
FIELD TRIPS

The Board recognizes the educational value of field trips. It is the desire of the Board to encourage and lend support to field trips provided that they are properly planned, that the learning experiences are an integral part of the instructional program, and that the plans are well implemented. Trips must properly provide for the cognitive, affective, and/or psychomotor development of students and the planned activities must constitute a reasonable and effective means of extending school learning and student knowledge and understanding.

APPROVED: 6/268/03

1.0 Classification

- 1.01 Day trips are those that occur during the school day.
- 1.02 Extended field trips are those consisting of at least one overnight stay. Extended field trips may occur provincially, nationally, or internationally.

2.0 Authorization

- 2.01 The school administrators are in authority for day field trips.
- 2.02 Extended trips require authorization from the Assistant Superintendent – Program prior to in-depth planning.
- 2.03 The Physical Education/Health Consultant will monitor plans for high-risk activities.
- 2.04 Guidelines for the specific requirements for higher risk activities are identified under the heading of Limited and Excluded Activities.

3.0 Transportation

- 3.01 A school bus or commercial carrier is recommended for all field 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 basic safety guidelines from Transport Canada are to be followed:
 - a) all children under 12 years of age must be transported in the rear seat and kept away from all air bags
 - b) forward-facing child seats are recommended for children weighing 10-18 kg (22-40 lbs.)
 - c) booster seats are recommended for children weighing 18-27 kg (40-60 lbs.)
 - d) seat belts are mandatory over 27 kg (60 lb).
- 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. Parents must be informed if the proposed driver is less than 25 years of age.
- 3.05 As at June, 2003, 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.

4.0 Parent Permission/Information

- 4.01 Signed permission must be obtained from parents/legal guardians on a trip-by-trip basis.
- 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 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.
- 4.04 If circumstances dictate, parental permission may be obtained by fax or through telephone conversation with the school administration.
- 4.05 A Letter of Informed Consent (attached) must be signed where a trip includes activities of higher risk. This would include both day and extended field trips.
- 4.06 International Student Program (ISP): For trips within a 50 km radius of Winnipeg, parent permission is obtained on the ISP Application Form. For details on all other trips, please consult the Homestay Guide for International Students.

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. See recommendations included on the risk management grid that is attached. As a general guideline, a ratio of 15:1 is recommended.
- 5.02 Ratios for specialized trips are as per the attached "Activities of Higher Risk" guidelines, which are based on the Safety Guidelines for Physical Activity in Manitoba Schools.
- 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 become a member of the supervisory team.
- 5.05 Prior to departure on extended field trips, child abuse and criminal registry checks must be done on all volunteer supervisors who are not employed by the School Division.
- 5.06 Children belonging to the members of the supervisory team may not attend unless they are bona fide members of the sponsoring school.
- 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 extended field trips require both male and female chaperones.
- 5.09 Where the gender of the supervising teacher differs from the gender of the group members, an additional supervisor will be required matching the gender of the group.
- 5.10 All field trips require a first aid kit.
- 5.11 Teachers must ensure that special equipment required by children with allergies (i.e. autoinjectors, inhalers, etc.) is taken on the trip. (See PTSD policy on Administration of Urgently Required Medications and Treatments for related field trip guidelines)
- 5.12 Students are not allowed to leave the field trip unless prior written arrangements have been made.
- 5.13 Any field trip needs to include enough supervision to allow a supervisor to attend with 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 Field Trip Continuum & Related Student Involvement

7.01 Kindergarten to Grade 4 will be restricted to day trips and middle years to provincial trips unless circumstances are exceptional and the Assistant Superintendent - Program, grants approval. Senior 1 to Senior 4 trips are unrestricted.

EXTENDED FIELD TRIPS

8.0 Notice of Intent for Extended Field Trips

8.01 Notice of Intent forms (see attached) signed by both Principal and staff coordinator, must be submitted to the Assistant Superintendent - Program as follows: International trips (5 months notice and 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 Extended Field Trips

- 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 Extended Field Trip are to be submitted to the Assistant Superintendent- Program 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) Risk management plan
- 8) Medical information about students
- 9) Medical insurance information
- 10) Detailed financial information.

11.0 Extended Field 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. Such situations would include 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 extended field trips will assist with monitoring Country Travel Reports and Emergencies Abroad.
- 11.04 All international extended field trips require the purchase of insurance to cover the possibility of an emergency return.
- 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 extended field trip to ensure that parents are fully informed of this.
- 11.06 These guidelines should be carefully considered by staff and thoroughly reviewed with parents.
- 11.07 Parents/guardians and students must sign a "Letter of Informed Consent" prior to departure on an extended excursion.

