Policy HICA Attachment B: Risk Level and Destination Classification (Planning Guide)

							illation Classif	ilcution (
horizon school division	Low Risk/Green Day trip & In Province	Low Risk/Gre en Day trip out of provi nce	Low Risk/Green 1 overnight or 2 overnight (school competition) & In province	Low Risk/Green 1 overnight or 2 overnight (school competition) & Out-of- province	Low Risk/Green More than 1 overnight or More than 2 overnight (school competition) & In province	Low Risk/Green More than 1 overnight or More than 2 overnight (school competition) & Out of province	Moderate Risk/Amber Some Physical Education Class Activities Onsite Staff initiated recess/lunch/intram ural school ground activities	Moderate Risk/Amber Horizon Jr. High Athletics ASAA sports	Moderate Risk/Amber Day trip & In or out of province	Moderate Risk/Amber 1 overnight or 2 overnight (school competition) & In or out-of- province	Moderate Risk/Amber More than 1 overnight or More than 2 overnight (school competition) & In or out of province	High Risk (Red)	International Trips
Age Levels:													
ECS/Elem	✓	X	✓	X	✓	X	✓		✓	X	X	X	X
Jr/Middle	√	<i>1</i> 1 ✓	√	<i>1</i> ✓	√	<i>1</i> 1 ✓	✓	✓	√	<i>1</i> 1 ✓	<i>X</i> ✓	X	X
High	· ✓	· ✓	· ✓	· ·	· ✓	· ·	· ·	· ·	· ✓	· ·	· ✓	X	<i>X</i> ✓
High	,	•	·	,	,	,	,	•	,	,	•	Λ	
Principal	√		√				✓ see (attachment C2)	see (attachment C3)					
Superintendent		✓		✓	✓	✓			✓	✓	✓		✓
ECS	students												
Elem	 grades 1 to 3, one adult / 8 students; grades 4 to 6, one adult / 10 students 		• grades 1 to 3, one adult / 8 students; • grades 4 to 6, one adult / 10 students		• grades 1 to 3, one adult / 8 students; • grades 4 to 6, one adult / 10 students				 grades 1 to 3, one adult / 5 students; grades 4 to 6, one adult per 8 students 				
Jr/Middle	one adult / 10 student	s							one adult / 8 studen	nts			
High	one adult / 15 student	one adult / 15 students							one adult / 10 stude		one adult / 10 students		
Detailed Itinerary		✓	√	√	✓	 	1	T	√	✓	√	1	· ·
Parent Correspondence	√	· ·	· ·	· ·	· ·	· ·	✓	✓	· ·	· ·	<i>,</i>		· /
Field Trip Approval Form (attachment C1, C2, C3, or D)	Optional, verbal approval acceptable	✓	√	✓	✓	✓	→	*	✓	✓	✓		✓
Field Trip Approval Checklist (part of attachment D – required))	11	✓		✓	✓	√			✓	✓	✓		✓
Teacher/Leader Qualifications Assessment Form (attachment E: Required for moderate risk/Amber activities)									✓	~	√		~
Parent/Guardian Consent (attachment F part A)	✓	✓	✓	✓	✓	✓	√	√	✓	✓	✓		✓
Parent/Guardian Consent/Risk Acknowledgement Form (attachment F part B)							√	√	√	√	✓		
Volunteer Registration Form (Policy GFA)	✓	✓	✓	✓	✓	✓	✓	√	✓	✓	✓		✓
Volunteer Police Info Check and Child Welfare Check			✓	✓	✓	✓	√	√		√	✓		✓
Volunteer Consent/Risk Acknowledgement Form (attachment G)							√	√	✓	✓	✓		✓ (if amber activities)
Volunteer Medical Information Form (attachment H)		✓	✓	✓	✓	✓	√	√	✓	✓	✓		✓

Volunteer Automobile and/or Driver Authorization Form (attachment B policy EEACAA)	✓	✓	√	✓	✓	√	*	√	✓	✓	~	√
Parent/Guardian Responsibility of Student Transportation (attachment A policy EEACAA)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
International Field Planning Guide (attachment I and I2)												✓
Application Lead Time	One week			One mont	h	annually		annually	Two months			Three months