



Administrative Procedure 4090

Out of School Physical Education Approval Process

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Grades 9-12 Physical Education Credits](#)

Form Cross Reference:

[Guidelines for Self-Managed Activities](#)

[Release Form](#)

[Self-Managed Activity Form](#)

[Standard Form and Checklist](#)

[Student Request Form](#)

Legal/Regulatory Reference:

[Child Abuse Registry Check \(CARC\)](#)

[Manitoba Education Physical Education Guidelines](#)

Date Adopted: January 2008

Date Amended: January 2009, March 2016, December 2017

Pupils in grades 9, 10, 11 and 12 will be required to earn one physical activity credit for physical education in each year. Each credit shall consist of 110 hours of activity. A portion of those hours may be earned through approved out of school activities. In grades 9 and 10, the maximum number of out of class activity hours is 20 hours. In grades 11 and 12, a minimum of 25% of the total hours must be in class.

Students who wish to receive credit for out of class activity may do so in accordance with this Administrative Procedure. The purpose of this Administrative Procedure is to set out the requirements for approval of out of class activity and the process by which the activity will be approved. In addition, this Administrative Procedure is intended to protect the Brandon School Division from liability arising out of a pupil's participation in an out of school activity by ensuring that approved activities ensure the highest standards of safety for pupils and ensuring that parents and guardians are solely responsible for their children while they participate in such activities.

Definitions

High School Physical Education Committee – is a committee consisting of the School Leaders of each of the senior high schools, and a physical education teacher

from each of the senior high schools which shall meet to review applications from organizations and/or parents for approval of an out of school activity (hereinafter referred to as the "Committee").

Organization – is a not-for-profit board or for-profit business which offers the out-of school athletic or physical activity.

Out of school activity – means an athletic or physical activity which is operated by an organization other than the Division.

Self-managed activity – means an athletic or physical activity which is directed by the student and undertaken not in association with an organization. Examples would include a self-directed running program or a workout program.

Eligibility for Credit

All students in grades 9, 10, 11 and 12 are eligible to apply to have their out of school activities considered for credit towards their physical education credit.

Pre-Approved Activities

The Division will endeavour to compile a list, in accordance with the terms of this Administrative Procedure, of activities which have been pre-approved for credit. The preapproved list will be made known to students at the time of registration of each year for consideration for credit in the following year.

1. All personnel within the organization whether employed or as a volunteer must have a Criminal Records Check (CRC) and [Child Abuse Registry Check \(CARC\)](#) clearances.
2. The organization must demonstrate that at all times an individual will be on site who has qualified training or coaching certification appropriate to and for the activities, training in CPR and/or First Aid, and Safety Training commensurate with the nature of the activity.
3. All equipment used with the activity must meet industry standards and certification and be properly maintained.
4. Any facilities being used must meet all government regulations including fire safety and Workplace Safety and Health requirements.
5. The organization must demonstrate that the student participants will be supervised by qualified individuals at all times during the activities.

Application for Pre-Approval

For pre-approved activities, the Division will consider applications by established organizations who wish to have their activities considered as being pre-approved for credit. Such organizations may make application by way of the [Standard Form and Checklist](#) as developed from time to time by the Division and such application must be made by March 20th of each year, for approval commencing the following September.

Established organizations will be required to submit on an annual basis no later than March 20th of each year, a declaration that they continue to meet the requirements under this Administrative Procedure and in the event of any change provide updated information as to CRC and CARC clearances and renewals of CPR and First Aid Certifications, and continuation of general liability insurance.

Activities Not Pre-Approved

For those activities which are not on the Pre-Approved List, students who wish to have their activities considered must have their parent or guardian undertake the process of researching and completing the application and providing the documentation including insurance approval, and verification of CRC and CARC Certifications to the Committee and such applications must be made no later than May 31st of the school year prior to the commencement of the activity, or October 31st for consideration for approval in the next semester. The onus will be on the parent of the student seeking approval of their activity to gather the information and submit the application in time for consideration by the Committee.

