

administrative regulation

Administrative
Regulation No.
3027

Classification:
Schools

Effective Date:
July 2, 2013

Off-Site Activities

1 | Purpose

The purpose of this Administrative Regulation is to provide clear, consistent guidelines for decision making regarding off-site activities for students.

2 | Scope

This Administrative Regulation applies to all CBE employees planning off-site activities for students.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- Off-site activities enable students to participate in quality educational experiences that support educational outcomes.
- Off-site activities are relevant, flexible, and accessible.
- Off-site activities are connected to the Alberta Program of Studies curriculum and learning outcomes, Guide to Education and CBE Results statements.

5 | Definitions.

For the purpose of this administrative regulation:

CBE: means The Calgary Board of Education.

“A” trip: means an off-site activity within the City of Calgary and the Calgary region.

“B1” trip: means an off-site activity outside of the City of Calgary and the Calgary region but within Alberta and on the list of designated trips.

“B2” trip: means an off-site activity outside of the City of Calgary and the Calgary region but within Alberta and not on the list of designated trips.

“C” trip: means an off-site activity outside of Alberta but within Canada.

“D” trip: means an off-site activity occurring outside of Canada.

Eligibility criteria: means the conditions required identifying who can participate in the activity.

Off-site activity: means activities that occur off of the school site and are organized and supervised by the CBE. Off-Campus Education is not considered an Off-Site Activity.

Off-Site Activities Coordinator: means the individual who provides system leadership and guidance with respect to off-site activities within CBE.

Participant: means a student, volunteer, teacher or other CBE employee who travels on the off-site activity.

Supervisor: means CBE staff or approved volunteers who are assigned responsibility for students during the off-site activity.

Teacher-in-charge: means the teacher who is responsible for initiating, planning and supervising the activity.

6 | Regulation Statement

Off-site Activities

- 1) Off-site activities must take place within a context of safety and security of students, employees and volunteers. Appropriate planning must occur to ensure management of risks.

Access and eligibility

- 2) School principals must ensure that eligibility criteria are established for off-site activities.
- 3) Off-site activities must be accessible for all eligible students and the principal must ensure that the school publicizes that financial assistance is available for students who are unable to pay the costs.
- 4) Off-site activities may be supported in part or whole by parents or guardians of eligible students, however, no eligible student may be denied participation on the basis of the inability to pay.

Payment for trips and services

- 5) Payment to the vendor for services provided must be made directly with school funds.
- 6) Substitute teacher costs must not be included in the fees charged to students.

Role of Teacher-in-charge

- 7) The teacher-in-charge:
 - a) must follow the requirements and guidelines of the appropriate sections of the Off-Site Activities Procedures Manual;
 - b) must obtain the principal's approval prior to planning all off-site activities;



- c) is responsible for initiating, planning and supervising an off-site activity;
 - d) must secure the necessary permissions and consents; and
 - e) must have an understanding of the appropriate training and knowledge required for leading the trip.
- Trip approval** 8) No off-site activity may proceed unless it has received the appropriate approval as outlined in the Off-Site Activities Procedures Manual.
- Role of the principal** 9) The principal:
- a) is responsible for approving all off-site activities prior to any planning undertaken by the teacher-in-charge; and
 - b) 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.
- Role of System Off-Site Activities Coordinator** 10) The System Off-Site Activities Coordinator:
- a) supports schools throughout the process of initiating, planning and supervising an off-site activity;
 - b) must follow the approval process for all trips as outlined in the Off-Site Activities Procedures Manual; and
 - c) may, in consultation with the principal, shorten, cancel or terminate an off-site activity at any time, if, in the opinion of the Off-Site Activities Coordinator, the off-site activity cannot proceed or be completed in a safe or satisfactory manner.
- Role of Off-Site Safety Activities Committee (OSAC)** 11) The Off-Site Safety Advisory Committee (OSAC) is responsible for:
- a) reviewing specific proposed trips as identified in the Off-Site Activities Procedures Manual;
 - b) reviewing the supporting information and trip evaluations to ensure appropriate planning to manage the risks and minimize the potential for incidents has occurred;
 - c) making recommendations regarding the disposition, approval or disapproval of specific proposed trips including recommendations to shorten, cancel or terminate an off-site activity at any time if, in their opinion, the off-site activity cannot proceed or be completed in a safe or satisfactory manner;

