

ADMINISTRATIVE PROCEDURE NO. 342

FIELD TRIPS AND OTHER CURRICULAR ACTIVITIES

Background

Field trips into the community provide students with valuable learning experiences. Although students are not in the school building, they are still under the control, and the responsibility, of the Division.

Definitions

In this policy:

- (a) “A trip” means an off-site activity within the province of Alberta;
- (b) “B trip” means an off-site activity outside the province of Alberta, or on the restricted list of activities;
- (c) “approved trip” means a trip on the approved list of trips and requires principal approval;
- (d) “guide” means an experienced guide who is knowledgeable about the activity, the site of the activity and the seasonal conditions;
- (e) “instructional activity trip” means any planned excursion away from the school taken by the students, under the direction or supervision of a teacher to enrich and extend the classroom instructional program, and create links between the school and the community, and to give students practical application of the ideas and theories that they are studying;
- (f) “off-site activity” means an instructional activity trip, or a student activity trip which occurs beyond a 500-metre radius of the school, but does not include a work experience program, Registered Apprenticeship Program or other programs under Alberta Learning guidelines for off-campus activities;
- (g) “participant” means a student, volunteer, teacher or any other Division staff member who travels on the offsite activity, but does not include a guide or service provider staff;
- (h) “Field Trip Assessment Committee” means any three of the following: the Superintendent, the Associate Superintendent-Personnel, the Secretary-Treasurer, the Associate Superintendent-Learning Services, and the Associate Superintendent-Student Services.
- (i) “Safety Guidelines” means the current Safety Guidelines for Physical Activity in Alberta Schools or the applicable safety guidelines as developed;
- (j) “student activity trip” means any planned excursion away from the school taken by the students under the direction or supervision of a teacher in support of academics, athletics, performing or fine arts groups, or other school sponsored student activities;
- (k) “teacher-in-charge” means the teacher responsible for the planning, coordination, implementation, and supervision of the off-site activity.

- (l) Any Division employee may supervise off-site extracurricular activities carried out outside of the school day.

Procedures

PART 1 GENERAL

Purpose

1. The purpose of off-site activities is to enable students to participate in quality off-site educational experiences that:
 - (a) are at the heart of the educational process;
 - (b) are connected to the Guide to Education, Program of Studies, curriculum and learning outcomes; and
 - (c) are relevant, flexible, responsive, affordable and accessible.
2. Off-site activities must demonstrate the key understandings that:
 - (a) learning requires purposeful involvement;
 - (b) interpersonal relationships are essential to the learning process;
 - (c) knowledge is constructed within a climate of inquiry;
 - (d) clear expectations and relevant feedback are needed; and
 - (e) diversity is valued within a responsive environment.
3. Off-site activities must take place within a context of:
 - (a) attention to the safety and security of students, staff, volunteers and the division;
 - (b) attention to risk assessment of off-site activities; and
 - (c) protection of students, staff, volunteers and the Division.

Access and eligibility

1. School principals must ensure that eligibility criteria are established for all off-site activities.
2. Off-site activities must be open to all eligible students, and eligibility criteria may not include the ability to pay.
3. Off-site activities may be financially supported in part or whole by parents or guardians of eligible students, but no eligible student may be denied participation on the basis of the inability to pay.
4. Off-site activities are expected to be affordable for students, and the principal must ensure that schools publicize the fact that financial assistance is available for students who are unable to pay the costs.

5. The number of days a student may be absent from school as a result of off-site curricular/extracurricular activities must not exceed:

Grades 1-5	-	6 school days/year
Grades 6-9	-	10 school days/year
Grades 10-12	-	6 school days/term

Individual exceptional circumstances will be considered by the principal.

PART 2 TRIP PLANNING, APPROVAL AND CONDUCT

Educational assessment

1. The teacher-in-charge or Division employee must:
 - (a) consult with and obtain the approval of the principal before the off-site activity may proceed; and
 - (b) submit an educational assessment for the principal's approval that:
 - (i) includes a statement of purpose that explicitly defines instructional objectives; and
 - (ii) outlines intended lead-up and follow-up activities, as required.
2. The teacher-in-charge, Division employee, or the principal may consult the Associate Superintendent – Learning Services regarding educational assessments.