12.0 Dismissal from Extended Field Trips 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, must be made prior to leaving on the field trip.
 - 2) Students will be returned by airplane whenever possible.
 - 3) A supervisor would attend the student(s) until departure for home if the return trip is direct and non-stop.
 - 4) If the return trip includes a stopover, a supervisor must attend with the returning student(s), with the costs of the added supervision being at the expense of the parent/guardian in the case of dismissal.
 - 5) Parents/guardians must make an arrangement to have the student picked up upon arrival. If this arrangement is not possible the student will not be allowed to attend the trip.
- 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 For travel out of the city limits but within Canada, medical insurance is recommended.
- 13.01 Medical insurance is required for international travel. Contact MAST for details related to Medical and Liability insurance coverage.
- 13.01 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.
- 13.01 Student fees need to include the costs associated with the possible return of a supervisor in the case of an illness or injury.

14.0 Limited and Excluded Activities

- 14.01 Special guidelines are outlined for activities of higher risk. See “Activities of Higher Risk Guidelines for Day and Extended Field Trips” (attached).
- 14.01 Parents/guardians and students must sign a letter of informed consent prior to participating in activities of higher risk.
- 14.01 Among the adult supervisors must be at least one that has First Aid and CPR training.

Letter of Informed Consent

_____ School is arranging a field trip to _____ for grade _____ students on _____.

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF THE PARTICIPATING STUDENT.

ELEMENTS OF RISK

Educational excursions such as this, may present various elements of risks, as might various forms of related transportation. Accidents related to such activities may occur and cause injury to a student or students through no fault of the Division transporters or a facility at which activities take place.

By choosing to participate in this excursion, the student is assuming the risk of an accident occurring. Risk can be reduced by carefully following instructions and guidelines for activities included in this field trip.

The Pembina Trails School Division does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Obtaining adequate accident insurance is the responsibility of the participant and/or the parent(s)/guardian(s). Participants must bear the financial responsibility for any costs associated with an accidental injury.

POSSIBILITY OF CANCELLATION

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

The advice of the Department of Foreign Affairs would guide the decision-making where foreign travel is being planned. Communication with the Department of Foreign Affairs would be through the Superintendent's department.

In the event of the need to cancel the trip, the Division would not be held liable.

POSSIBILITY OF DISMISSAL FROM EXTENDED FIELD TRIP

In the event of a dismissal for disciplinary reasons, parents will be responsible for the cost of the return trip and for picking up the student upon return.

ACKNOWLEDGEMENT

We have discussed and understand these warnings.

Signatures: Student: _____ Parent/Guardian: _____

Date: _____

PERMISSION

I give _____ permission to participate in the excursion sponsored by _____ School.

Signature of Parent/Guardian: _____

Date: _____

This Notice of Intent is to be completed and signed by the School Administrator, thus verifying that the requirements of Policy IICAB have been met. The signature of the Assistant Superintendent – Program indicates approval of the activity and permission to proceed with planning as per Policy.

Section A: Notice of Intent

School _____ Supervising Teacher _____
 Grades Involved _____ Dates _____ # of Students _____
 Excursion Summary/Location _____

High Risk/Limited Activities _____

Principal's Signature _____

Assistant Superintendent's Signature _____

Date _____

Date _____

Comments:

Comments: Proceed with Planning
 Detailed Plans to be submitted by _____
 Risk Management Plan Required by _____

Section B1: Detailed Plans – Activity Planning Considerations

Learning Objectives of the Planned Activities

Parent Information/Permission Form

- Purpose
- Destination
- Date/Departure/Return Time
- Transportation Arrangements
- Costs
- Medical Information
- Insurance Coverage
- Meal Arrangements
- Special Clothing/Equipment Needs
- Informed Consent Agreement

Supervision and Safety

- Child Abuse Registry Clearance
- Student: Adult Ratio: _____
- Certified First-Aider (Current)
- Risk Management Plan
- Instructor Qualifications

Section B2: Detailed Plans – Proposed Budget

Expenses

Transportation _____
 Accommodation _____
 Meals (including meals paid by students) _____
 Admission Fees _____
 Miscellaneous _____
 Substitute Costs _____

