

260 CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES & CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

The Division recognizes and encourages co-curricular and extracurricular programs and activities that enhance the educational experience for students.

The Division recognizes the value of providing the opportunity for students to seek a level of athletics to compete with other schools in an individual or team event, in those sports sanctioned by the Alberta Schools Athletic Association.

The Superintendent expects that the coaching and management of such teams will be, first and foremost, the responsibility of the professional teaching staff. Community coaching, *under the supervision of assigned professional staff*, is an acceptable alternative.

Student, staff and volunteer safety is paramount at all times and coaches/supervisors should be familiar with the procedures and protocols outlined in the Division Occupational Health and Safety Manual as it applies to off-site activities.

Co-curricular and Extra-curricular travel is limited to inside Canada or the continental United States, notwithstanding application due to exceptional circumstances for Senior High students, which requires Board permission.

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1. Definitions

- a. "Type 1 activities" means an off-site activity with
 - i. low risk (rated green by ARMIC);
 - ii. and/or with little potential for injury/loss;
 - iii. and/or no transportation (students walk);
 - iv. and/or less than 1 day in duration;
 - v. assessment of risk management practices to mitigate the risk required;
 - vi. Principal approval required.

- b. "Type 2 activities" means an off-site activity with
 - i. low-moderate risk (may be rated green or amber by ARMIC);
 - ii. and/or minimal potential for serious injury/loss;
 - iii. and/or transportation within 200km of school;
 - iv. and/or off-site urban locations;
 - v. and/or less than 1 day in duration;
 - vi. assessment of risk management practices to mitigate the risk required;
 - vii. Principal approval required.

- c. "Type 3 activities" means an off-site activity with
 - i. moderate risk, (may be rated green or amber by ARMIC);
 - ii. and/or moderate potential for injury or loss;
 - iii. and/or transportation within Alberta;
 - iv. and/or off-site urban or wilderness;
 - v. and/or day, overnight or multi-day;
 - vi. assessment of risk management practices to mitigate the risk required;
 - vii. Principal approval required.

- d. "Type 4 activities" means an off-site activity with

- i. moderate high-risk (rated amber by ARMIC);
 - ii. and/or moderately high potential for injury or loss;
 - iii. and/or transportation outside of Alberta but within Canada;
 - iv. and/or off-site urban or wilderness;
 - v. and/or multi-day duration;
 - vi. assessment of risk management practices to mitigate the risk required;
 - vii. Superintendent approval required.
- e. “Type 5 activities” means an off-site activity with
- i. high risk, high potential for injury or loss (rated amber by ARMIC);
 - ii. and/or transportation to and within international locations;
 - iii. and/or off-site urban, wilderness, remote wilderness,
 - iv. and/or those activities considered higher risk;
 - v. assessment of risk management practices to mitigate the risk required;
 - vi. Board approval required.
- f. Co-curricular refers to those activities which have the classroom or the instructional program as their base. Commonly referred to as a “Field Trip”, it is expected that there will be classroom preparation by the teacher and students for this type of activity and follow-up work relating the activity to the curriculum. In most cases these activities would take place during regular school time.
- g. Extra-curricular refers to those activities sponsored by the school which provide opportunities for student(s) to participate in activities and athletics which are related to the school program and supervised by teachers or other authorized personnel (e.g.: Community Coach). The majority of these activities would take place outside regular school hours.
- h. “Off-site activity” means a co-curricular activity , or an extra-curricular activity that takes students off of school grounds, but does not include a work experience program, Registered Apprenticeship Program or other programs under Alberta Education guidelines for off-campus activities. Off-site activities generally increase the probability of an incident occurring and therefore require specific policies and procedures. Off-site activities are addressed in detail in the SPheREs (“School Physical Activity Health & Education Resource for Safety”) at <https://myspheres.ca/en/>.

- i. The Division - means Canadian Rockies School Division.
- j. “Participant” means a student, teacher, or volunteer or any other Canadian Rockies School Division staff member who travels on the off-site activity, but does not include a guide or service provider staff (bus driver).
- k. “Eligibility criteria” means the conditions required identifying who can participate in the activity.
- l. “Teacher-in-charge” means the teacher responsible for initiating, planning, coordinating, implementing, and reviewing the off-site activity.
- m. “Service Provider” means a company or organization with qualified staff, necessary equipment, and adequate insurance to instruct a specialized off-site activity.
- n. “Urban areas” means a setting less than one hour’s transportation from professional emergency response.
- o. “Wilderness areas” means a setting between one and two hours transportation from professional emergency response.
- p. “Remote wilderness areas” means a setting more than two hours transportation from professional emergency response.
- q. Professional Driver - is a driver not employed by CRPS that provides transportation services.
- r. Qualified Driver - is a driver that is a CRPS employee or volunteer that meets all requirements for the class of vehicle being driven (ie: valid driver’s abstract, etc.).

