



## Administrative Procedure 4090

# ***Out-of-Class Physical Education Approval Process***

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

**Administrative Procedures Cross Reference:**

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

**Form Cross Reference:**

[Parent/Guardian Declaration and Consent \(Students under 18 years old\)](#)

[Student Declaration \(Student 18 years and older\)](#)

[Parent/Guardian Declaration and Consent – Revised Activity Choices \(Student under 18 years old\)](#)

[Student Declaration – Revised Activity Choices \(Students 18 years and older\)](#)

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**Legal/Regulatory Reference:**

[Manitoba Education Physical Education Guidelines](#)

[OUT-of-Class Safety Handbook \(Manitoba Education\)](#)

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**Date Adopted:** January 2008

**Date Amended:** January 2009, March 2016, December 2017, February 2022

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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. In grades 11 and 12 a portion of those hours may be earned through approved out of school activities. A minimum of 25% of the total hours must be in class.

Schools that offer students the option 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.

Brandon School Division (BSD) recognizes the importance of risk management in promoting safe participation in physical activities. It also recognizes that the responsibility for the care and safety of student for the OUT-of-class delivery of Grade 11-12 Physical Education/Health Education (PE/HE) is shared by the home, school, and community.

As part of the Grade 11 to 12 PE/HE courses, students may participate in OUT-of-class physical activities to fulfill the practical requirements for these courses. Up to 75% of the hours for the class may be obtained through this method. Students may choose among a variety of OUT-of-class physical activities organized by BSD schools, which include interscholastic, intramural, and club activities, or they may choose to participate in non-school-based activities (community or independently based activities that are not directly organized by the school or school division such as community sports, classes and clubs, and exercising at home). Although there is an inherent risk to all physical activities, BSD believes this risk can be significantly reduced when participants receive appropriate instruction and/or supervision and participate in an environment where rules and routines governing safety are taught and enforced. It is primarily the school board and its employees that manage the risk and safety of school-based activities selected for OUT-of-class programming (i.e. varsity sports). Alternately, for non-school-based activities, safety and risk are managed independently from the school by students, parents/guardians, community members, and/or community organizations.

## **Process**

1. Schools will provide student and parents/guardians with the safety information associated with each student's chosen physical for the OUT-of-class component of Grade 11 to 12 PE/HE as contained in Manitoba Education, Citizenship and Youth, OUT-of-Class Safety Handbook.
2. Unless otherwise prohibited by the school board, physical activities chosen for the OUT-of-class component of PE/HE courses must be selected from the list supplied in the OUT-of-Class Safety Handbook. Any activities not included and dissimilar from any in this activity list will require approval by the PE/HE teacher unless the activity is considered high risk (i.e. Risk Factor Rating of 4 according to the resource). For these high-risk activities not included in the OUT-of-Class Handbook the physical education teacher will initiate school approval and division approval from the Superintendent or designate. Recommended safety guidelines for these new activities will be developed prior to parent/guardian approval.
3. The PE/HE teacher will assist the student in developing a Personal Physical Activity Plan for the OUT-of-class component and will sign the plan as an indication to the student and parent/guardian that it has been accepted.
4. The parent/guardian and student (or only the student if 18 years or older) will sign off on the plan via the Parent/Guardian Declaration and Consent & Student Declaration Form (or Student Declaration Form for students 18 years and

- older), giving the parent/guardian's consent to the student's choice of activities indicated in their Personal Physical Activity Plan, acknowledging receipt of the recommended safety guidelines for these activities, and accepting responsibility for monitoring the student's safety in OUT-of-class activities.
5. The student will submit the signed consent/declaration form to the PE/HE teacher.
  6. If the student wants to choose other physical activities that are not part of the original Personal Physical Activity Plan for the OUT-of-class component of this course, the student must have these new physical activities accepted by the PE/HE teacher, obtain the recommended safety guidelines for these new activities, and receive the parent/guardian's consent via the Parent/Guardian Declaration and Consent & Student Declaration Form for new activities (or Student Declaration Form for students 18 years and older).
  7. The PE/HE teacher will be assigned time to meet with the student on a regular basis for managing and evaluation progress for the OUT-of-class component of the course.
  8. When students participate in these activities, school division personnel will not inspect the facilities or equipment to be used by the student for non-school-based physical activities, nor will school personnel be present or in any way involved in supervising students, nor will they be available to ensure students receive appropriate instruction.
  9. The parent/guardian (or student 18 year and older) will be responsible for ensuring that the facilities, equipment, and the level of instruction and/or supervision for the non-school-based physical activities, which the student has chosen for the OUT-of-class component of the PE/HE course, meet the appropriate safety standards recommended in the OUT-of-Class Safety Handbook. If the parent/guardian (or student 18 years and older) does not consent to this responsibility, the student will be responsible for completing the requirements for the OUT-of-class component through participation in school-based activities.

For all school-based activities, the school division will ensure that facilities, equipment, and the level of instruction and/or supervision meet the safety standards recommended in the documents Safety Guidelines for Physical Activity in Manitoba Schools, YouthSafe Manitoba: School Field Trip Resource, and OUT-of-Class Safety Handbook, as per the Administrative Procedure.

### Risk Factor Rating Scale

RFR	Level of safety concerns; recommended instruction and supervision	Examples
1	There are few safety concerns for this physical activity; little or no qualified instruction or adult supervision required.	Walking Stretching
2	There are some safety concerns for this physical activity; qualified instruction is recommended; little or no adult supervision is required.	Racquetball Ice skating
3	There are several safety concerns for this physical activity; qualified instruction is required; adult supervision is recommended.	Snowboarding Field Hockey
4	There is a high level of safety concerns for this physical activity; qualified instruction and adult supervision is required.	Swimming Karate