- d) making recommendations to the teacher-in-charge, the principal and the area director regarding the proposed “C” or “D” trip and compliance with regulations and procedures;
 - e) ensuring all conditions and recommendations have been addressed prior to recommending approval; and
 - f) providing feedback and direction for the Off- Site Activities Procedures Manual.
- Role of Area Director**
- 12) The Area Director:
- a) has the authority to approve, “C” and “D” off- site activities;
 - b) must follow the approval process for all trips as outlined in the Off-Site Activities Procedures Manual;
 - c) 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, and
 - d) provide feedback and direction to the Off-Site Activities Coordinator for the Off-Site Activities Procedure Manual.
- Supervision**
- 13) The CBE acceptable standards of supervision for all off-site activities are published annually in the Off-Site Activities Procedure Manual.
- 14) The teacher-in-charge and supervisors are required to exercise supervision on a full-time basis, and take whatever precautions are necessary to ensure the proper conduct, appropriate behavior and safety of students.
- K-6 students**
- 15) Off-site activities for students in kindergarten to Grade 3 are limited to “A”, “B1”, and “B2” trips within 200 kilometers of the limits of the City of Calgary.
- 16) Off-site activities for students in Grades 4, 5 and 6 are limited to “A”, “B1”, “B2” and “C” trips within 500 kilometers of the limits of the City of Calgary.
- Grade 7-9 students**
- 17) Off-site activities for students in Grades 7, 8 and 9 are limited to “A”, “B1”, “B2”, “C” and “D” trips that do not exceed seven (7) days.
- Grade 10-12 students**
- 18) Off-site activities for students in Grades 10, 11 and 12 are limited to “A”, “B1”, “B2”, “C” and “D” trips that do not exceed seven (7) consecutive school days.

- Incidents** 19) If an incident occurs during an off-site activity, the teacher-in-charge must:
- a) follow the incident response guidelines in the Off-Site Activities Procedure Manual; and
 - b) complete the appropriate accident report forms within 48 hours of the incident, or as soon as possible.
- Alcohol and drug use** 20) The use of alcohol or illegal drugs by all CBE participants, (employees, volunteers and students), is strictly prohibited during off-site activities and applies to all off-site activities regardless of the circumstances, the age of the CBE participants or local laws, customs and culture.
- Parent permission** 21) The teacher-in-charge must:
- a) provide the parent, guardian, volunteer, or independent student with written information regarding the off-site activity and the hazards, using the forms outlined in the Off-Site Activities Procedure Manual; and
 - b) obtain the written, informed consent of the parent, guardian, volunteer, or independent student as outlined in the Off-Site Activities Procedure Manual before the student may participate in an off-site activity.
- Parent Meeting** 22) A parent meeting must be held for all overnight off-site activities.
- 23) The teacher-in-charge is responsible for arranging a parent meeting.
- 24) A parent meeting may be held for other off-site activities.
- 25) When a parent meeting has been called for an off-site activity:
- a) the teacher-in-charge must keep a record of attendance at the parent meeting;
 - b) the student's parent or guardian must attend the parent meeting to discuss the off-site activity trip and the student's responsibility related to the rules, expectations and conduct expected of students; and
 - c) if the student's parent or guardian does not attend the parent meeting, the teacher-in-charge must personally speak to the parent or guardian about the trip and the student's responsibilities and document this conversation.