Safety assessment

1. A safety assessment must be completed for all off-site activities.
2. For A trips, additional safety assessments are not required, as long as the requirements of this procedure and the Safety Guidelines are satisfied.
3. Safety assessments must be completed for any B trips.
4. The Field Trip Assessment Committee must review and may supplement any safety assessments prepared by the school for B trips.

Teacher-in-charge/Division Employee

1. The teacher-in-charge or Division employee must:

- (a) consult with and obtain the approval of the principal before and during the planning for any off-site activity;
 - (b) have visited the location of the off-site activity prior to the trip and be familiar with the seasonal conditions at the time of the trip;
 - (c) have the training and knowledge appropriate for leading the trip;
 - (d) select appropriate volunteers for the activity, and provide volunteers with direction as to the requirements of the trip and their responsibilities, before the departure of the off-site activity;
 - (e) use guides when appropriate or as directed;
 - (f) ensure that for all A and B trips, the appropriate trip documentation, as outlined in the Forms Manual, is filed with the school principal or principals in the case of an activity involving two or more schools;
 - (g) ensure that the appropriate trip documentation, as outlined in the Forms Manual, accompanies the teacher-in-charge or Division employee and other trip supervisors;
 - (h) advise students regarding trip hazards and appropriate safety procedures;
 - (i) ensure that a precise attendance count is taken at all points of departure on the trip;
 - (j) complete the off-site activity trip evaluation as included in the Forms Manual;
 - (k) comply with all Division policies and procedures; and
 - (l) follow the guidelines and requirements of the appropriate sections of the Safety Guidelines.
2. The teacher-in-charge or Division employee and other teachers traveling as a coach or supervisor are required to:
 - (a) exercise supervision on a full-time basis; and
 - (b) take whatever precautions are necessary to ensure the proper conduct, and safety of students.

Trip approval

1. No trip may proceed unless it has received the appropriate approval.
2. The principal:
 - (a) has the authority to approve A trips; and
 - (b) must review requests for all B trips prior to referring them to the Field Trip Assessment Committee.
3. Before approving an off-site activity, the principal must:
 - (a) be satisfied that:

- (i) the teacher or Division employee understands policies and procedures defining the teacher's or Division employee's responsibilities and duty of care;
 - (ii) the current Safety Guidelines have been met or exceeded;
 - (iii) the students, teachers, staff, volunteers and parents will receive the appropriate information about the trip;
 - (iv) arrangements are in place for covering all the financial matters, including a refund procedure, a contingency fund, and an accounting for all expenditures; and
 - (v) approval form with itinerary attached must be signed by parents;
- (b) consult with the teacher-in-charge or Division employee before approving any A trip, or a request for a B trip; and
 - (c) ensure that the teacher-in-charge or Division employee completes a preliminary risk assessment for any B trips.
4. The principal:
- (a) must submit a copy of all appropriate documentation outlined in the Forms Manual for B trips to the Associate Superintendent-Personnel as Chair of the Field Trip Assessment Committee;
 - (b) must refer any B trip to the Field Trip Assessment Committee for review and approval;
 - (c) may refer any off-site activity to the Field Trip Assessment Committee; and
 - (d) review number of days absent from school.
5. The Field Trip Assessment Committee:
- shall approve or disapprove B trips;
may provide advice and guidance to teachers, and principals regarding safety assessment of any proposed trip.
6. The Associate Superintendent-Personnel, as Chair of the Field Trip Assessment Committee must advise the principal in writing, of the rationale for non-approval of trips.
7. 'A trips' must be approved by the principal and a record of the trip details and signed approval form kept on file at the school.
8. An approval form for activities on the 'A' list must be submitted to the principal one week in advance of the planned activity.
9. 'B trips' not on the approved list must be submitted to the Field Trip Assessment Committee:
- 1 month prior to departure; or

before the payment of any non-refundable deposit, whichever comes first.

10. In exceptional circumstances, the principal or the Field Trip Assessment Committee, as the case may be, may reduce the approval time for B trips.
11. In exceptional circumstances, the Field Trip Assessment Committee may approve trips where the teacher-in-charge or Division employee has not visited the site.
12. The Associate Superintendent-Personnel will arrange for notification of the Division's Liability Insurer of any field trips planned for destinations outside of North America.

