

OUT-OF-SCHOOL EDUCATION PARENT MEETING GUIDELINES

To support effective and timely communication, school trip leaders are strongly encouraged to:

- Require all parent(s)/legal guardian(s) to sign in for the parent meetings
- Take and share meeting minutes with all parent(s)/legal guardian(s)/participants

These guidelines are based on excerpts from the policy, procedures and exhibits and is intended to be a quick reference guide. Full details can be found in [IJOA](#) and [IJOA-R](#) and, when required, in the accompanying exhibits.

While it is expected that the full policy documents will be made available to all parent(s)/legal guardian(s) ([IJOA](#) and [IJOA-R](#)), key policy and procedure components that **MUST** be shared in the parent, guardian meetings includes but is not limited to:

(A) IJOA (A) POLICY STATEMENT

- (1) In the interest of student safety, cancellation by the division could be a possibility in situations where travel is deemed unsafe. Such situations include war, threat of terrorist attack, health hazard and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods.
- (2) The expertise of respective agencies (e.g., the Department of Foreign Affairs, Department of Health, Public Health Agency of Canada) will guide the decision making in the above noted situations.

(B) IJOA (B) BASIC OBJECTIVES AND GUIDING PRINCIPLES

- (1) To provide educational experiences which are within the full spectrum of the curriculum. This includes out-of-school activities that develop skills, knowledge or attitudes related to: cultural diversity, civic affairs, global issues, the arts, science, physical education, vocations, and the out-of-doors environment.
- (2) To provide educational experiences which are sound and are developed in concurrence with the mission and goals of the division. These can include activities of a social-recreational nature, which provide opportunities to foster self-reliance, independence and group responsibility. These can also include positive activities for the purpose of enhancing school spirit.

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- (3) To provide educational experiences which provide opportunities for all students. These include activities that encompass community-based instruction for students with diverse learning needs.

(C) IJOA (C) GUIDELINES

- (1) Student safety, which includes appropriate preparation and adequate supervision, is of prime importance. Planned activities should be developmental in sequence. All extended trips will include an Emergency Action Plan. Special consideration must be given to specific student health concerns and life-threatening allergies, including the existence of a current individual health care plan. All staff who are planning activities or events will use provincially approved safety and supervision guidelines as a reference.

(D) IJOA (D) HIGHER CARE PROGRAMS AND IJOA-R (E) SAFETY AND SUPERVISION

- (1) An adult/student ratio of no less than 1:15 is required for trips involving an overnight stay. Trips shall use the ratios articulated in MPASS. Activities or events involving an overnight stay shall have a minimum of two supervisors, one of whom must be a teacher from that school. There must also be gender-appropriate supervision provided.
- (2) All ski trips shall have a supervisor ratio as articulated in MPASS, as a minimum.
- (3) As articulated in MPASS, schools are expected to adhere to the stated supervision requirements for school aquatic outings.
- (4) For trips to international destinations, necessary supervision levels will be determined by school administration based on, but not limited, to the following factors:
 - (a) the activity and associated risk;
 - (b) location of the activity;
 - (c) characteristics of the student group and/or individual student needs;
 - (d) duration of the activity.

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- (5) Supervisor/student ratio for such activities shall fall within a ratio range of 1:10 maximum to 1:6 minimum.
- (6) For activities or events involving an overnight stay, non-staff supervisors must complete child abuse and criminal registry checks prior to departure.
- (7) A supervising teacher will seek medical attention for ill students and the student will remain supervised.
- (8) Students are not permitted to join a trip while it is in progress or to depart a trip prior to the group's scheduled departure date and time with exception of student dismissal for disciplinary reasons.

(E) IJOA (E) and IJOA-R (D) TRANSPORTATION

- (1) The mode of transportation to and from out-of-school activities or events shall be determined by the nature of the activities and the age of students participating.
- (2) Parents/guardians must be informed of the mode of transportation for out-of-school activity or event before the season or event and provide informed consent.
- (3) All students must arrive in an authorized vehicle, and sufficient transportation must be booked to allow for this requirement. Students who arrive on their own will not be considered part of the school activity and will not be permitted to participate in the activity or event.

(F) IJOA (H) PARENTAL INFORMED CONSENT

- (1) Signed forms must be obtained from parent(s)/legal guardian(s) granting informed consent. All relevant information must be made available to parents(s)/legal guardian(s), including:
 - (a) description of activity or activities, method of transportation, behaviour expectations, grounds for possible dismissal, information regarding risks and risk management procedures; the potential of activity or event cancellation.

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- (b) Full disclosure to parent(s)/legal guardian(s) of associated costs to students (if applicable)
- (2) Students participating in ski or snowboard education programs shall complete IJOA-E9 Parental Informed Consent for Out of School Activities – Ski or Snowboard Education Programs.

(G) IJOA – R (F) EXTENDED HEALTH COVERAGE AND IMMUNIZATION

- (1) For Aquatics as well as Ski and Snowboard Education Programs, government medical coverage may not be sufficient, especially in the case of out of province or out of country trips. Additional medical/extended health care coverage, whether through an extended health plan, individual student accident insurance policy, or some other program, is strongly recommended.
- (2) For travel out of the province, health/travel insurance is required and is the responsibility of the student/parent(s)/legal guardian(s) attending the trip.
- (3) When students are traveling to international locations for which Canadian health authorities have advised immunizations, it is the responsibility of each student/parent(s)/legal guardian(s) to consult with a health care professional about immunization.
- (4) In cases where students will be traveling to countries that require specific immunizations as a condition of entry, students must meet the requirement and provide proof of immunization as a condition of participating in the trip.
- (5) In all cases, the cost of the immunization is the responsibility of the participating student/parent(s)/legal guardian(s).