**Students’
responsibilities**

- 26) Each student participating in an off-site activity must:
- a) comply with the school's expectation for students and the student code of conduct;
 - b) account to the teacher-in-charge for their conduct;
 - c) cooperate fully with those authorized to provide education programs and other services;
 - d) fulfill all the preparatory and follow up requirements/assignments at an appropriate level of performance;
 - e) dress appropriately according to the type of off-site activity;
 - f) participate in a responsible and cooperative manner during the trip; and
 - g) respect the rights and dignity of others.

Volunteers

- 27) Volunteers on an off-site activity:
- a) receive direction from and are accountable to the teacher-in-charge;
 - b) are required to comply with the requirements of Administrative Regulation 5003 – Volunteers;
 - c) must complete the appropriate trip forms;
 - d) know the details of the off-site activity and their specific duties and authority prior to departure;
 - e) must support and follow the school code of conduct;
 - f) report any inappropriate conduct to the teacher-in-charge;
 - g) adhere to the schedule or itinerary;
 - h) dress appropriately according to the type of off-site activity;
 - i) fulfill their duties for the duration of the off-site activity, including evenings and weekends;
 - j) attend parent meetings and/or pre-trip meetings as required;
 - k) be appropriately identified during the trip; and
 - l) Respect the rights and dignity of others.

Prohibited and restricted activities 28) A comprehensive current listing of prohibited and restricted activities is maintained in the current Off-Site Activities Procedures Manual.

Off-Site Activities Procedure Manual The Off-Site Activities Coordinator will maintain and communicate, through the Off-Site Activities Procedure Manual, current procedures to support the effective organization of off-site activities. Procedures in the manual will include, but are not limited to:

- i. roles and responsibilities
- ii. general planning
- iii. approval process
- iv. transportation
- v. parent consent
- vi. emergency response plans
- vii. restricted and prohibited activities

7 | History

DATES	
Approval	April 10, 2003
Effective Date	July 1, 2004
Next Review	June 2016
Revision/Review Dates	Aug. 1, 2003 May 18, 2004 May 19, 2005 July 1, 2006 June 3, 2013

8 | Related Information

- 1029.1 Operations of Schools - Commercial Ventures
- 1029.2 Operations of Schools - Crises
- 1029.3 Operations of Schools - Advertising in Schools
- 2058 Authorization for Travel
- 3027 Off-Site Activities
- 3027.1 Educational Tours: School Purchase of Buses
- 3076 Safety: Accidents in Schools
- 4027 Code of Conduct for Employees
- 5003 Volunteers
- 6000 Independent Students
- 6001 School Discipline
- 6001.9 Student Smoking
- 6002 Health Services to Students
- 6003 Severe Allergies

- 6008 Student Accident Insurance
- 6014 Student Searches
- 6031 Safe and Secure School Environments
- 6094 Student Visits, Exchanges and International Students
- 7005 School Fees
- 7006 Reporting on School Fees

- Alberta Legislation:
 - Emergency Medical Aid Act, R.S.A. 2000, c. E-7
 - Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25
 - Occupational Health and Safety Act, R.S.A. 2000, c. O-2
 - Occupational Health and Safety Regulation, AR 62/2003
 - Occupational Health and Safety Code 2006
 - School Act, R.S.A. 2000, c. S-3, sections 12, 18, 20, 27(2) and 45(8)
 - School Councils Regulation, AR 171/2003
 - Teaching Profession Act, R.S.A. 2000, c. T-2
 - Traffic Safety Act, R.S.A. 2000, c. T-6
 - Workers' Compensation Act, R.S.A. 2000, c. W-15
 - Workers' Compensation Regulation, AR 325/2002

- Related Governance Policies
 - CBE Board of Trustees' Policy–Operational Expectations
 - OE 3 Treatment of Owners
 - OE 4 Treatment of Employees
 - OE 6 Financial Administration
 - OE 7 Asset Protection
 - OE 10 Instructional Program
 - OE 11 Learning Environment-Treatment of Students

- Related Manuals
 - CBE Off-Site Activities and Procedures Manual
 - The Safety Guidelines for Physical Activity in Alberta Schools
 - Guidelines for Secondary Interscholar Athletics in Alberta

