

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

The Division recognizes and encourages co-curricular and extra-curricular 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.

1. Definitions

**Part I**  
General

2. Purpose of Co-Curricular Off-Site Activities
3. Purpose of Extra-Curricular Activities
4. Access and Eligibility for All Off-Site Activities

**Part 2**  
Trip Planning, Approval and Conduct

5. Educational Plan for Co-Curricular Off-Site Activities
6. Plan for Extra-Curricular Activities
7. Safety
8. Teacher-in-Charge
9. Activity Approval
10. Supervision
11. Safety Guidelines
12. Service Providers
13. Elementary Students

14. Junior High Students
15. Senior High Students
16. Transportation
17. Travel in Severe Weather and Poor Driving Conditions
18. Accidents
19. Alcohol and Drug Use is Strictly Prohibited

### **Part 3**

#### Parents/Guardians, Students and Volunteers

20. Parent Permission
21. Student's Responsibility
22. Volunteers

### **Part 4**

#### Activities

23. Excluded Activities
24. Climbing Walls
25. Cliff Rappelling and Rappelling Towers
26. Archery
27. Ice Skating, Ice Hockey and Inline Skating
28. Tackle Football
29. Tobogganing
30. White Water Rafting
31. Kayaking
32. Winter Camping
33. Biking (Mountain biking and urban cycling)
34. Downhill Skiing and Snowboarding
35. Off-site Activities in Wilderness or Remote Wilderness Areas
36. Water Activities
37. Swimming Pools
38. References

## 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 “ASBIE Off-Site Guidelines and Procedures Manual - May 2014”.

- 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 the 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's 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 cancellation procedures and details any contingency plan at the parent meeting;
  - 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 travelled;
    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. behavioural 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.

## ***Green or Approved Activities***

GREEN OR APPROVED ACTIVITIES	
The Green or approved activities must follow established Board policies and administrative procedures, and Safety Guidelines for Physical Activity in Alberta Schools	
Activities	Notes
Bowling	
Court Sports	
Cross Country Skiing (excluding Backcountry)	Definition of Backcountry: remote undeveloped rural area or sparsely inhabited rural areas; wilderness
Curling	
Fishing	
Golf	
Gymnasium program (Safety Guidelines for Physical Activity in Alberta Schools)	
Hiking on Trails	
Low Risk Physical Injury activities	
Sports Field programs (Safety Guidelines for Physical Activity in Alberta Schools)	

## Amber Activities

AMBER ACTIVITIES	
Any other activity where the circumstances suggest that there is the potential for unreasonable risk must be reviewed by the Principal and reviewed against the Safety Guidelines for Physical Activity in Alberta Schools.	
Activities	Notes
Amusement Park Rides (Physics curriculum based only)	
Archery – indoor (in school) or as taught in an Archery Facility, under supervision.	The sport or skill of shooting with a bow and arrows, especially at a target indoors with direct supervision
Bamfield Marine Station	Bamfield Marine Sciences Centre (formerly the Bamfield Marine Station) is a marine research station established in 1972, located in Bamfield, Barkley Sound, British Columbia and run by the University of Victoria, the University of British Columbia, Simon Fraser University, the University of Alberta, and the University of Calgary
Baseball (Hardball)	A ball game played between two teams of nine on a field with a diamond-shaped circuit of four bases
Ball Hockey	A form of hockey played in a gymnasium or arena, or on any outdoor surface without ice, using a hard plastic ball in place of a puck
Bottle Rocketry	A firework typically consisting of a cylindrical case that is partly filled with combustible material and fastened to a guiding stick which may be placed in a bottle to control the direction of the rocket's launch
Broom Ball	A game similar to ice hockey, usually played on a rink, in which the players, often not wearing skates, use brooms instead of hockey sticks to shoot a volleyball into the opponent's goal.
Canoeing in still waters (based on Paddle Canada's still waters).  To qualify for Amber Program, the following must be met: - At least one instructor certified by Paddle Canada or another Provincial Association, which must include First Aid certification - Must have 1 to 5 Boat Ratio (Solo canoeing is 5 participants per instructor; tandem canoeing is 10 participants per instructor) - Additional supervisors must be competent paddlers and known to the certified instructors	Refer to Paddle Canada's Paddling Association Risk Management Requirements  Still Water: a part of a stream or a lake that is level or where the level of inclination is so slight that no current is visible. A certified instructor under the program must be able to assess the risk level of the water.
Cheerleading (aerobic)	A sport involving the performance of organized cheering, chanting, and dancing in support of a sports team at games
Cycling (Physical Education Guidelines)	Cycling activities which follows the Safety Guidelines for Alberta Schools
Diving	
European Handball	A game played between two teams of seven players each, the object being to throw the ball into a hockey like goal at either end of the rectangular court. The ball is moved by dribbling and passing with the hands
Field Hockey	A game played between two teams of eleven players who use hooked sticks to drive a small hard ball toward goals at opposite ends of a field.
Floor Hockey	Same rules as ice hockey below but played on a regular floor or gymnasium (no ice)
Firearms Courses (No Live ammunition)	
Football	A ball used in football, either oval (as in American football) or round (as in soccer), typically made of leather or plastic and filled with compressed air.
Go-Karting	