Supervision

1. The minimum acceptable standard of supervision for all off-site activities:
 - (a) for students in kindergarten and grade 1, is one adult to 8 students;
 - (b) for students in grades 2 and 3, is one adult to 10 students;
 - for students in grades 4 and 5, is one adult to 15 students; and
 - for students in grades 6 to 12, is one adult to 20 students.
2. 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 Division employee from the school sponsoring the trip.
3. 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.
4. Additional supervision by certificated staff and/or volunteers from the school sponsoring the trip must be considered for off-site activities involving:
 - (a) increased risks;
 - (b) large numbers of students;
 - (c) participation of students with special needs;
 - (d) crowded venues;
 - (e) trips that are new to the sponsoring school community; or
 - (f) for overnight trips, if members of the same family group are supervising students.
5. All supervisors must be 18 years of age or older.
6. In addition to the requirement for adult supervision, in special circumstances, students who are in grade 10, 11 or 12, and who have demonstrated

leadership skills or special qualifications, such as National Lifeguard Service qualification may provide specialized supervision. The student must not act as a participant in the activity.

Safety Guidelines

The standards set out in the Safety Guidelines for Physical Activity in Alberta Schools (revised in 2000) must be met or exceeded for all off-site activities. The principal or designate must ensure that a First Aid Kit is available for any off-site activity.

Elementary students

1. Off-site activities for elementary students in kindergarten to grade 3 are limited to trips in Alberta within 200 kilometres of the corporate limits of the municipality containing the school.
2. Off-site activities for elementary students in grades 4 and 5 are limited to trips in Alberta within 350 kilometres of the corporate limits of the municipality containing the school. Further, the driver must follow the guidelines as set out by the transportation department.
3. Off-site activities for elementary students outside the limits established in sections 1 and 2 will be considered on an individual basis if:
 - (a) the principal supports and approves the request;
 - (b) the request is submitted to the Field Trip Assessment Committee four months before any commitment is made; and
 - (c) the Field Trip Assessment Committee gives approval to proceed with planning.

Middle School Students

1. Off-site activities for middle school students are limited to trips:
 - (a) within Canada;
 - (b) that do not exceed two (2) consecutive school days; and
 - (c) Notwithstanding 1(b), grade 9 French Immersion and French as a Second Language classes will be allowed a trip to Quebec that will not exceed five (5) school days. Prior to approval, plans to compact the curriculum for the students will need to be provided to the principal.
2. Middle school trips outside Canada will be considered on an individual basis if:
 - (a) the principal supports and approves the request;
 - (b) the request is submitted to the Field Trip Assessment Committee four months before any commitment is made; and

- (c) the Field Trip Assessment Committee gives approval to proceed with planning.

Senior High Students

1. Off-site activities for senior high school students are limited to trips within Canada:
2. Senior high school trips outside Canada will be considered on an individual basis if:
 - (a) the principal supports and approves the request;
 - (b) the request is submitted to the Field Trip Assessment Committee four months before any commitment is made; and
 - (c) the Field Trip Assessment Committee gives approval to proceed with planning; and
 - (d) the field trip assessment committee has assessed the risk through the Government of Canada travel advisory website.

Transportation

1. When a student is under the age of 6 years and weighs less than 18 kilograms, the student must be transported to off-site activities in:
 - (a) a private or rented vehicle with a properly installed and maintained child safety seat appropriate to the age and weight of the child; or
 - (b) a chartered bus hired from the Transportation Approved Carrier list.
2. 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.
3. A student with a valid operator's license other than a class 6 or class 7 operator's license, may drive to and from any off-site activity within the corporate limits of the municipality containing the school only, provided that the principal has written permission from the parent or guardian acknowledging that their student will be driving to the off-site activity. In exceptional circumstances, the principal may approve students to use their vehicle to drive to off-site activities.
4. Vehicles must not return from an off-site activity unless transportation has been arranged for all students.
5. Students are not allowed to transport other students.