(H) IJOA (K) AND IJOA-R (J) DISMISSAL FOR DISCIPLINARY REASONS

- (1) A detailed listing of the rules and regulations of the activity or event, with clearly stated consequences, must be provided to the students and parent(s)/legal guardian(s) prior to departure.
- (2) Students and parent(s)/legal guardian(s) will be required to sign a conduct agreement that outlines specific procedures concerning the early return of students.

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- (3) In consultation with school personnel, parents and guardians will be responsible for the arrangements for the safe return of their child in case of early dismissal from the activity or event for disciplinary reasons.
- (4) The division is not liable for any financial loss or penalty associated to a student's dismissal from a field trip.

(I) IJOA (L) AND IJOA-R (G) EXTENDED TRIP CANCELLATION

- (1) The division reserves the right to cancel any proposed activity or event should it perceive that any situation threatens the safety of students and staff. Any and all costs incurred in the case of a trip cancellation are the sole responsibility of the students and parent(s)/legal guardian(s). All personnel planning activities or events are to make parent(s)/legal guardian(s) and students aware of this aspect of the policy prior to their deciding to place down payments.
- (2) 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 trip to inform parent(s)/legal guardian(s) that the signed Letter of Informed Consent absolves the division of liability for cancellation.
- (3) Trip cancellation insurance is mandatory for all out of school education excursions if the trip cost is greater than \$500.00, or the students are travelling by air, or the destination is outside of Manitoba (excluding northwestern Ontario). If cancellation insurance is not purchased through the school or trip provider, parents must provide evidence of coverage to the trip leader.

(J) IJOA-R (H) FINANCIAL GUIDELINES AND IJOA-R (C) OUT OF SCHOOL EDUCATION APPROVED VENDORS

- (1) In the event that a trip is cancelled or an individual student withdraws, the following guidelines regulate the disbursement of collected funds:
 - a) Money collected through fundraising for an out of school education excursion, whether organized by the school or an affiliated parent group, remains the property of the school to be used to benefit student learning or school programming.

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- (b) Fundraised monies shall not be dispersed to the individual student or parent for personal financial gain. However, at the school's discretion, funds may be carried over to the next school year, allocated to a sibling in the school or rolled forward to the next year's school. In all cases, the fundraised dollars shall remain allocated to support out of school education excursions.
 - (c) Any cash paid toward the trip that is held by the school, beyond the nonrefundable portion and insurance premium, will be returned to the family. This does not include monies generated through fundraising.
 - (d) Parent(s)/legal guardian(s)/students must be informed before paying the first installment that any nonrefundable deposit (e.g., hotel reservation) and insurance premium will not be refunded.
- (2) In the event that a school engages an out of school education vendor, the school may serve as the facilitator, however, the agreement and any resulting business is between the consenting parent(s)/legal guardian(s) and the provider. Any and all costs incurred as a result of the engagement are the sole responsibility of the students and parent(s)/legal guardian(s).

(K) IJOA (N) REQUESTED ALTERATIONS TO TRIP PARTICULAR AND ITINERARY

- (1) Students participating on a school organized event/trip must adhere to the established schedule, specifically departure and arrival times.
- (2) Requests from parent(s)/legal guardian(s) for their child to arrive late or depart early for an event/trip will not be accepted.
- (3) At no time during the schedule of an event/trip shall a student travel unsupervised.
- (4) Parents requesting the withdrawal of their child prior to the event/trip will be responsible for any financial loss, loss of deposit or penalty due to trip cancellation.

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(L) MEETING

For larger national and international excursions, school teams and trip leaders may wish to consider the following possible meeting sequence and general agenda items to guide the planning and information sharing. Please note: the timelines and content may be condensed based on trip specific timelines and information.

Meeting #1: Pre-enrollment, students only:

Suggested Timing: Fall of the school year prior to travel (typically no later than second semester).

Possible Agenda:

Introduce group leader; Highlight purpose and destinations; Share anticipated pricing and payment options; Provide pamphlets etc. to take home to parents.

Meeting #2: Pre-enrollment, students and parent(s)/legal guardian(s)

Suggested Timing: approximately two weeks after Meeting #1

Possible Agenda:

Introduce group leader and supervising teachers; Highlight purpose and destinations; Highlight safety considerations and trip specifics; Outline proposed pricing and payment options; Review dismissal for disciplinary reasons; Outline insurance and cancellation requirements; Explain the school specific process for students to apply and/or enroll.

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Meeting #3: Post-enrolment

Suggested Timing: Fall of the year of travel

Possible Agenda:

Review financial deadlines; Review logistics such as rooming, safety and security, currency exchange, recommended supplies, etc; Review emergency systems, including response for medical issues; Review logistics of meals, including registering special requests and adjusting to local standards; Review transportation requirements and arrangements; Review travel documentation requirements; Review of dismissal for disciplinary reasons.

Meeting #4: Pre-Departure

Suggested Timing: about three weeks before departure

Possible Agenda:

Share final travel and hotel details; As required, obtain notarized permission to travel from custodial parent(s)/legal guardian(s); Collect copies of passports; Finalize emergency contact information and share phone tree; Finalize special information such as allergies, medical issues, prescriptions, etc.; Reminders about currency exchange and access to Canadian bank accounts; Share packing list; Share departure plan and timelines; Collect copies of passports.

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Safety in Schools (MPASS)