PART 1 GENERAL

2. Purpose of Co-Curricular Off-Site Activities

- a. The purpose of Co-Curricular off-site activities is to enable students to participate in quality off-site educational experiences that
 - i. enable students to participate in quality educational experiences that support educational outcomes;
 - ii. are relevant, flexible, and accessible; and

- iii. are connected to the Alberta Program of Studies curriculum and learning outcomes, Guide to Education and CRPS.
- b. Off-site student activities must demonstrate the key understanding that
 - i. learning requires purposeful involvement;
 - ii. interpersonal relationships are essential to the learning process;
 - iii. knowledge is constructed within a climate of inquiry;
 - iv. clear expectations and relevant feedback are needed, and that;
 - v. diversity is valued within a responsive environment.
- c. Off-site activities must take place within a context of;
 - i. attention to the safety and security of students;
 - ii. attention to risk assessment of off-site activities;
 - iii. safety and legal protection of students, staff, volunteers and the Canadian Rockies School Division, and
 - iv. adherence to AP 172 Sexual Orientation and Gender Identity.
- d. School-sponsored activities that normally require a class and a teacher to visit a site in the community as an extension to the curriculum i.e: a physical education class using local facilities or a class visit to the post office, are exempt from activity planning aspects of this administrative procedure in that these single homeroom activities should be permitted to operate with as few restrictions as possible. Consequently, teachers can use simplified forms for such activities (ie. Walking Field Trip Form) and student:teacher ratios that are appropriate for grade of students and walking distance.

3. Purpose of Extra-Curricular Activities

- a. Purpose of Extra-Curricular Off-Site is to enable students to participate in off-site experiences such as, but not limited to, athletics, music, conference, student voice, etc.
- b. Extra-Curricular Activities are subject to the regulations as outlined in this AP 260.

4. Access and Eligibility for All Off-Site Activities

- a. Principals must ensure that specific eligibility criteria are established for all off-site activities.

- b. Off-site activities must be open to all eligible students,
- c. Off-site activities may be supported in part or whole by parents or guardians of eligible students, but no eligible student may be denied participation solely on the basis of the inability to pay.

PART 2

TRIP PLANNING, APPROVAL AND CONDUCT

The Division strongly recommends that all travel is to be by school bus within the Province of Alberta.

In special cases, commercial carriers may be approved by the Superintendent.

When private vehicles are used, Administrative Procedure 362, Student Transportation in Private Vehicles, must be followed.

5. Educational Plan for Co-Curricular Off-Site Activities

- a. The teacher-in-charge must
 - i. consult with and obtain the approval of the Principal before planning for the off-site activity may proceed; and
 - ii. submit an educational plan as included in the Off-Site Activity Proposal Form for the Principal's approval that
 - includes a statement of purpose that explicitly defines instructional objectives, and
 - outlines intended lead-up and follow-up activities, as required.
- b. The teacher-in-charge or the Principal may consult with district office staff regarding educational plans.

6. Plan for Extra-Curricular Activities

- a. The teacher-in-charge must
 - i. consult with and obtain the approval of the Principal before planning for the off-site activity may proceed; and
 - ii. complete all necessary documentation including permission forms, and transportation requests.
- b. Consult with the school administrator in the event of any changes.

7. Safety

- a. A risk assessment must be completed for all off-site activities. Risk levels must be assessed and risk control measures must be identified. Risk assessment is required from third party service providers. Risk assessments are included in the Off-Site Activity Proposal Form.
- b. A site assessment or additional safety assessments are not required for Type 1 activities as long as the requirements of this policy and the applicable procedure manuals are satisfied.
- c. A site assessment is required for Type 2-5 activities. If a physical site assessment is not possible, every effort to assess the site by using appropriate sources is required (ie: contact a facility operator, check the trail report, use reputable, qualified online resources such as a government website).
- d. All amber activities must be facilitated by a qualified leader (with appropriate training and certification) (ie: contact a facility operator, check the trail report, use reputable, qualified online resources such as a government website).
- e. All 'amber' activities must be facilitated by a qualified leader (with appropriate training and certification).
- f. The Office of the Superintendent must review and may supplement all risk assessments prepared by the school for any Type 4 or 5 activity before it is considered by the Principal and district as required.

8. Teacher-in-Charge

- a. The teacher-in-charge must
 - i. submit an Off-Site Activity Proposal Form to the Principal for approval in the time frame required by the School Division and seek approval from the Principal concerning any changes to pre-approved proposals;
 - ii. ensure a proper risk assessment is completed (see AP 260 Section 7 - Safety);
 - iii. possess qualifications, skills, knowledge, experience, and expertise to a defensible standard if the teacher-in-charge is instructing activity;
 - iv. select appropriate volunteers and/or Community Coaches for the activity, and provide volunteers and designated Community Coaches with direction as to the requirements of the trip and their responsibilities, before the departure of the off-site activity; (see AP 260 section 22 and AP 490);

- v. in conjunction with the school administration, engage a reputable service provider if that teacher-in-charge's qualifications do not meet the requirement(s) (see AP 260 Section 10);
 - vi. a copy of the Off-Site Activity Proposal Form, itinerary, list of trip participants, parent communication, trip emergency procedures and necessary contact information be left with the Principal or Principals in the case of an activity involving two or more schools;
 - vii. ensure that the appropriate trip documentation accompanies the teacher-in-charge and the other trip supervisors; this includes student Emergency Contact/Medical information (review related APs 389, 387, 386, and 316);
 - viii. ensure that a precise attendance count is taken during the trip and at all points of departure.
- b. The teacher-in-charge and other teachers or community volunteers traveling as a coach are required to
- i. exercise or ensure that supervision is provided on a full-time basis;
 - ii. take whatever precautions are necessary to ensure the proper conduct, appropriate behavior and safety of students including students receiving;
 - iii. provide students with a list of emergency contacts such as the bus line, accommodation, airline, the teacher-in-charge cell phone number, etc.
- c. The teacher-in-charge may, in consultation with the Principal, shorten, cancel or terminate an off-site activity at any time, if, in the opinion of the teacher-in-charge or Community Coach, the off-site activity cannot proceed or be completed in a safe or satisfactory manner.