Total Expenses

Total Cost per Student _____

Revenue

School-Based Funds _____
 School-Based Contribution to Sub Costs _____
 Division Contribution _____
 Division Contribution to Sub Costs _____
 Student/Parent Contribution _____
 (Including contribution to meal costs, other fees collected, fundraising money, etc.) _____
 General funds Contributed by Parent _____
 Support Organization/Parent Council _____
 Other Funding Sources _____
 (Including Student Council Funds, etc.) _____

Total Revenue

_____ *May 2003*

*Activities of Higher Risk Guidelines
for Day and Extended Field Trips*

Summary of Timelines

Three Months Prior to the Planned Date of the Event – Provincial/National Travel

A School wishing to undertake planning for an extended field trip/excursion involving provincial or national travel must complete an “Extended Excursion - Notice of Intent” form. This form must be forwarded to the Superintendent’s Department NOT LESS THAN THREE MONTHS PRIOR TO THE PLANNED DATE OF THE EVENT. Such “Notice of Intent” must be co-signed by the Principal and the supervising teacher. The Superintendent’s Department prior to any further planning by the school will review the “Notice of Intent”.

Five Months Prior to Planned Date of the Event – International Travel

A School wishing to undertake planning for an extended field trip/excursion involving international travel must complete an “Extended Excursion - Notice of Intent” form. This form must be forwarded to the Superintendent’s Department NOT LESS THAN FIVE MONTHS PRIOR TO THE PLANNED DATE OF THE EVENT AND NOT LATER THAN OCTOBER 15 OF THE SCHOOL YEAR DURING WHICH THE EVENT WILL OCCUR. Such “Notice of Intent” must be co-signed by the Principal and the supervising teacher. The Superintendent’s Department prior to any further planning by the school will review the “Notice of Intent”.

Exceptions to Above Timelines

From time to time, an extended excursion may be permitted without conforming to the administrative procedures contained herein. Generally, such exceptions will be related to:

- i. An invitation which may be extended to a school group, organization, class, or team and which has not been extended within the time frame set forth.
- ii. A sponsoring group announcing a program related activity at a date which is too late to allow for three months’ notice to be given.

Ninety Days from Completion of Excursion

A complete statement of revenues and disbursements related to an excursion must be available upon request within ninety days of the completion of the excursion.

Note – These guidelines have been adapted from the “Safety Guidelines for Manitoba Schools” document.

**** NR indicates “No Recommendation” according to the Safety Guidelines document***

*Activities of Higher Risk Guidelines
for Day and Extended Field Trips*

Activity	Ratio	Equipment and Clothing	Qualifications of Supervisor	Supervision
Aquatics	12:1 Senior 8:1 Middle Leisure swimming is not recommended for K-4 students.	A device to keep hair from obstructing vision compulsory	At least one supervisor must have one of the following certificates: N.L.S. Lifeguard Certificate, St. John's First Aid Certificate, Canadian Red Cross Emergency First Aid, LSS Aquatic Emergency Care Certificate, Canadian Ski Patrol First Aid Certificate, CPR Basic Rescuer.	Constant Visual Supervision. One certified lifeguard for every 25 students. Establish a buddy system and assemble students every 90 minutes.
Archery	NR	Non-restrictive clothing. Arm guards required.	Archery NCCP Level 1	Constant Visual Supervision
Board Sailing	10:1 Senior years only	A Personal Floatation Device (PFD) with a whistle attached required	Minimum Level 1 Canadian Yachting Association Coaching Certificate	Constant Visual Supervision and 1 motorized watercraft for every 10 boards. Lifeguard presence strongly recommended. Must have an on-site vehicle for emergency use.
Cycling	30:1 Senior 20:1 Middle 15:1 Early (grades 3&4 only)	Correctly fitting helmets required. Open-toed shoes are not allowed. Shoelaces must be tied.	Grade three students should have the bicycle safety training. First Aid and CPR recommended.	Constant Visual Supervision
Diving	25:1 per lifeguard /instructor	Backyard pools may not be used.	At least one supervisor must have one of the following certificates: N.L.S. Lifeguard Certificate, St. John's First Aid Certificate, Canadian Red Cross Emergency First Aid, LSS Aquatic Emergency Care Certificate, Canadian Ski Patrol First Aid Certificate. C.A.D.A. certification required for instructing skills beyond a front dive.	Constant Visual Supervision

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***Activities of Higher Risk Guidelines
for Day and Extended Field Trips***