Self-Managed Activities

Students who wish to undertake a self-managed activity must make a request to their physical education teacher no later than March 20th of the year prior for approval of the self-managed activity commencing in the following September. In doing so, the student will complete the [Self-Managed Activity Form](#) and must demonstrate the following:

1. they are using appropriate safety equipment;
2. they have received adequate training in how to undertake the activity; and
3. where the activity takes place at a facility owned by an organization the student must satisfy the Division that the facility has equipment which meets industry standards and certifications, and has been properly maintained, and that the facility meets all government regulations including fire safety and Workplace Safety and Health requirements.

Where the physical education teacher is not satisfied that the self-managed activity meets the requirements of this Administrative Procedure, the physical education

teacher may refer the application to the Committee in which case the decision making process will be followed following the [Guidelines for Self-Managed Activities](#). Where the parent/guardian or student is dissatisfied with the decision of the physical education teacher they may appeal that decision to the Committee.

Decision Making Process

In the case of those students who wish to have pre-approved activities considered for credit, those students must make a request in writing, on [Student Request Form](#), signed by their parent or guardian, to their physical education teacher for approval of the credit. The application form must also be signed by the organization to confirm that the student is enrolled and is an active participant. Provided the activity falls within the pre-approved list, the physical education teacher will have the authority to monitor the progress in the activity and to authorize the granting of credit at the conclusion of the activity or the completion of the required number of hours.

The Committee shall meet no later than the 15th of November, and no later than the 15th of June in each year to consider applications for non-approved activities. The Committee shall also meet at any other time as deemed advisable to consider appeals.

The Committee shall be responsible for reviewing all applications for non-approved activities, and for reviewing all applications from established organizations to be included on the pre-approved list. When considering whether approval should be granted to an activity the Committee shall take into account the criteria set out in this Administrative Procedure and shall require adherence to the criteria before the approval will be granted.

The Committee shall also consider complaints received from students, parents or guardians, physical education teachers, or any other third-party regarding the safety of any activity which has been previously approved, including activities on the pre-approved list. The Committee is empowered to investigate any complaints and, if it deems that an activity is not safe or no longer meets the requirements of approval, it may revoke or suspend the approval of that activity at any time either indefinitely or until such time as the Organization has remedied or met the requirements for approval, and upon revoking or suspending the approval shall give notice to any affected students, their parents and/or guardians and the Organization.

Appeals

The Committee will consider all appeals from the decision of the physical education teacher not to accept an application by a student for consideration of a pre-approved activity, and the Committee will also consider all applications by parents or guardians of students for non-approved activities, and referrals from physical education teachers and for self-managed activities.

Any parent/guardian, student, or organization who disagrees with a decision of the Committee may appeal that decision to the Assistant Superintendent. The Assistant Superintendent may vary, uphold, or overrule a decision of the Committee.

Any parent/guardian, student, or organization who disagrees with the decision of the Assistant Superintendent may appeal that decision to the Superintendent/CEO or designate who may vary, uphold, or overrule a decision of the Assistant Superintendent.

The Division shall hear any appeal of any decisions rendered by the Superintendent/CEO or designate, and the Division may vary, uphold, or overrule the decision of the Superintendent/CEO or designate. Any decision by the Division shall be final and binding on all concerned.

Costs

At no time shall the Division be liable for the costs for any student to participate in an out of school activity. All such costs must be borne by the parent or guardian or, where available, through accessing community support and community financial assistance.

Indemnity

No student shall be permitted to receive credit for an out of school activity unless the student has filed with the Division a [Release Form](#) signed by the student's parent or guardian, or where the student is of the age of majority, the student, indemnifying the Division from any and all damages arising out of the student's participation in the out of school activity, and waiving any claim against the Division for any damages suffered by the student during the course of participation in the out of school activity. The student shall not receive credit for any of the hours of participation in the activity which occur prior to the filing of the release of the Division.