9. Activity approval

- a. The Principal
- i. has the authority to approve Type 1-4 in-province activities;
 - ii. must review approval of Type 2-5 Off-Site Activity Proposals and applicable Type 1 Off-Site Activity Proposals;
 - iii. confirm that the activity planned is not one of the "Red Listed Activities" (See AP 260 Part 4 Activities);

- iv. may shorten, cancel or terminate an off-site activity at any time, if, in the opinion of the Principal, the off-site activity cannot proceed or be completed in a safe or satisfactory manner.
- b. Before approving an off-site activity, the Principal must
- i. be satisfied that
 - the teacher understands policies and procedures defining the teacher's responsibilities and duty of care;
 - ensure teacher-in-charge is competent in planning and leading the off-site activity;
 - ensure the destination is appropriate for the age, fitness, maturity, and mental and physical condition;
 - the students, teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip, (See AP 260 Section 20) and;
 - arrangements are in place for covering all the financial matters, including a refund procedure, a contingency fund, and an accounting for all expenditures.
 - ii. consult with the teacher-in-charge before approving any Type 2-4 trips or requests for Type 4 out-of-province or Type 5 activities;
 - iii. ensure the teacher-in-charge has completed a site assessment and appropriate trip planning;
 - iv. ensure there is a progression of skill instruction in curriculum and non-curricular delivery;
 - v. maintain on file a copy of all appropriate documentation as outlined in the procedure manuals, for Type 1-5 activities.
 - vi. may refer activities to the Superintendent for review and approval;
 - vii. must refer any request for a Type 4 out-of-province activities or Type 5 activities to the Superintendent.
- c. The Superintendent
- i. may approve Off-Site Activities referred to the Superintendent by the Principal;
 - ii. may provide advice and guidance to teachers, Principals regarding safety assessment of any proposed trip;
 - iii. must approve Type 4 or Type 5 in-country activities upon the advice of the Principal;

- iv. must seek the approval of the Board of Trustees for any trips outside Canada; and
 - v. must advise the Principal of the rationale for non-approval of trips.
 - vi. may shorten, cancel or terminate an off-site activity at any time if, in his/her opinion, the off-site activity cannot proceed or be completed in a safe or satisfactory manner.
- d. Type 1 activities must be:
- i. approved by the Principal and kept on file at the school and;
 - ii. filed with the Principal two weeks prior to departure where possible.
- e. Type 2 activities must follow the approval process timeline:
- i. one month prior to the activity, the teacher-in-charge submits the Off-site Activity Proposal for the Principal to review and approve;
 - ii. two weeks prior to the activity, the teacher-in-charge sends all necessary off-site activity forms to parents to sign as well as answers any parent questions;
 - iii. One week prior to the activity, all off-site activity forms are collected.
- f. Type 3 and Type 4 activities must follow the approval process timeline:
- i. two months prior to the activity, the teacher-in-charge submits the Off-site Activity Proposal for the Principal to review and approve (Type 4 activity proposals are then forwarded to the Superintendent for approval);
 - ii. one month prior the teacher-in-charge hosts a parent information meeting in which all necessary off-site activity forms are signed or sent home to be brought back by the student;
 - iii. two weeks prior to the activity, all off-site activity forms are collected.
- g. Type 5 in-Canada activities must follow the approval process timeline:
- i. three months prior to the activity (or minimum of nine months for out-of-country activities), the teacher-in-charge submits the Off-site Activity Proposal for the Principal to review and approve;
 - ii. two months prior to the activity, a meeting is held with the Principal and the teacher-in-charge to provide recommendations. If approved, the teacher-in-charge hosts a parent information meeting in which all necessary off-site activity forms are signed or sent home to be brought back by the student. The teacher-in-charge reviews postponement and

- iii. one month prior to the activity all off-site activity forms are collected;
 - iv. the teacher-in-charge and the Principal should watch the weather, political, economic, and travel issues related to the locations or countries visited.
- h. Type 5 out-of country activities must follow the approval process timeline:
- i. a minimum of nine months prior to the activity, the teacher-in-charge submits the Off-site Activity Proposal for the Principal to review and approve;
 - ii. If approval in principle is granted by the Superintendent, the Superintendent will take the activity proposal to the Board at the next Board meeting for approval in principle;
 - iii. Seven months prior to the activity, a meeting is held with the Principal and the teacher-in-charge to provide recommendations. If approved, the teacher-in-charge hosts a parent information meeting in which all necessary off-site activity forms are signed or sent home to be brought back by the student. The teacher-in-charge reviews postponement and cancellation procedures and details any contingency plan at the parent meeting;
 - iv. five months prior to the activity all off-site activity forms are collected;
 - v. the teacher-in-charge and the Principal should watch the weather, political, economic, and travel issues related to the locations or countries visited;
 - vi. the Board may shorten, cancel or terminate an off-site activity at any time, if the off-site activity cannot proceed or be completed in a safe or satisfactory manner;
 - vii. In exceptional circumstances, the Principal, or the Superintendent of Schools, as the case may be, may reduce the approval time for Type 1-5 activities.

