

## OFF-SITE EDUCATIONAL PROGRAMMING (FIELD TRIPS)

### 1.0 Classification

- 1.01 For the purpose of this regulation and Policy IJOA day trips are those that occur during the normal school day.
- 1.02 Extracurricular activities occur outside of the normal school day.
- 1.03 Overnight excursions consist of at least one overnight stay and may include provincial, national, or international travel.

### 2.0 Authorization

- 2.01 The school administrators are responsible to authorize day trips.
- 2.02 Overnight excursions require authorization from the Assistant Superintendent – Curriculum and Learning Services prior to in-depth planning.
- 2.03 The Physical and Health Education Consultant will review and approve plans that have physical activities of higher risk in both day trips and overnight excursions.
- 2.04 Guidelines for the specific requirements for physical activities of higher risk will be provided by the Physical and Health Education Consultant.

### 3.0 Transportation

- 3.01 A divisional school bus or a regulated commercial bus is recommended for all trips requiring transportation. Where more than one bus is used, a list of students traveling on each bus must be filed with the school office and students must travel on the same bus at all times.
- 3.02 When transporting children in private vehicles, the safety guidelines from Transport Canada <https://www.tc.gc.ca/eng/motorvehiclesafety/safedrivers-childsafety-programs-regulations-regulations-884.htm> apply.

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- 3.03 Where private vehicle is the chosen method of transportation, the school office must be provided with a list of students and adults in each vehicle. This is to be done on a trip by trip basis. Vehicles used must be properly licensed and insured with a copy of the driver's license and registration filed with the school office. Once the car pool lists are filed, no changes are to be made without authorization from the school administrator. Details of the trip and the itinerary must be filed in the school office prior to departure.
- 3.04 Parental permission authorizing a student to be transported by private vehicle must be obtained prior to departure. Parents must be informed if the proposed driver is less than 25 years of age.
- 3.05 Parents, students, and volunteers who transport students in private vehicles on school-sponsored activities are included as additional named insured as per the Division's liability insurance policy. Staff providing transportation of students must complete IJOA-E-2 (Exhibit 2) prior to the activity.
- 3.06 A student with a valid driver's license and complying with the intermediate stage and/or full graduated license stage, may drive other students as passengers within the City of Winnipeg perimeter provided that:
  - a) a student who is driving has completed the Employee/Volunteer Driver Form (Exhibit IJOA-E-2);
  - b) the Principal has written permission from the student driver's parent/guardian acknowledging that they understand that their child will be driving other students, and;
  - c) the Principal has written permission from the parent/guardian of all student passengers acknowledging that they consent and understand that another student is transporting their child.

Communities outside the City of Winnipeg perimeter that are permissible include: Headingley, La Barriere Park, and St. Norbert. Transportation to all other rural communities require adult drivers over the age of 25.

- 3.07 Where a commercial bus is used on a day trip the following enhanced safety procedures must be put in place:  
As part of Risk Management planning, supervising staff must have discussed safe bus evacuation with each other and with students prior to the trip.

On the day of the trip, once all students and staff are on board and seated, the teacher in charge, in conjunction with the bus driver, must review the plan for the safe evacuation of the bus including the location of all window exits and roof exits, the responsibilities of the supervisor, and commands that will be given to the students in the event of an accident.

- 3.08 Transportation of students in 15-seat passenger vans is not permitted.
- 3.09 Where regular transportation to an off-site destination is part of a student's educational program, this is

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not considered to be a day trip. However, employees must complete and sign form IJOA-E-2 prior to the first day of the program. This form will apply for the duration of one school year.

#### 4.0 Parent Permission/Information

- 4.01 All relevant information is to be included with the permission form, including information related to the needs of students with life-threatening allergies who will be on the trip, the potential cancellation of a trip, risk management procedures and all applicable liabilities.
- 4.02 In the case of curriculum that is community-based, a general permission form may be used provided a program description outlining the planned trips accompanies it.
- 4.03 Signed permission must be obtained from parents/legal guardians on a trip-by-trip basis prior to departure.

Parent/legal guardian permission may also be obtained using software programs designed to take the place of the written signature. The Assistant Superintendent – Curriculum and Learning Services will oversee the selection of any electronic service provider used for the purpose of gathering permission for trips using web-based services.

Schools selecting the option of software-based field trip information and permission services will take responsibility for educating the teaching and parent communities with respect to a change of process.

- 4.04 If circumstances dictate, parental permission may be obtained through telephone conversation with the school administration.
- 4.05 In addition to day trip permission, a Letter of Informed Consent (exhibit IJOA-E-1) must be signed where a trip includes activities of higher risk. This would include both day and overnight excursions.
- 4.06 International Student Program (ISP): For day trips within the Province of Manitoba, parent permission is obtained on the ISP Application Form. For all other trips, please contact the ISP Office.

#### 5.0 Supervision & Safety

- 5.01 The student/adult ratio is to be determined based on the age of the students and the nature of the activity. As a general guideline, a ratio of 15:1 is recommended.
- 5.02 Ratios for trips that include physical activities of higher risk will be provided by the Physical and Health Education Consultant
- 5.03 School administration and supervising teachers may choose to provide additional supervision based on the composition of the group going on the trip.
- 5.04 A spouse of a supervising teacher may not become a member of the supervisory team. Children of a

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supervising teacher who are not students in the school may not attend.

