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: OFF-SITE ACTIVITIES-LOCAL

<i>PROCEDURE CODE:</i>	<i>720 AP 001</i>
Policy Reference: 720 – Off-Site Activities	Exhibits: 720 E 001 – Consent for All Off-Site Activities 720 E 003 – Local Off-Site Activity Approval 720 E 004 – Extracurricular Off-Site Activities 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

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

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

- A) Local trips require the approval of the Principal or designate, and are subject to the following conditions:
- 1) A designated lead teacher is responsible for the organization of the outing, ensuring all requirements are followed and will be present on the off-site activity;
 - 2) Have a curriculum focus that is linked directly to, or is an extension of, the Alberta Education Program of Studies;
 - 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.
- 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) 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 educational activities within walking distance of the school grounds, such as nature walks, cross-country running, Terry Fox run, etc.
- 4) For repetitive curricular activities such as physical education classes, a single signed Consent for Recurring Curricular Off-Site Activities (720 E 008) is sufficient for each semester so long as it includes a schedule dates and times, locations, service providers, and transportation arrangements.
- 5) 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) 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 007);



- b) 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 Trips

- 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) 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.

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