10. Supervision

- a. For the purposes of this administrative procedure, 18-year-old students are considered as students and shall not be assigned adult supervisor duties. The minimum acceptable standard of supervision for all off-site activities:
 - i. for students in Kindergarten to Grade 8 is one adult to 10 students;
 - ii. for students in Grades 9 to 12, is one adult to 15 students.

- b. For all off-site activities outside Alberta, the minimum acceptable standard of supervision is two adult supervisors, one of whom must be the teacher-in-charge or Community coach from the school approving the trip.
- c. Where off-site activities include overnight stays and the student group includes female and male students, supervision of the group must include both female and male supervisors or a male or female if the group is made up of all same gender participants.
- d. Additional supervision by certified staff and/or volunteers from the school sponsoring the trip must be considered for off-site activities involving
 - i. increased risks;
 - ii. large numbers of students;
 - iii. participation of students with special needs;
 - iv. crowded venues;
 - v. trips that are new to the sponsoring school community.
- e. All supervision must be provided by individuals who are over the age of 21.
- f. The student supervision ratio required for **walking/biking to and from an off-site activity** location is determined by the school administration. K-8 classes require a minimum of two adult supervisors, one of which is the teacher-in-charge. For Grades 9-12, it is suggested that there be at least two adult supervisors, one of which is the teacher-in-charge. Additional supervisors may be required depending on the assessed risk (eg: group composition, maturity level) and is at the purview of the school administrator. Approval of the supervision ratio by the school administration is through the Off-Site Activity Proposal Form.
 - i. When determining the ratio for *walking/biking to and from an off-site activity*, the following must be considered:
 1. grade, behavior and competence of students;
 2. number and type of street crossings, traffic density;
 3. time of day, lighting, weather, and specific hazards (e.g. presence of wildlife, river, lakes, ponds, steep terrain, railway crossings);
 4. route and distance being traveled;
 5. other factors that could affect student safety, and
 6. for biking to and from the activity, the pre-trip requirements for cycling and road biking.
 - ii. In preparation of *walking/biking to an off-site activity*, the teacher-in-charge must discuss with students:

1. behavioral expectations (see AP 260 Section 21);
 2. the walking/biking route, road and railway crossings (e.g. cross as a group);
 3. procedure in an emergency, including:
 - the process for students to contact 9-1-1,
 - process for students to contact the school, and
 - procedure for students to follow if separated from the group.
 4. for biking to and from the activity, the risk control measures for cycling and road biking.
- iii. While *walking/biking to and from an off-site activity location*, the teacher-in-charge will
1. leave the school as a group;
 2. carry a cell phone and have a first aid kit with the group;
 3. ensure the lead and sweep persons (and teacher if not the lead of sweep) be in contact through radios;
 4. carry student Emergency Contact/Medical information;
 5. keep the group together;
 6. have direct visual supervision of the group;
 7. return to the school as a group, and
 8. for biking to and from the activity, the risk control measures for cycling and road biking are employed.

11. Safety Guidelines

The standards described in Alberta Education 'Safety Guidelines for Physical Activity in Alberta Schools' represent minimal standards and should be either met or surpassed.

12. Service Providers

If the school does not have qualified staff or volunteers or the necessary equipment to instruct a specialized activity, a reputable service provider should be used.

- a. The Principal should approve the service provider's qualifications, and
 - i. ensure that all service providers have a current liability policy;
 - ii. ask for a Certificate of Insurance from these providers.
- b. A process should be developed to ensure the selection and preparedness of all service providers.
- c. Contractual agreement with the service providers should be documented.

- d. The teacher-in-charge should require documentation from the service provider pertaining to risk assessment and control measures.
- e. The service provider should be expected to instruct and supervise students in addition to school supervisors.
- f. Our insurance provider does not allow schools, teachers or students to sign waivers of liability from service providers. Only Acknowledgment or Risk and Informed Consent forms are acceptable.

13. Elementary Students

- a. Off-site activities for elementary students in Kindergarten to Grade 3 are limited to trips in Alberta and British Columbia within 200 kilometers of the district boundaries.
- b. Off-site activities for elementary students in Grades 4, 5, and 6 are limited to trips in Alberta, British Columbia and Saskatchewan, within 500 kilometers of the district boundaries.
- c. In exceptional circumstances, off-site activities beyond the 500 km of district boundaries for elementary students may be permitted if the following conditions are met:
 - i. the school administrator supports and approves the request; and
 - ii. the Superintendent of Schools approves the request.

14. Junior High Students

- a. Off-site activities for Grades 7, 8 and 9 are limited to trips within Canada, as long as the trip is not longer than seven (7) consecutive school days. Trips may be longer if they include non-instructional days.
- b. In exceptional circumstances, junior high school trips to the continental United States may be permitted if the following conditions are met:
 - i. the school administrator supports the request; and
 - ii. the Superintendent of Schools supports the request and it is approved by the Board of Trustees.

15. Senior High Students

- a. Off-site activities for Grades 10, 11 and 12 are limited to trips within Canada and the continental United States, as long as the trip is not longer than seven (7) consecutive school days. Trips may be longer if they include non-instructional days.