Severe weather or poor driving conditions

1. During severe weather or poor driving conditions, principals must ensure that weather and road conditions are conducive to travel before students leave the corporate limits of the municipality containing the school for an off-site activity trip.
2. An off-site activity trip may not leave the corporate limits of the municipality containing the school by vehicle or return from the off-site activity if any one or more of the following exist:
 - (a) there are blizzard conditions enroute or blizzard or severe weather conditions are forecast by Environment Canada;
 - (b) the RCMP or the Alberta Motor Association has issued an advisory against travel on any en route highway;
 - (c) the temperature is below -30 degrees centigrade; or
 - (d) the wind chill falls in the "very high or extreme" categories as defined by Environment Canada.
3. Students must be appropriately clothed for travel by road for the seasonal conditions, as determined by the teacher-in-charge or Division employee.
4. For travel outside the corporate limits of the municipality containing the school, any vehicles used to transport students must contain or have immediate access to a first aid kit.
5. If a private vehicle is used to transport students the principal or designate must ask if the vehicle:
 - (a) is properly equipped to handle all road conditions;
 - (b) is in good running order; and
 - (c) has appropriate equipment such as a spare tire, jack, emergency road tools, emergency provisions or an emergency survival kit as warranted by season and duration of the trip.

Accidents

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

- (a) assess the situation and, if injuries have occurred:
 - (i) attend to the immediate medical concerns; and
 - (ii) call or make arrangements to call for rescue, assistance or ambulance, as required;
- (b) determine whether or not the trip will continue based upon all the circumstances;

- (c) 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 Associate Superintendent-Personnel and others as necessary; and
- (d) complete a Student/Teacher Accident Report within 48 hours of the incident or as soon as possible upon return to the school, and forward it to Associate Superintendent-Personnel.

Alcohol and drug use

The use of alcohol or illegal 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.

PART 3 PARENTS, STUDENTS AND VOLUNTEERS

Parent permission

1. Where explicit parental permission is required, parents must be informed in writing of the following information about off-site activities:
 - (a) the purpose and educational objectives of the off-site activity;
 - (b) the name of the teacher-in-charge and a contact telephone number;
 - (c) the date;
 - (d) the destination and, where necessary, a map of the area;
 - (e) a detailed itinerary, setting out the general nature and number of activities;
 - (f) departure and return times;
 - (g) mode of transportation;
 - (h) level of supervision; and,

where necessary:

 - (aa) financial arrangements;
 - (bb) safety precautions;
 - (cc) the date of the parent meeting, if international travel is involved;
 - (dd) any unusual factors such as rigorous physical activity, water related activities or water sports;
 - (ee) any special risks associated with the activity;
 - (ff) a reminder that parents must inform the teacher-in-charge about any relevant medical conditions of the student;
 - (gg) emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - (hh) the need for additional medical coverage for out-of-municipality and out-of-country trips; and

- (ii) any other relevant information about the trip which may influence the parent's decision to withhold permission, such as a controversial museum exhibit.
2. When a parent meeting has been called for a trip:
 - (a) the teacher-in-charge or Division employee must keep a record of attendance at the parent meeting; and
 - (b) the student's parent must attend the parent meeting to discuss the off-site activity trip and the rules and conduct expected of students, or, if the student's parent does not attend the parent meeting, the teacher-in-charge or Division employee must personally speak to the parent about the trip.
 3. One permission form is acceptable for a series of walking activities in the neighbourhood of the school.
 4. One permission form is acceptable for a series of off-site activities such as performing arts, swimming lessons, physical education classes, outdoor education classes, or athletics, as long as the permission form includes a list of all activities and meets the requirements of informed consent as outlined in Section (1) above.
 5. When an off-site activity includes students from two or more schools:
 - (a) the principal of each school involved must approve the participation of their students; and
 - (b) students from all the schools are accountable to the teacher-in-charge or Division employee.

Student's responsibility

1. Each student participating in an off-site activity must:
 - (a) comply with the rules of the school and the requirements of the school's student code of conduct;
 - (b) fulfill all the preparatory requirements at an appropriate level of performance;
 - (c) dress appropriately according to the type of off-site activity;
 - (d) cooperate fully with everyone authorized by the Division to provide education programs and other services;
 - (e) participate in a responsible and cooperative manner during the trip;
 - (f) account to the teacher in charge or Division employee for their conduct;
 - (g) respect the rights of others; and
 - (h) carry out all follow-up procedures in an appropriate manner.

2. 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.

