Medicine Hat Public School Division
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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

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 that have clear educational value 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, staff and volunteers 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 international student trips and all national trips in excess of three (3) school days.

ADMINISTRATIVE PROCEDURE

720 AP 001 – Off Site Activities
720 AP 002 – Off-Site Activities: Local
720 AP 003 – Off-Site Activities: Provincial
720 AP 004 – Off-Site Activities: National
720 AP 005 – Off-Site Activities: International
720 AP 006 – Volunteers
720 AP 007 – Community Coaches-Leaders

ADMINISTRATIVE PROCEDURE – EXHIBITS

720 E 001 – Consent for Off-Site Activities
720 E 002 – Consent for Recurring Curricular Off-Site Activities
720 E 003 – Consent for National-International Trips
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
720 E 014 – Travel Declaration for National-International Trips

REFERENCES

International Travel Handbook

Approved: September 7, 2004
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