- b. In exceptional circumstances, senior high school trips outside Canada and the continental United States may be permitted if the following conditions are met:
 - i. the school administrator supports the request; and
 - ii. the Superintendent of Schools supports the request and it is approved by the Board of Trustees.

16. Transportation

The Division strongly recommends that all travel is to be by school bus within the Province of Alberta.

In special cases, commercial carriers may be approved by the Superintendent.

When private vehicles are used Administrative Procedure 362, Student Transportation in Private Vehicles, must be followed.

- a. Volunteer drivers must adhere to all procedures included in AP 362
- b. Parent drivers
 - i. may transport their own children to and from approved off-site activity sites. These arrangements should be made with the teacher-in-charge and the Principal and the [Consent to Release Student and/or Consent for Alternate Transportation form](#) be submitted.
 - ii. wishing to transport a child not their own to and from approved off-site activities must submit the [Consent to Release Student and/or Consent for Alternate Transportation form](#) to the teacher-in-charge, child's parent/guardian, and the Principal 24 hours in advance of the activity.
- c. Student drivers
 - i. our insurance provider does not sanction the practice of students driving other students to and from off-site activities;
 - ii. if a student is driving themselves, they must acknowledge in writing they are not permitted to drive other students;
 - iii. students driving their own vehicles must start and finish their travel to and from the offsite activities from the school the trip originates, unless instructed to do otherwise.
- d. School owned vehicles are permitted for use and should be approved by the Principal according to:
 - i. vehicles are professionally inspected every six months;

- ii. drivers complete pre and post-trip vehicle inspections.
- iii. The following are requirements for the use of division-owned vehicles:
 1. all vehicles and trailers require valid license plates which are registered by the school or school district;
 2. vehicles will be equipped with all-season or winter tires during the winter season;
 3. school staff members are the only personnel permitted to drive vehicles unless volunteers are otherwise authorized by the Principal and have a valid driver's abstract on file with the transportation department;
 4. vehicles may not be loaned to other organizations or service providers;
 5. vehicles are only to be used for authorized off-site activities;
 6. all proper vehicle documents should be in the vehicle when it is in use, e.g., vehicle registration, proof of insurance, etc.
- e. Transportation ratios
 - i. minimum ratio is one supervisor per vehicle;
 - ii. supervisors may or may not be the driver;
 - iii. if the capacity of the vehicle exceeds twenty-four students and the staff member is the driver, an additional supervisor is required;
 - iv. a professional driver does not qualify as a supervisor.
- f. If a vehicle is equipped with a front passenger-side airbag students must not be transported in that seat if they do not meet the minimum height requirements for safety, unless the airbag has been properly deactivated.
- g. Except in the case of emergencies, vehicles must not depart from an off-site activity until all students have returned to the vehicles.
- h. Due to safety concerns, the use of 15-passenger vans for school sanctioned activities is prohibited.

17. Travel in Severe Weather and Poor Driving Conditions

The Transportation Manager, in conjunction with the school administration, must ensure that weather and road conditions are conducive to travel before students leave the school division for an off-site activity trip. Please note: decisions made by the Transportation Manager, in conjunction with school administration, must be respected.

- a. The Transportation Manager, in conjunction with school administration, will ensure that roads are conducive for travel (including the return trip). If there is a potential for severe weather or poor driving conditions on any enroute highway,

approval for travel must be decided by the Transportation Manager in consultation with school administration. This includes, but is not limited to:

- i. Weather Watch Advisory or Special Weather Statement issued by Environment Canada.
 - ii. Alberta 511 indicates road conditions as:
 1. Partly covered with snow and/or ice,
 2. Covered with snow and/or ice,
 3. Limited visibility.
- b. An off-site activity trip may not leave the school division or return to the school division by vehicle if any one or more of the following exist (this does not apply to regularly scheduled bus runs):
- i. the RCMP or local authorities have advised a warning against travel on any enroute highway;
 - ii. Alberta 511 indicates the road is closed
 - iii. The ambient temperature is below -40 C.
- c. On return trips, the Transportation Department, in consultation with authorized personnel, must verify weather and road conditions are conducive for travel. Students need to be prepared to depart early or for additional overnight stays resulting from weather delays or road conditions. .
- d. Students must be appropriately clothed for travel by road during the winter, as determined by the teacher-in-charge.
- e. For travel outside district boundaries, any vehicles used to transport students must contain or have immediate access to a first aid kit.
- f. Any private vehicle used to transport students must;
- iv. be properly equipped to handle all road conditions, be in good running order; and
 - v. have appropriate equipment such as a spare tire, jack, emergency road tools, emergency provisions or an emergency survival kit; and
 - vi. meet all requirements laid out in AP 362.

The Division discourages the practice of driving at night.

18. Accidents

If an accident occurs during an off-site activity, the teacher-in-charge must:

- a. assess the situation and, if injuries have occurred, attend to the immediate medical concerns;
- b. phone 911 (activate EMS) should the injuries warrant medical care;
- c. determine whether or not the trip will continue based upon all the circumstances;
- d. notify the Principal or designate at the earliest opportunity if serious injuries have occurred so that the Principal may inform the parent or guardians, the Superintendent of Schools and others as necessary; and
- e. complete a [Student Accident/Incident Report Form](#) within 24 hours of the incident or as soon as possible upon return to the school;
- f. a communication device (eg: cell phone, satellite phone) must be made available for an off-site activity.