Volunteers

1. Volunteers must:
 - (a) have qualifications appropriate to the off-site activity; and
 - (b) complete the appropriate trip forms.
2. Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departure.
3. Volunteers must support and follow the school code of conduct and:
 - (a) report any inappropriate conduct to the teacher-in-charge or Division employee;
 - (b) adhere to the schedule or itinerary;
 - (c) dress appropriately according to the type of off-site activity; and
 - (d) fulfill their duties for the duration of the off-site activity, including evenings and weekends.
4. The principal has the right to approve volunteers.
5. Abide by Administrative Procedures 341 and 343 by completing the criminal check form for volunteers.

PART 4 ACTIVITIES

Unacceptable activities

The following off-site activities are not permitted:

- (a) off-site activities that require distances that would result in travel times that would be excessive for the age of the students involved;
- (b) off-site activities that require inordinate expense or excessive absence from school;
- (c) that are not connected to the curriculum; and
- (d) off-site activities that are hazardous or prohibited activities.

Prohibited activities

Active participation in the following activities is not permitted as a Division activity:

- a) aerial gymnastics;
- b) American gladiator style events;
- c) auto racing;
- d) bicycle motocross (BMX);
- e) boxing/mixed martial arts;
- f) bungee jumping;
- g) demolition derbies;
- h) drag racing;
- i) extreme sports;
- j) hang gliding;
- k) horse jumping;
- l) hot air balloon rides (tethered and untethered);
- m) hiking on the West Coast Trail in the Pacific Rim National Park Reserve, British Columbia;
- n) mechanical bull riding or simulated mechanical rodeo events;
- o) motorcycling of any nature;
- p) technical mountaineering;
- q) paintball, laser tag games or war games;
- r) rifle ranges or other activities involving firearms;
- s) rodeos;
- t) scuba diving;
- u) skydiving;
- v) tobogganing, tubing, crazy carpet, bobsledding, luge, skeleton and sledding;
- w) trampolining;
- x) winter biathlon with firearms;
- y) go-carting;
- z) snowmobiling;
- aa) all terrain vehicles;
- bb) mountain climbing, other than top rope;
- cc) West Edmonton Mall (many prohibited activities in the mall);
- dd) Calaway Park;
- ee) Private enterprise water slides;
- ff) back country cross-country skiing;
- gg) white-water rafting;
- hh) high and low ropes and zip line courses;
- ii) ice climbing;
- jj) hotel pools; and
- kk) car rallies.

Restricted activities

The following off-site activities are permitted as long as the restrictions listed on the prescribed permission forms found in the Forms Manual are complied with:

- a) canoeing;
- b) caving (spelunking);
- c) kayaking;
- d) mountain biking;
- e) open water swimming;
- f) racing of watercraft (non-motorized);
- g) top rope climbing with an approved service provider;
- h) stage fighting and movement;
- i) wall climbing;
- j) ice fishing;
- k) dog sledding;
- l) amusement parks (supervision required to be considered);
- m) in-line skating;
- n) skateboarding;
- o) cycling;
- p) hiking;
- q) dunk tanks (only division staff may be dunked);
- r) fencing;
- s) country cross-country skiing in wilderness areas; (Area must be cleared as a non-avalanche area by a letter from authorities.)
- t) archery (Archery must be taken at a facility with equipment and trained instructors. It is not approved at a school site.) and
- u) icefield trips with the guided services or on the guided walking trails.

Off-site activities in remote or wilderness areas

1. Grades 6-7:
Overnight will be in a permanent structure (i.e. cabin/hostel/Goldeye Camp). Lean-to's, tents, "under the stars" are prohibited.
Grades 8-9:
Overnight in the wilderness will not exceed one night.
Grades 10-12:
Phys. Ed. 10, 20, 30 – overnight in the wilderness will not exceed two nights.

Locally Developed Outdoor Education Course – length of field trip will be determined in consultation with the Outdoor Education instructor and the Safety Committee during the development of the course.

