

## SECTION 700 – Educational Program

### **POLICY 720: OFF-SITE ACTIVITIES**

#### **BACKGROUND**

The Division supports the view that there is a broad range of projects, activities, or visits of educational value which occurs outside the classroom.

#### **POLICY**

The Board of Trustees will support off-campus field trips, tours, projects, and activities subject to available finances, legal restrictions, and the extent of coverage by the Division's liability insurance. Safety is a primary consideration for all off-site activities.

#### **GUIDELINES**

1. Organizers of off-site activities for students will take the necessary steps to ensure the safety of students participating in such activities.
2. The conduct of students and supervisors during off-site activities must always be consistent with the mission, beliefs and values of the Division.
3. Organizers of off-site trips, excursions and community-based activities will consider in their planning the students' ability to pay.
4. Board approval is required for all out of country student trips.

#### **ADMINISTRATIVE PROCEDURE**

[720 AP 001 – Off-Site Activities: Local](#)

[720 AP 002 – Off-Site Activities: Provincial or Overnight](#)

[720 AP 003 – Off-Site Activities: National](#)

[720 AP 004 – Off-Site Activities: International](#)

[720 AP 005 – Volunteers](#)

[720 AP 006 – Community Coaches-Leaders](#)

#### **ADMINISTRATIVE PROCEDURE – EXHIBITS**

[720 E 001 – Consent for All Off-Site Activities](#)

[720 E 002 – Health Certification and Consent \(Extracurricular\)](#)

[720 E 003 – Local Off-Site Activity Approval](#)

[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 Off-Site Activities](#)

[720 E 010 – International Trips – Approval in Principle](#)

[720 E 011 – International Trips – Final Approval](#)

[720 E 012 – Consent for National-International Trips](#)

[720 E 013 – Volunteer Registration Form](#)

[720 E 014 – Travel Declaration for National-International Trips](#)

[720 E 015 – Travel Accounting Template](#)

[720 E 016 – Volunteer Police Information Check and Child Services Intervention Record Check](#)

[720 E 017 – Volunteer Attestation Form](#)

## REFERENCES

International Travel Handbook

**Approved:** September 7, 2004

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