19. Alcohol and Drug Use is Strictly Prohibited

The use of alcohol, tobacco, illegal drugs, marijuana, or recreational drugs by all participants is strictly prohibited during off site activities, and applies to all off-site activities regardless of the circumstances, the age of the participants or local laws, customs and culture. Staff and volunteers will refrain from smoking in the presence of students. If there is suspicion of illegal substance use the RCMP will be called.

PART 3

PARENT/GUARDIANS, STUDENTS AND VOLUNTEERS

20. Parent Permission

- a. Teachers and school administrators must ensure that
 - i. the parent/guardian is authorized to sign for the student;
 - ii. Teachers are available to answer the parents' questions before they sign forms.
- b. Parents or guardians must be informed in writing of the following information about off-site activities:
 - i. the purpose and educational objectives of the off-site activity;
 - ii. the name of the teacher-in-charge and a contact telephone number;
 - iii. the date;

- iv. the destination and, where necessary, a map of the area;
 - v. a detailed itinerary, setting out the general nature and number of activities;
 - vi. departure and return times;
 - vii. mode of transportation;
 - viii. financial arrangements;
 - ix. level of supervision;
 - x. a list of the most likely risks associated with the activity;
 - xi. safety precautions;
 - xii. the date of the parent meeting for Type 3-5 activities (a list of alternative information source if parents cannot attend meeting);
 - xiii. any unusual factors such as rigorous physical activity, water-related activities or water sports;
 - xiv. a reminder that parents or guardians must inform the teacher-in-charge about any relevant medical conditions of the student;
 - xv. emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - xvi. the need for additional medical coverage for out-of-district and out-of-country trips;
 - xvii. any other relevant information about the trip which may influence the parent's or guardian's decision to withhold permission, such as a controversial museum exhibit;
 - xviii. an Acknowledgement of Risk and Informed Consent form to be signed by parents.
 - xix. Parents are asked to inform the school in writing if they do not want their child to participate in an off-site activity.
- c. One permission form from the parent or guardian is acceptable for a series of Type 1 activities.
 - d. Type 2-5 activities require one form per activity.
 - e. When a parent meeting has been called for a Type 3-5 activity

- i. the teacher-in-charge must keep a record of attendance at the parent meeting;
 - ii. present the information detailed in 'Parent Permission' section 22.b;
 - iii. present an alternative plan if parents do not want their child to attend activity;
 - iv. arrange for an interpreter for those parents unable to speak or read English.
 - v. The student's parent or guardian must;
 - attend the parent meeting to discuss the off-site activity and the rules and conduct expected of students, or
 - personally speak to the teacher-in-charge about the activity.
 - vi. The teacher-in-charge and parents should settle on costs, itinerary, and notification protocols regarding changes to the program and or contingencies related to travel.
- f. When an off-site activity includes students from two or more schools;
- i. the Principal of each school involved must approve the participation of their students, and
 - ii. students from all the schools are accountable to the teacher-in-charge.

21. Student's Responsibility

- a. Each student participating in an off-site activity must
 - i. comply with the requirements of the school's student or district's code of conduct;
 - ii. fulfill all the preparatory requirements at an appropriate level of performance;
 - iii. dress appropriately according to the type of off-site activity and weather conditions;
 - iv. participate in a responsible and cooperative manner during the trip; and
 - v. carry out all follow-up procedures in an appropriate manner.
- b. A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school, and is part of the class or group taking part in the off-site activity.

22. Volunteers and Community Coaches

- a. Volunteers and Community Coaches must comply with district policies governing their role and responsibilities, the requirement of Administrative Procedure 490 – School Volunteers.
 - i. Prior to being assigned direct/indirect supervision duties with children in the school, volunteers will provide documentation of satisfactory proof, at the division's discretion, that the employee has not been the subject or charged under the Vulnerable Sector Check. This must be completed yearly.
 - ii. Volunteers have a duty to report any matter that may arise in relationship to those items set forth in item (1) above.
 - iii. The district has a legal obligation to protect personal information in its custody or control from unauthorized access, use disclosure, and disposal. With this in mind, volunteers will complete a confidentiality contract which will be kept in school files.
- b. Volunteers must have qualifications appropriate to their assigned duties eg. Community Coaches.
- c. Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departures. Volunteers must support and follow the district and school Code of Conduct and
 - i. report any inappropriate conduct to the teacher-in-charge;
 - ii. adhere to the schedule or itinerary;
 - iii. dress appropriately according to the type of off-site activity and weather conditions; and
 - iv. fulfill their duties for the duration of the off-site activity, including evenings and weekends.

PART 4 ACTIVITIES

Green or Approved Activities are lower risk activities and can be undertaken.

Amber Activities are moderate risk activities and can be undertaken with appropriate risk management procedures.

Red or Prohibited Activities are prohibited under the ARMIC risk management procedures and are not covered by the ARMIC Member Board's general liability insurance policy. Should a

board have a school that wants to undertake a red/prohibited activity, the following procedures must be followed:

1. A case must be made to show that the educational benefit(s) to the students participating in the activity outweigh the risk(s) of injury to the students and any associated costs. Strong educational benefits must be realized by students taking part in the activity.
2. The activity is to be approved by the Superintendent or designate.
3. Marsh Canada is to perform an independent risk evaluation on the activity and provide the findings to the Risk Management Committee, which will bring a recommendation to the subscribers meeting for approval.
4. Additional liability insurance must be purchased by the ARMIC Member Board to cover the prohibited activity.