Gymnastics	Exercises developing or displaying physical agility and coordination. The modern sport of gymnastics typically involves exercises on uneven bars, balance beam, floor, and vaulting horse (for women), and horizontal and parallel bars, rings, floor, and pommel horse (for men).
Horseback Riding (Vetted and Accredited Facility – example trail riding)	The sport or activity of riding horses
Hunter Training	Capturing of wildlife using traps, crossbows. (Firearms are listed as red activity)
Ice Fishing	Fish through holes in the ice on a lake or river
Ice Hockey	A fast contact sport played on an ice rink between two teams of six skaters, who attempt to drive a small rubber disk (the puck) into the opposing goal with hooked or angled sticks
Ice Skating (Due Diligence)	
Kayaking	Travel in or use a kayak
Lacrosse (Field, box)	A team game, originally played by North American Indians, in which the ball is thrown, caught, and carried with a long-handled stick having a curved L-shaped or triangular frame at one end with a piece of shallow netting in the angle.
Martial Arts Training (No Contact Involved/No Weapons)	Various sports or skills, mainly of Japanese origin, that originated as forms of self-defence or attack, such as judo, karate, and kendo (refer to Safety Guidelines for Physical Activity in Alberta Schools)
Mountain Biking (Cross Country)	Cross-country courses and trails consist of a mix of rough forest paths and single track (also referred to as double track depending on width), smooth fire roads, and even paved paths connecting other trails
Orienteering	A competitive sport in which participants find their way to various checkpoints across rough country with the aid of a map and compass, the winner being the one with the lowest elapsed time.
Ringette (Ice)	A game resembling ice hockey, played (especially by women and girls) with a straight stick and a rubber ring, and in which no intentional body contact is allowed
Roller blading	A boot with a single row of small wheels on the bottom that you wear in order to travel along quickly for enjoyment
Mountain skating	Skating on ice surfaces that are not controlled or in an environment that where one can break through the ice. Such as lakes, rivers, where there is a risk of penetrating the ice and individual can drown and risk hypothermia.
Self Defence (No Weapons)	The defence of one's person or interests, especially through the use of physical force, which is permitted in certain cases as an answer to a charge of violent crime
Ropes courses (high and low)	A ropes course is a challenging outdoor personal development and team building activity which usually consists of high and/or low elements. Low elements take place on the ground or above the ground. High elements are usually constructed in trees or made of utility poles and require a belay for safety.
Rugby	
Sailing	
Scuba diving in a swimming pool ( Minimum Standards)	
Skateboarding/Skate boarding parks	
Downhill Skiing, Cross Country Skiing & Snowboarding ( Not Self Evaluated must be trained by ski hill)	
Softball	A sport similar to baseball played on a small diamond with a ball that is larger than a baseball and that is pitched underhand
Swimming (Synchronized)	A sport in which members of a team of swimmers perform coordinated or identical movements in time to music.
Swimming( in pool with Lifeguard present)	
Swimming (In Hotel Pool with Direct Supervision of Staff)	
Track and Field- in field events: Include discuss, javelin, shot put, pole vault and high jump	
Tobogganing, tubing, crazy carpet, and sledding on a slope of less than five metres in height or with an incline of less than 35 degrees	

Wall Climbing (In licensed facilities)	A wall at a sports center or in a gymnasium fitted with attachments to simulate a rock face for climbing practice
Water Polo	A seven-a-side game played by swimmers in a pool, with a ball like a volleyball that is thrown into the opponent's net
Water Slides/Water Park ( Parks need to be vetted)	Water Slide - a slide into a swimming pool, typically flowing with water and incorporating a number of twists and turns. Water Parks - a large outdoor area with swimming pools, water slides, and similar attractions
Weightlifting	The sport or activity of lifting barbells or other heavy weights.
Winter and Summer Camping outs	Camping is an outdoor activity involving overnight stays away from home in a shelter, such as a tent or a recreational vehicle
Wrestling	The sport or activity of grappling with an opponent and trying to throw or hold them down on the ground, typically according to a code of rules

