

Administrative Procedure 6130

***Out-of-Class Senior Years Physical
Education/Health***

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

Administrative Procedures Cross Reference:

[Organization for Instruction](#)

Form Cross Reference:

[Out of Class Physical Activity Consent Form](#)

Legal/Regulatory Reference:

[Manitoba Education Physical Education/Health Education Curriculum](#)

[Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education \(Manitoba Education\)](#)

[Safety Guidelines for Physical Activity in Manitoba Schools \(Manitoba Education\)](#)

[Youth Safe Manitoba](#)

The Interlake School Division (ISD) believes that quality physical education programming is foundational to the education and well being of all students and recognizes the importance of risk management in promoting safe participation in physical activities for the out-of-class delivery of Grades 9 to 12 Physical Education/Health.

1. Introduction

The aim of the Physical Education/Health curriculum is to provide students with planned and balanced programming to develop the knowledge, skills, and attitudes for physically active and healthy lifestyles.

Students in grades 9, 10, 11 and 12 are required to earn one credit for physical education in each year. Each credit shall consist of 110 hours of activity and instruction. A portion of those hours may be earned through approved out-of-class 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. All students in grades 9, 10, 11 and 12 are eligible to apply to have their out-of-class activities considered for credit towards their physical education credit.

Students who wish to receive credit for out-of-class activity may do so in accordance with this procedure. This procedure is designed to protect the ISD from liability arising out of a pupil's participation in an out-of-class activity by ensuring that approved activities ensure the highest standards of safety for pupils and ensuring that parents and guardians understand they are solely responsible for their children while they participate in such out-of-class activities.

2. Approved Activities

a. Eligible Activities

To fulfill the practical component of a course, students may choose from a variety of out-of-class activities from the [Physical Activity Inventory](#). The Physical Activity Inventory is generated by Manitoba Education and approved by ISD.

b. Low Risk Activities

Activities not included and dissimilar from any in the [Physical Activity Inventory](#) must be approved by the student's Physical Education teacher unless the activity is deemed to be high-risk.

c. High-Risk Activities

For high-risk activities, approval must first be secured from the Superintendent/CEO or designate in order for the activity to count towards credit for a course. In order for a request to be considered, recommended safety guidelines must be developed by the student, the parent/guardian, and/or the organization involved and provided to the Superintendent/CEO or designate.

Risk Factor Ratings

Risk Factor Rating	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

3. Guidelines

The following guidelines apply to any approved activities (school-based or community-based):

- a) All personnel within the organization, whether employed or as a volunteer must have an approved Criminal Record/Vulnerable Sector Check and Child Abuse Registry Check.
- b) The organization must demonstrate at all times that an individual will be on site who has qualified training and/or coaching certification commensurate with the nature of the activity such as training in CPR and/or First Aid, and Safety Training.
- c) All equipment used with the activity must meet industry standards and certification and be properly maintained.
- d) Any facilities being used must meet all government regulations including fire safety and Workplace Safety and Health requirements.
- e) The organization must demonstrate that the student participants will be supervised by qualified individuals at all times during the activities.
- f) For school-based activities, the school will ensure that all facilities, equipment, and the level of instruction and/or supervision meet the standards recommended in the documents [Safety Guidelines for Physical Activity in Manitoba Schools](#), [Youth Safe Manitoba](#), and the [Out-of-Class Safety Handbook](#) from Manitoba Education.
- g) The school will provide students and parents/guardians with the safety information associated with each student's chosen physical activities for the out-of-class component of grades 9-12 Physical Education/Health curriculum as contained in the [Out-of-Class Safety Handbook](#).
- h) When students participate in activities which are not school-based, ISD personnel will not inspect the facilities or equipment to be used, nor will school personnel be present or in any way involved with supervising students or ensuring that students receive appropriate instruction and/or supervision.
- i) The parent/guardian (or student 18 years and older) will be responsible for ensuring that the facilities, equipment, and the level of instruction and/or supervision for the activity meets the appropriate safety standards recommended in the [Out-of-Class Safety Handbook](#). If the parent or student do not consent to this responsibility, the student will be responsible for completing the requirement for the out-of-class component through participation in school-based activities such as sports or intramurals.
- j) The Physical Education teacher will guide the student in developing a personal physical activity plan for the out-of-class component, and once approved will sign the plan as an indication to the student and parent/guardian that it has been accepted.
- k) The parent/guardian and student (or only the student if 18 years and older) will sign off on the plan via the [Out of Class Physical Activity Consent Form](#), giving the parent/guardian's consent to the student's choice of activities indicated in her or his 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. The student will submit the signed [Out of Class Physical Activity Consent Form](#) to the Physical Education teacher before they can record hours for their physical activity practicum.

- l) 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 the course, the student must have the new physical activities accepted by the Physical Education teacher, obtain the recommended safety guidelines for the new activities, and receive the parent/guardian's consent (students under 18 years) via the [Out of Class Physical Activity Consent Form](#) before they can record these hours for their physical activity practicum.
- m) The Physical Education teacher will meet with the student on a regular basis for managing and evaluating progress for the out-of-class component of the course. The PE/Health teacher will assign time to meet with the student on a regular basis.

4. Protocol

- a) Schools will provide students and parents/guardians with the safety information associated with each student's chosen physical activities for the out-of-class component of Grade 9 to 12 PE/Health, as listed in Manitoba Education, Citizenship and Youth's *Out-of-Class Safety Handbook*. www.edu.gov.mb.ca/k12/docs/support/pehe_safety/
- b) Physical activities chosen for the out-of-class component of PE/Health courses must be selected from the list supplied in the *Out-of-Class Safety Handbook*.
- c) The PE/Health teacher will guide 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 that it has been approved.
- d) The parent/guardian and student (or only the student if 18 years or older) will sign the [Out of Class Physical Activity Consent Form](#), giving the parent/guardian's consent to the student's choice of activities indicated in his/her Personal Physical Activity Plan. This acknowledges receipt of the recommended safety guidelines for these activities, and accepts responsibility for monitoring the student's safety in out-of-class activities.
- e) The student will submit the signed consent/declaration form to the PE/Health teacher.
- f) If a student wants to change or add to their Personal Physical Activity Plan the above process as outlined in numbers 2 to 5 is to be followed.
- g) The PE/Health teacher will assign time to meet with the student on a regular basis for managing and evaluating regular progress for the out-of-class component of the course.
- h) When students participate in the out-of-class activities, school division personnel will not inspect the facilities or equipment to be used by students 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.
- i) The parent (or student 18 years or 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/Health course, meet the appropriate safety standards recommended in the *Out-of-Class Safety Handbook*. If the parent (or student 18 years or 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.