Questions on the prohibited activities list are to be directed to the Broker's risk consultant. Most activities follow the Alberta Education Guide to Physical Activities in Schools. ARMIC Member Boards are required to work with Marsh Canada to develop policies and procedures on moderate risk activities such as swimming and football. Requests for changes to this document should be submitted to the Risk Management Committee for consideration.

As schools plan activities for students, the [SPHEREs](#) guidelines should be reviewed, including the Fundamental Reading. These should be reviewed in conjunction with ARMIC's Activities List as ARMIC prohibits some high-risk activities. Both documents will evolve over time as the educational curriculum changes and as new standards emerge in school athletics programs.

General Guidelines:

1. For all activities undertaken the following questions should be considered:
 - Is a parent consent form required?
 - Have the SPHEREs Guidelines been reviewed? Is the activity prohibited by ARMIC?
 - Is the school board the most appropriate host or sponsor of the activity? (i.e. should the activity be sponsored by a community or parent association or should the decision to engage in the activity rests solely with parents?)
 - Does the activity have a demonstrable educational benefit? Is the activity specifically mentioned in the Alberta Education curriculum?
 - Does the activity have to be practiced or can it be demonstrated to reach the learning outcome?
 - Are there safer alternatives that would achieve the same educational benefit?
 - Is First Aid and CPR support available?

- Has an Emergency Action Plan been developed?
- Is emergency communication available?
- Are the instructors and supervisors of the activity qualified and have the appropriate certifications?
- Does the instructor have liability insurance, as required by SPHEReS?
- Are appropriate supervisors/chaperones available?
- Is the activity appropriate for the age, abilities, and size of the student group?
- Is there sufficient equipment available for the activity? Has it been inspected?
- Is transportation required?
- Is safe transportation available?
- Have risk mitigation strategies been identified?

23. Excluded Activities

Please follow the link to view the list of prohibited activities which include off-site, [Appendix 1 - ARMICActivities Policy](#).

- a. off-site activities that require travel time that would be too long for the age of the students involved;

High Risk Activities

The following are guidelines for activities with special considerations:

24. Climbing Walls

- a. is an acceptable activity as long as all the following conditions have been met;
 - i. off-site climbing walls are supervised and facilitated by an insured service provider, and
 - ii. students participate in top-rope climbing only.

25. Cliff Rappelling and Rappelling Towers

26. Archery

- a. is an acceptable activity as long as all the following conditions have been met:
 - i. all teachers of off-site archery activities are certified by National Archery in The Schools Program (NASP), and
 - ii. The teacher in charge must follow all procedures as described by The National Archery in the Schools Program (NASP) protocols.

27. Ice Skating, Ice Hockey, and Inline Skating

- a. are acceptable activities as long as all the following conditions have been met;
 - i. all participants wear approved properly fitted helmets (in accordance to the Safety Guidelines for Alberta Schools)
 - ii. and appropriate warm clothing. Elbow pads and other properly fitted protective equipment are recommended, including mittens for young children.
 - iii. an established and maintained rink, inspected outdoor pond, or arena must be used,
 - iv. the teacher in charge and all supervisors ensure speed is managed properly, and
 - v. no contact is allowed.

28. Tackle Football

- a. is an acceptable activity as long as all the following conditions have been met;
 - i. all tackle football equipment must be professionally rated for contact, within expiry dates and be properly fitted. Mouth guards must be worn for contact drills. Coaches must ensure appropriate size matching of players for contact drills,
 - ii. all players must undergo baseline concussion testing at the beginning of the season and must be retested if any grounds for a concussion are present. A questionable retest must be followed up with a doctor's visit,
 - iii. all coaches must have concussion awareness training and follow 'Return To Play' protocol after all concussions. All players returning after an injury must do so with a doctor's note, and
 - iv. all Emergency Contact/Medical information travels with the team off-site.

29. Tobogganing

- a. is an acceptable activity as long as all the following conditions have been met;

- i. tobogganing in urban locations only in which road access is within walking distance, and
- ii. strict supervision of speed is required at all times.

30. White Water Rafting

- a. is an acceptable activity as long as all the following conditions have been met;
 - i. an insured service provider supervises and facilitates all white-water rafting activities,
 - ii. all participants must wear helmets, PFDs, and be given an appropriate safety briefing,
 - iii. maximum class rafted is Class 2 and
 - iv. students are not cliff jumping.

31. Kayaking

- a. is an acceptable activity as long as all the following conditions have been met;
 - i. for moving water kayaking, teachers must have the appropriate level of current kayaking instructor certification,
 - ii. students must wear helmets at all times,
 - iii. for certified flat water / indoor pool kayaking, all canoeing procedures must be followed and
 - iv. for ocean kayaking, an insured service provider must be used.

32. Winter Camping

- a. is an acceptable activity as long as all the following conditions have been met;
 - i. the teacher in charge has extensive camping and traveling in winter environments as validated by administration,
 - ii. temperature and/or wind chill must not exceed -25 C,
 - iii. access to a heated shelter is recommended, and
 - iv. all teachers of winter camping are recommended to have been certified in the Outdoor Council of Canada Winter, Overnight, and Hiking Modules.