2. In a remote or wilderness area, the teacher-in-charge or Division employee must:

- a) have visited the location of the off-site activity prior to the trip and be familiar with the proposed route and seasonal conditions at the time of the trip;
 - b) use professional guides when appropriate or as directed;
 - c) establish and communicate class safety and emergency procedures to all participants;
 - d) ensure that appropriate communication devices are taken on the trip;
 - e) ensure constant communication within the group and access to external communication as needed;
 - f) be familiar with the nearest accessible medical station and telephone service;
 - g) notify local area authorities, such as RCMP, forestry or park officials (Nordegg Ranger Station – 403-721-3965; Jasper Park Info – 403-852-6155) about the proposed activity and location or route to be used;
 - h) contact local authorities for information regarding environmental conditions, seasonal wildlife concerns, and trail conditions;
 - i) establish procedures so that contact can be made with the school principal via RCMP, forestry or park officials, or other persons in the area; and
 - j) obtain camping permits, fire permits, fishing and other licenses and area use permission where required.
3. In a remote or wilderness area, if a group splits into two or more independent traveling groups, each group must have a teacher-in-charge or Division employee, unless the Field Trip Assessment Committee approves alternative arrangements.

Water Activities

1. *Grades 6-7*
Flat water only. Physical Education Safety Guidelines must be followed. Students not to exceed more 100 metres from shore. Day trips only allowed.
 - Grades 8-9*
Moving water allowed. Physical Education Safety Guidelines must be followed (must meet or exceed guidelines). Maximum of one night out.
 - Grades 10-12*
Moving water allowed. Physical Education Safety Guidelines must be followed (must meet or exceed guidelines). Maximum of two nights out.
2. Notwithstanding No. 1, Class 2 rivers require personnel with river rescue certification.
 3. Each trip that includes water-related activities must have a safety assessment, unless the trip is on an approved activities list.
 4. All participants involved in sailing or boating activities must:
 - (a) have swimming skills commensurate with the activity; and

- (b) wear a Transport Canada approved lifejacket or Personal Flotation Device.
- 5. For activities involving canoeing, sailing and power craft, the activity must meet or exceed the Safety Guidelines.
- 6. When canoe trips take place on lakes or rivers, the teacher-in-charge or Division employee must have visited the site prior to the trip, and be familiar with the proposed route and the seasonal conditions at the time of the trip
- 7. Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity.

Swimming pools

- 1. Students on off-site activities may not use swimming pools unless there is a lifeguard on duty.
- 2. 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 Bronze Medallion, Standard First Aid, and CPR Basic Rescuer, for every fifty (50) participants using the swimming pool. An adult supervisor must be in attendance. The lifeguard must not be swimming, but must remain at poolside to provide proper supervision.

Skiing or snowboarding

- 1. Downhill skiing or snowboarding are acceptable activities for students in combined grade 3 and 4 classes, and students in grades 4 to 12, as long as all the following conditions have been met:
 - (a) conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or snowboarding activity;
 - (b) skiing or snowboarding are part of a well balanced yearly program, and reflect the school's commitment to a quality physical; and
 - (c) the activity includes, at a minimum, one mandatory lesson at the beginning of each day on a ski hill.
- 2. Prior to the skiing or snowboarding trip, the teacher-in-charge or Division employee must:
 - a) have visited the ski resort recently and be familiar with seasonal conditions at the time of the activity;

- b) make contact with the ski resort operator in order to arrange the student identification and controls procedure; and
 - c) understand the ski resort's emergency protocol.
3. Upon arrival at the ski resort, the teacher-in-charge or Division employee must:
- a) divide students into levels of ability as described by the parent's signed acknowledgement of the student's skier or snowboarder's classification;
 - b) assist the ski resort staff with grouping students for their mandatory lesson;
 - c) along with the ski resort 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
 - d) assist the ski resort staff with controlling student access to slopes or trails.
4. At the conclusion of the mandatory lesson:
- a) the ski resort instructor will identify the level of ability of the students, and assign appropriate ski or snowboarding slopes or trails; and
 - b) students may begin supervised skiing and snowboarding on the assigned slopes or trails.
5. During the supervised ski time, students must ski in pairs or groups of three or four.
6. A minimum supervision ratio for skiing and snowboarding is one adult to 10 students, including at least one adult supervisor in the ski lodge. A schedule of check in times and places must be set at a minimum every two hours
7. 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.
8. All participants in skiing and snowboarding activities must:
- a) wear a CSA approved ski/snowboarding helmet; and
 - b) ski or snowboard only on designated open runs within the ski area.

Ice Skating

All participants in ice skating must wear a CSA-approved skating or hockey helmet.