### 23. Excluded Activities

The following off-site activities are not permitted:

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

## Red or Prohibited Activities

RED OR PROHIBITED ACTIVITIES	
ARMIC: The following activities are prohibited, as supported by the historical claim data.	
Activities	Notes
Activities in Wilderness or Remote locations including hiking, biking, skiing or camping trips outside Alberta and overnight backcountry trips within Alberta	
Aerial Gymnastics (excluding cheerleading)	A stunt in which the gymnast turns completely over in the air without touching the apparatus with his or her hands
Aerial Parks	Parks which have various structures or layouts usually with ropes and bridges elevated by man made structures or in a forested area
Airplane Rides/Air Travel (not commercial flights)	
Air travel other than by commercial airline	
American Gladiator style events	An athletic competition game show where contestants, referred to as "contenders", competed against the show's titular Gladiators in a series of physical games called "events" with the goal to be crowned the Grand Champion
Amusement Parks/Rides (except Heritage Park, curriculum based physics field trips to West Edmonton Mall or Calaway Park & Disneyland and DisneyWorld)	
Axe training	Learning how to handle and utilize an axe
Auto racing	Auto racing is a motorsport involving the racing of automobiles for competition
Backcountry Mountain Biking	Remote and no access to communication and health care. toboMountain biking refers to the use of specialized off-road bikes that are used for cross-country and downhill biking
Boxing, kick boxing, or any martial arts with full contact blows or kicks	Contact is prohibited
Bungee jumping	The activity of leaping from a high place while secured by a long nylon-cased rubber band around the ankles
Caving	Also known as spelunking - the exploration of caves
Demolition derbies	A competition in which typically older cars are driven into each other until only one is left running
Demolition of derelict vehicles, equipment or buildings	
Diving into or sliding on foam, mud, ice or snow	Any of these activities irrespective of method used or height of the activity

Dunk Tanks	An attraction at a carnival or similar event in which contestants throw balls at a target with the aim of triggering a mechanism that causes a seated person to drop into a tank of water
Drag Racing	A race between two or more cars over a short distance, usually a quarter of a mile, as a test of acceleration
Excursions to natural disaster areas – i.e. earthquakes, floods, hurricane, tornado zones	Planning an activity or trip in an area where there is a highly likelihood of these events occurring when forecasted or the season for the occurrence of these events
Excursions to war zones – imminent or existing	
Excursions to regions with political or civil instability	
Extreme Sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear)	General catch-all item, specific activities may be listed below
Fencing	The sport of fighting with swords, especially foils, épées, or sabres, according to a set of rules, in order to score points against an opponent
Fireworks Display/ (No Participation by students)	Viewing Only
Go-Karting	Go-karting, is a type of activity utilizing open-wheel car or Quadra cycle on a closed circuit in a competitive environment. Go-karts come in all shapes and forms, from motorless models to high-powered racing machines
Hang Gliding	The sport of launching oneself from a cliff or a steep incline and soaring through the air by means of a hang glide
Hay and Sleigh Rides	
High Platform Diving – Jumping or Diving off High platforms	High diving is a sport in which athletes dive into water from considerably high heights. In pool diving, competitions are conducted on a regular diving pool in which athletes dive from a purpose built platform.
Hiking in hazardous areas, such as West Coast Trail	Hiking in areas where the inherent risk of injury is higher due to the difficulty rating or exposure to rapidly changing conditions that increase risks to a level which cannot be adequately managed
Horse jumping	
Hot air balloon rides (tethered and untethered)	
Ice climbing	
Inflatable Activities (Including Bouncy Castles Sumo Suits and Hamster Balls)	
Luge & Skeleton above the tourist start at Canada Olympic Park	
Martial Arts training involving contact	
Mechanical bull riding or simulated mechanical rodeo events	
Moto-cross (motorized or BMX bicycle)	
Motorcycling of any nature	
Mountain Biking (Trail, Enduro and All-mountain Riding, Freeride and Downhill)	Trail Mountain Biking is more aggressive type of cross-country riding. It generally means riding less fire roads and easy tracks and replacing them with more technical single tracks both up and down.  Enduro and all-mountain riding is faster, steeper and more aggressive, involving bigger drops and jumps. Unexpected terrain hazards are involved.  Freeride and Downhill: This level of mountain biking is designed for the advanced and extreme riders involving high speed, technical sections and massive drops. Generally held in mountain biking parks.
Mountain climbing (but not including hiking in the mountains)	
Off road/All-Terrain vehicles	
Open water swimming	Swimming in ocean, large lake and moving water
Orbing/Zorbing (human hamster ball)	An extreme sport in which a person is strapped inside a very large plastic ball and rolled down a hillside
Parasailing and paragliding	
Paintball, laser tag or war games	
Parkour	The activity or sport of moving rapidly through an area, typically in an urban environment, negotiating obstacles by running, jumping and climbing.