33. Biking (Mountain biking and urban cycling)

- a. Teacher in charge must follow procedures as described in [SPHEREs Activity Guide under Curricular Manual Section](#)
- b. Biking is permitted within the boundaries of the district on designated trails as listed below,
 - i. roadways, or
 - ii. quiet residential streets near the school.
- c. All participants must wear a CSA approved biking helmet.
- d. Backcountry mountain biking is permitted only on trails in Kananaskis Country and Banff National Park that are designated the difficulty level of “Blue Square” or easier by International Mountain Biking Association ([IMBA](#)) Canada.
- e. Cross-country courses and trails may consist of a mix of rough forest paths and single track (also referred to as double track depending on width), smooth fire roads, and paved paths connecting other trails.
- f. More technical single tracks both up and down, enduro and all-mountain riding, freeride and downhill mountain biking is NOT permitted.

34. Downhill Skiing and Snowboarding

Are acceptable activities as long as all the following conditions have been met:

- a. The teacher-in-charge must:
 - i. have visited or received information regarding the seasonal conditions at the time of the activity,
 - ii. make contact with the activity site operator in order to arrange student identification and controls procedure, and
 - iii. understand the activity site’s emergency protocol, and
 - iv. ensure that the “Acknowledgement of Risk and Informed Consent Form” be specific to the snow sport activity in which the student is participating.
- b. Upon arrival at the activity site, the teacher-in-charge must:
 - i. divide students into levels of ability as described by the parent’s or guardian’s signed acknowledgement of the student’s classification or ability level;
 - ii. assist the activity site staff with grouping students for their skill assessment. All skiers will undergo a skill assessment. Non-skiers will then take lessons and others will ski on the hill;

- iii. along with the activity site staff, emphasize to the students that they will be given permission to use specified slopes or trails, and that the use of other slopes or trails is prohibited; and
 - iv. when possible, assist the activity site staff with controlling student access to slopes or trails.
 - c. At the conclusion of the mandatory skill assessment;
 - i. the activity site instructor will identify the level of ability of the students, and assign appropriate ski or snowboarding slopes or trails, and
 - ii. students may begin supervised skiing and snowboarding on the assigned slopes or trails.
 - d. Students must ski in groups of similar skill level.
 - e. A minimum supervision ratio for skiing and snowboarding is one adult to 10 students for Gr. 9-12 and one to eight for Gr. 3-8, including at least one adult supervisor in the ski lodge. Supervision ratio needs to reflect age and skill level of students and is at the purview of the school administration.
 - f. Supervision of ski slopes must be carried out by supervising the face of the hill or ski area on a constant rotation system by pairs of supervisors.
 - g. All participants in skiing and snowboarding activities must;
 - i. wear a properly fitted approved helmet (in accordance to the Safety Guidelines for Alberta Schools);
 - ii. properly fitted wrist guards are recommended while snowboarding, and
 - iii. ski or snowboard only on open runs within the ski area.
 - iv. Teachers should ensure that resort staff reviews the [Alpine Responsibility Code](#) with students.

35. Off-site Activities in Wilderness or Remote Wilderness Areas

Wilderness and remote wilderness activities are Type 3-5 activities and require the procedures highlighted in the SPHEREs Activity guide under the Curricular.

36. Water Activities

- a. All participants involved in water activities outside of a swimming pool must wear a Transport Canada approved life jacket or Personal Flotation Device; except when the swimming activity is supervised by a service provider.

- b. Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity.
- c. Transport Canada approved life jackets or Personal Flotation Devices are not required for wading in flat-water no deeper than the student's waist level. Students can dunk when wading when directly supervised.

37. Swimming Pools

- a. Teacher in charge should
 - i. communicate pool rules and expectations to students;
 - ii. supervise students in hot tubs and disallow the use of saunas.
- b. Students may use swimming pools on off-site activities if there is a lifeguard on duty.
- c. If the facility operator does not provide a lifeguard at a swimming pool, students may use the swimming pool if the school provides a lifeguard with current certification in National Lifeguard Service (NLS), Standard First Aid, and CPR Basic Rescuer.
- d. In a hotel, if possible a lifeguard should be present if students are in any swimming pool. If this is not possible a direct supervisor who is a strong swimmer with first aid knowledge should be present in the pool area at all times and ensure that
 - i. enough supervisors are on the pool deck at all times during the activity;
 - ii. teaching staff are familiar with the procedures of the facility being used;
 - iii. safety equipment such as floating line and ring buoy is available at the facility.

References

Section 1, 11, 31, 32, 32, 52, 53, 196, 197, 222 Education Act
Traffic Safety Act
Guide to Education ECS to Grade 12
Occupational Health and Safety Act, Regulations and Code
Protection of Students with Life-Threatening Allergies Act
Safety Guidelines for Secondary Inter-School Athletics in Alberta
Physical Education Safety Guidelines
Safety Guidelines for Physical Activity In Alberta Schools, available on-line at [http://www.med.ualberta.ca/acicr/Armic Activities Policy](http://www.med.ualberta.ca/acicr/Armic_Activities_Policy)
SPHEReS - School Physical Activity Health & Education Resource for Safety – School Physical Activity Health & Education Resource for Safety at <https://myspheres.ca/en/>
Canadian Rockies Public Schools Code of Conduct, available on-line at: <http://crps.ca/documents/general/Code%20of%20Conduct.pdf>

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