- 5.05 Parents of students accompanying a trip cannot hold supervision responsibilities for day trips involving high-risk activities or for overnight excursions.
- 5.06 Prior to departure on overnight excursions, child abuse and criminal registry checks must be done on all adults on the trip who are not employed by the School Division.
- 5.07 The supervising teacher is responsible for informing members of the supervisory team of their duties and reviewing standards of conduct with students.
- 5.08 Mixed groups going on overnight excursions require both male and female chaperones.
- 5.09 For overnight excursions, supervisor(s) where the gender of the supervising teacher differs from the gender of the students, an additional supervisor will be required to match the gender(s) of the students.
- 5.10 All trips require a first aid kit.
- 5.11 Teachers must ensure that special equipment required by children with allergies (i.e. auto injectors, inhalers, etc.) is taken on the trip. (See Pembina Trails School Division policy JLCD –R page 16 on Administration of Urgently Required Medications and Treatments for related field trip guidelines).
- 5.12 Students are not allowed to leave the trip unless prior written arrangements have been confirmed by parents/guardians and approved by the Principal.
- 5.13 Any trip needs to include enough supervision to allow a supervisor to accompany a student or students should they need to return home prior to the completion of the trip.

**6.0 Non-participants**

- 6.01 Students not participating are expected to attend school unless alternative arrangements have been made between the school and home.

**7.0 Continuum of Off-site Excursions**

- 7.01 Kindergarten to Grade 4 will be restricted to day trips.

**OVERNIGHT EXCURSIONS**

**8.0 Notice of Intent for Overnight Excursions**

- 8.01 Notice of Intent approved by both Principal and staff coordinator, must be submitted to the Assistant Superintendent – Curriculum and Learning Services as follows: International trips (5 months notice and

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no later than October 15 of the year of travel); provincial or national travel (3 months notice). Timelines may be adjusted under exceptional circumstances.

### 9.0 Content of Notice of Intent for Overnight Excursions

- 1) Nature of trip
- 2) Educational justification including plans for preparation and follow- up
- 3) Location/Itinerary
- 4) Attendees (number and grade level)
- 5) Dates
- 6) List of high-risk activities
- 7) Transportation plans
- 8) Financial plans
- 9) Level of supervision (ratio)
- 10) Parental involvement and consent

### 10.0 Final Plans

10.01 Final plans for the overnight excursion are to be submitted to the Assistant Superintendent – Curriculum and Learning Services SIX WEEKS prior to departure. The plans to include:

- 1) Purpose/objectives
- 2) Schedule of activities
- 3) Departure and arrival dates and times
- 4) Final number of students
- 5) Number, qualifications, and names of adult supervisors and staff members
- 6) Parental involvement
- 7) Emergency Action Plan
- 8) Risk management plans for High Risk Activities
- 9) Medical information about students
- 10) Insurance information (medical and cancellation, if applicable)

### 11.0 Overnight Trip Cancellation Guidelines

11.01 All plans to travel must be with the full endorsement of parents/legal guardians of the students involved.

11.02 Cancellation by the Division would be a possibility in situations where travel is deemed unsafe, (i.e. war, threat of terrorist attack, health hazard, dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods).

11.03 The advice of the Department of Foreign Affairs would guide the decision making in this regard. Communication with the Department of Foreign Affairs would be through the Superintendent’s Department. It is expected that administration and staff involved with overnight excursions will assist with monitoring Country Travel Reports and Emergencies Abroad.

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- 11.04 Out of Province and International overnight excursions require the purchase of insurance to cover the possibility of cancellation and an emergency return. The insurance must include the possibility of cancellation by the school division. This insurance is obtained by following the enrolment process and completing the Student Travel Manifest linked on the ST Portal here: [FAQ - Student Travel Insurance](#)
- 11.05 In the event of the need to cancel the trip, the Division would not be held liable. It is the responsibility of the administration and staff involved with the overnight excursion to ensure that parents are fully informed of this.
- 11.06 Parents/guardians and students must sign a “Letter of Informed Consent” prior to departure on an overnight excursion. This includes parents/guardians of students who are 18 and older.

## 12.0 Dismissal from Overnight Excursions for Disciplinary Reasons

- 12.01 A detailed listing of the rules and regulations of the trip, with clearly stated consequences, must be provided to the students and parents/guardians prior to departure.
- 12.02 Students and parents/guardians will be required to sign a conduct agreement that outlines specific procedures concerning the early return of students. Details of the procedures would include:
- 1) Parent/guardian contact detailing the arrangements for the return, in the event that an early return is necessary,
  - 2) Students will be returned by airplane whenever possible.
  - 3) Arrangements will be made to return both student(s) and a supervisor at the expense of the parent/guardian.
  - 4) Parents/guardians must make arrangements to meet the student(s) and supervisor promptly upon arrival.
- 12.03 In the event of a student dismissal for disciplinary reasons, a written report must be filed with the Superintendent outlining the details of the event(s) and cause of dismissal.

## RISK MANAGEMENT

### 13.0 Extended Health Coverage

- 13.01 Student Travel Health Insurance through the Manitoba School Boards Association plan is mandated for all School or School-Division sanctioned trips outside of Manitoba or Canada. Trip Organizers must follow the enrolment process and complete the Student Travel Manifest linked on the ST Portal here: [FAQ - Student Travel Insurance](#)

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**13.02** In the event of illness/injury while away, a supervising teacher will seek medical attention for the student and the student will remain in constant supervision by the teacher.

**14.0 Higher Risk Activities**

14.01 Parents/guardians and students must sign a letter of informed consent prior to participating in activities of higher risk.

14.02 Among the adult supervisors must be at least one that has First Aid and CPR training.

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