

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: OFF-SITE ACTIVITIES-NATIONAL

<i>PROCEDURE CODE:</i>	<i>720 AP 003</i>
Policy Reference: 720 – Off-Site Activities	Exhibits: 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 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

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

National Trips

- A) National off-site activities are those that are outside of Alberta but within Canada.
- B) Trips require the approval of the principal/designate, OHS Officer and Superintendent 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 60 days in advance of the trip.
 - 2) A detailed itinerary must be submitted with the field trip application form. Changes to the itinerary must be communicated to the OHS Officer and principal. Significant changes to the scheduled itinerary and activities require updated approval from the principal and OHS Officer, excluding changes due to an emergency.
 - 3) 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;
 - 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. The cost to individual students should not inhibit participation nor discriminate by income.
 - 7) 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);



- 8) 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.
 - 9) 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.**
 - 10) If the total trip cost is \$20,000 or higher, a travel trip financial estimate must be submitted with the trip application; the final trip accounting must be submitted to the Finance Department within 20 days after returning from the trip; and all trip finances must be managed through the school SGF accounts. [720 E 015 Travel Accounting Template](#)
 - 11) Fundraising may be utilized to support the activity in part or whole and participants shall have equitable access to fundraising dollars, based on the involvement of the participant in the fundraising activities. Fundraising activities must adhere to [Policy 416: Fundraising/Canvassing](#)
 - 12) The trip is limited to students in grades 7 – 12.
 - 13) Written parental permission shall be obtained by the completion of the Consent for National and International Trips (720 E 012) for the student to participate in the field trip 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.
 - 14) An Off-Site Activity Risk Assessment (720 E 006) is completed.
 - 15) Have a lead teacher with current first aid certification.
 - 16) A current (within in the school year) Volunteer Registration Form (720 E 013) and police information check with vulnerable sector search must be completed for all non-staff adult supervisors.
 - Be limited to ten (10) days with a maximum of two days being student instruction days.
- *Any exceptions to be approved by the Superintendent.**

Transportation

- 1) 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
 - Authorize the use of a commercial airline 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 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.

Responsibilities of Supervisors

- 1) Every adult travelling with the group will have supervision responsibilities. Non-supervisory adults are not permitted.
- 2) A current (within the school year) Volunteer Registration Form (720 E 013) must be completed for all non-staff adult supervisors.
- 3) An adult supervisor must be always available to students (24 hours per day).
- 4) Supervisors must also:
 - Complete appropriate trip forms
 - Know the details of the activity and their specific duties and authority prior to departure
 - Be appropriately identified for the duration of the trip
 - Report any inappropriate conduct to the lead teacher
 - Adhere to the schedule or itinerary
 - Dress appropriately according to the type of activity



- Fulfill their duties for the duration of the activity, including evenings and weekends
- Attend meetings as required

Lead Teacher Considerations

- 1) A detailed itinerary must be submitted that aligns with the Off-Site Activity Summary (Schedule A – 720 AP 001). Changes to the scheduled itinerary and activities require updated approval from the principal and OHS Officer, excluding changes due to an emergency. All changes must be communicated as soon as possible.
- 2) The lead teacher will ensure that supervisors and activity leaders have appropriate knowledge and training, including valid first aid certification as required.
- 3) The lead teacher will develop a written action plan for any student with an identified health condition.
- 4) The lead teacher, school Principal and school counsellor and/or CST will conduct a risk review of the student participants.
- 5) The lead teacher will facilitate one or more parent/guardian meetings to discuss trip arrangements and risks, and a parent/guardian for each student participating must be in attendance. If necessary, parents/guardians not able to be in attendance may be informed personally at another time. The meeting(s) shall inform parents/guardians, at a minimum, of the following:
 - A review of this AP as the guiding document for trip planning
 - The name of the lead teacher and a contact number
 - Purpose/goal of the trip
 - Proposed itinerary, with date and time of departure and return
 - Description of activities or events planned
 - Any inherent risks and consequences associated with the activities/events (inherent risk refers to the hazard, danger, chance of injury, damage or loss that exists in something as a natural and inseparable quality or characteristic of that activity)
 - Elements of risk which may be encountered, such as rigorous physical activity, water-related activities, or water sports
 - Safety precautions in place to deal with activities involving risk
 - Contingency plans and emergency procedures to be followed in the event of injury, illness, or unusual circumstances
 - Trip cancellation potential and insurance, including optional additional coverage
 - Need for any special equipment, clothing, or personal items
 - A reminder that parents/guardians must inform the lead teacher about any relevant medical conditions of the student (e.g. food allergies)
 - Expectations for student behaviour
 - Arrangements for supervision



- Transportation methods and arrangements
 - Accommodation arrangements
 - Cost to the student
 - Fundraising plans
 - Open accounting of revenues and expenses
- 6) The lead teacher is responsible for the management, security and retention of all documents pertaining to the national trip. Any documents that contain private personal or health information should be stored in a secured electronic format. Documents that require review or storage should be kept as per the MHPSD Document Retention Schedule with access granted to collaborators. These documents may include but are not limited to:
- Schedules/itineraries/tour details
 - Completed forms with signed approvals
 - Parent meeting minutes, attendance/non-attendance lists
 - Student participant lists, medical forms, travel insurance
 - Signed Student Code of Conduct Forms
 - Lesson plans
 - Maps
 - Records of itinerary changes
 - Contracts with tour operators and service providers
 - Accident forms and all post-accident notes, reports, and correspondence
 - Financial reports
 - Trips debrief report

Insurance requirements

Medicine Hat Public School Board has provided for insurance coverage for all students and supervisors/chaperones. The Insurance coverage includes medical, trip cancellation/interruption and baggage. All students and supervisors/chaperones are required to purchase the division travel Insurance.

Approved: June 13, 2006

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