

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 700 – Educational Program

POLICY 720: OFF-CAMPUS FIELD TRIPS, TOURS AND PROJECTS

BACKGROUND

The Division supports the view that there is a broad range of projects, activities, or visits of educational value which occurs outside the classroom.

POLICY

The Board of Trustees will support off-campus field trips, tours, projects, and activities subject to available finances, legal restrictions, and the extent of coverage by the Division's liability insurance. Safety is a primary consideration for all field trips.

GUIDELINES

1. Organizers of off-campus activities for students will take the necessary steps to ensure the safety of students participating in such activities.
2. The conduct of students and supervisors during off-campus activities must, at all times, be consistent with the mission, beliefs and values of the Division.
3. Organizers of field trips, excursions and community based activities will consider in their planning the students' ability to pay.
4. Board approval is required for all out of country student trips.

ADMINISTRATIVE PROCEDURE

[720 P 001 – Off Campus Field Trips, Tours and Projects](#)

ADMINISTRATIVE PROCEDURE – EXHIBITS

720 E 001 – Field Trip Approval Form

720 E 002 – Student Permission Form

720 E 003 – Health Certification and Parent Waiver Form (Out of City Travel)

720 E 004 – Health Certification and Parent Waiver Form (Extra-Curricular Activities)

720 E 005 – Adult Waiver and Release Form

720 E 006 – Parent Letter re: Immunization

720 E 007 – Automobile Driver Authorization Form

REFERENCES

International Travel Handbook

Approved: September 7, 2004

Revised: _____