Performances involving/including open flames	Open flame devices are defined as candles, torches, butane burners or any other flame producing device
Personal watercraft ("Seadoos")	
Pyrotechnics	Pyrotechnics is the science and craft of using self-contained and self-sustained exothermic chemical reactions to make heat, light, gas, smoke and/or sound
Racing of watercraft	Competition using water vessels or waterborne vessels. Watercraft are vehicles used in water, including boats, ships, hovercraft and jetskis. Watercraft usually have a propulsive capability (whether by sail, oar, paddle or engine) and hence are distinct from a simple device that merely floats, such as a log raft.
Rifle Ranges or other activities involving firearms and winter biathlon	A place for practicing shooting with rifles and/or firearms
Rock climbing (wall climbing is permitted)	The sport or activity of climbing rock faces, especially with the aid of ropes and special equipment.
Rocketry (Except for bottle rocketry which is a restricted activity)	Use model rockets designed to reach low altitudes and be recovered by a variety of means. Model rockets are constructed of paper, wood, plastic and other lightweight materials.
Rodeo event participation	American style professional rodeos generally comprise the following events: tie-down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing.
Scuba diving & Snorkeling in open water	Open water - any natural body of water, rivers, lakes, and oceans
Slip and Slide Devices	
Ski Jumping	Descending from a specially designed ramp on skis.
Skydiving	A sport in which a person jumps from an aircraft and falls for as long as possible before opening a parachute.
Snowmobiling of any nature	A sport in which a person operates motorized vehicle designed for winter travel and recreation on snow.
Stuntnastics	It combines dance, stunts, gymnastics, and music along with your imagination. It is a floor routine by putting together various creative and physical components, such as pyramid building or other formations. Stuntnastics routines can be created with one or more people.
Tobogganing, tubing, crazy carpet, bobsledding, and sledding on a slope of greater than five meters in height or with an incline of greater than 35 degrees	
Trampoline	The sport of jumping and tumbling on a trampoline
Ultra-light plane flight	Ultralight aviation (called microlight aviation in some countries) is the flying of lightweight, 1- or 2-seat fixed-wing aircraft
Water skiing	Water skiing is a surface water sport in which an individual is pulled behind a boat or a cable ski installation over a body of water, skimming the surface on two skis or one ski
Winter biathlon with live ammunition	The biathlon is a winter sport that combines cross-country skiing and rifle shooting. It is treated as a race, with contestants skiing through a cross-country trail whose distance is divided into shooting rounds
Moving water programs, rafting, kayaking and canoeing, in waters greater than Class II (based on International River Classification System). Moving water includes ocean, large lakes, rivers and streams.  Programs less than the above level may be amber activity, if the school division has the proper risk management procedures as stipulated in the Paddle Canada's Risk Management Requirements	Refer to Paddle Canada's Paddling Association Risk Management Requirements (Annex C). A certified instructor under the program must be able to assess the risk level of the water.
Zip lining	A cable suspended above an incline to which a pulley and harness are attached for a rider

## 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 CSA approved properly fitted helmets and appropriate warm clothing. Elbow pads and other properly fitted protective equipment are recommended, including mittens for young children.
  - ii. an established and maintained rink, inspected outdoor pond, or arena must be used,
  - iii. the teacher in charge and all supervisors ensure speed is managed properly, and
  - iv. 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 ASBIE Manual Section 19.18 for mountain biking
- 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 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 CSA approved helmet;
  - 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 ASBIE Manual Section 19.

### **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>  
Alberta School Board Insurance Exchange's "Off-Site Guidelines and Procedures Manual - May 2014", available on-line at: [http://crps.ca/documents/general/ASBIE\\_Off-Site\\_Activity\\_Manual\\_May2014.pdf](http://crps.ca/documents/general/ASBIE_Off-Site_Activity_Manual_May2014.pdf)  
Canadian Rockies Public Schools Code of Conduct, available on-line at: <http://crps.ca/documents/general/Code%20of%20Conduct.pdf>

## History

Developed: August 2003  
Amended: February 2018  
Amended: March 2021  
Amended: January 2022  
Amended: December 2022