Horseback Riding	8:1 All levels	Properly fitting helmets with chinstraps must be worn.	Camp Horsemanship Association coach creditation or Canadian Equestrian Federation NCCP Level 1.	Constant Visual Supervision
In-line Skating and Roller Skating	30:1 Senior 20:1 Middle 15:1 Early (grades 3&4 only)	Properly fitting helmets and protective equipment required	NR	Constant Visual Supervision
Outdoor Education - camping	8:1 EY, MY, and SY		N.L.S. Lifeguard Certificate St. John's First Aid Certificate Canadian Red Cross Emergency First Aid LSS Aquatic Emergency Care Certificate Canadian Ski Patrol First Aid Certificate	Constant Visual Supervision
Outdoor Education - backpacking	10:1 MY and SY		N.L.S. Lifeguard Certificate St. John's First Aid Certificate Canadian Red Cross Emergency First Aid LSS Aquatic Emergency Care Certificate Canadian Ski Patrol First Aid Certificate	Constant Visual Supervision
Outdoor Education - kayaking and canoeing	8:1 MY and SY	A Personal Floatation Device (PFD) with a whistle attached required	The instructor must possess the Manitoba Recreational Canoeing Association Level 1 Lakewater canoeing certification. N.L.S. Lifeguard Certificate St. John's First Aid Certificate Canadian Red Cross Emergency First Aid RLSS Aquatic Emergency Care Certificate Canadian Ski Patrol First Aid Certificate	Constant Visual Supervision
Outdoor Education - canoe tripping	8:1 MY and SY	DOT approved PFD must be worn at all times while on the water. (compulsory)	The instructor must possess the Manitoba Recreational Canoeing Association Level 2 Canoe Tripping certification or equivalent. N.L.S. Lifeguard Certificate St. John's First Aid Certificate Canadian Red Cross Emergency First Aid RLSS Aquatic Emergency Care Certificate Canadian Ski Patrol First Aid Certificate	Constant Visual Supervision
Outdoor Education - rock climbing	8:1 MY and SY	Helmets must be worn for rock climbing	Rock Guide as certified by the Association of Canadian Mountain Guides.	Constant Visual Supervision

Note – These guidelines have been adapted from the “Safety Guidelines for Manitoba Schools” document.

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***Activities of Higher Risk Guidelines
for Day and Extended Field Trips***

Outdoor Education - sailing	MY and SY	DOT approved PFD must be worn at all times while on the water.	Canadian Yachting Association Coaching certificate Level 1	Constant Visual Supervision
Outdoor Education - winter camping	8:1 SY only recommended		St. John's First Aid Certificate	Constant Visual Supervision
SCUBA Diving	8:1 SY only recommended	Certified equipment must be used	Instructor must be certified by ACUC, NAUI, PADI. At least one supervisor must have lifesaving certification.	Constant Visual Supervision
Skating	30:1 Senior 20:1 Middle 15:1 Early	The wearing of a CSA approved hockey helmet required	NR	Constant Visual Supervision
Skiing / Snowboarding	Instructor to student ratio 10:1 Supervisor ratio 30:1 SY 20:1 MY. The recommended teacher to student ratio for the trip is a minimum of 1 to 10 with a recommended minimum of 1 to 15 on the hill. The teacher to student ratio must never exceed 1 to 30 on the slope with the number of adult supervisors never falling below 3.	Bindings must be set, and meet current guidelines. A properly fitting snowboarding or skiing helmet is strongly recommended.	Instructors must be qualified Ski/Snowboard instructors	In the area supervision. Establish a buddy system and ensure that supervisors are able to be in contact through a device such as hand-held radios or satellite phones should the need arise.

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***Activities of Higher Risk Guidelines
for Day and Extended Field Trips***

Snorkeling	Qualified teacher / instructor ratio 10:1		Instructor must be certified by one of ACUC, NAUI, PADI, N.L.S. At least one of the following is required: Lifeguard Certificate St. John's First Aid Certificate Canadian Red Cross Emergency First Aid RLSS Aquatic Emergency Care Certificate Canadian Ski Patrol First Aid Certificate	In the area supervision
Tobogganing	30:1 SY 20:1 MY 12:1 EY	Toboggans must be in good repair with no jagged edges. The wearing of a CSA approved hockey helmet is strongly recommended.	NR	Constant Visual Supervision
Wall Climbing	8:1 All levels	Equipment must be checked and approved by a qualified instructor.	Manitoba Rock Climbing certification	Constant Visual Supervision

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