

## PROCEDURES FOR OUT-OF-SCHOOL EDUCATION

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### (A) **APPROVAL PROCESS AND TIMELINES**

All out-of-school field trips and programs are to first have the approval of the principal, who is responsible for ensuring that any recommended trips meet the guidelines identified in the policy preceding these procedures.

(1) **All Day Trips**

The principal has the authority to approve all day trips.

(2) **All Trips in Manitoba/Northwestern Ontario Involving an Overnight Stay**

Follow approval procedure No. 2.

(3) **All Senior Years Trips to Canadian Destinations Beyond Manitoba/Northwestern Ontario**

Follow approval procedure No. 2

(4) **All Middle Years Trips to Canadian Destinations Beyond Manitoba/Northwestern Ontario**

Follow approval procedure No. 3.

(5) **All Middle/Senior Years Trips to North Dakota or Minnesota**

Follow approval procedure No. 3.

(6) **All Senior Years International Trips Beyond North Dakota or Minnesota**

Follow approval procedure No. 3.

(7) **All International Exchange Programs (Senior Years Only)**

Follow approval procedure No. 4.

(8) **All Practicum or Internship Programs (Senior Years Only)**

Follow approval procedure No. 5.

### (B) **APPROVAL PROCEDURES**

*Principals may wish to reference the planning supports located on the MPASS site. These forms can be used by teachers in the planning process to help ensure that all details are considered.*

(1) **Approval Procedure No. 1**

The principal has the authority to approve all day trips. Responsibility to meet the requirements of all applicable policies and regulations rests with the principal. All off-site student activity must have parental informed consent (Exhibit IJOA-E2 or IJOA-E9).

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(2) **Approval Procedure No. 2**

(All trips involving an overnight stay; senior level trips to Canadian destinations beyond Manitoba/Northwestern Ontario.)

These trips require the approval of the appropriate assistant superintendent. Requests for approval are to be received by the assistant superintendent at least three months prior to the planned program. Requests for approval must be made on the Out-of-School Program Approval Form (Exhibit IJOA-E4). All off-site student activity must have parental informed consent (Exhibit IJOA-E2 or IJOA-E9).

(3) **Approval Procedure No. 3**

(All middle level trips to Canadian destinations beyond Manitoba/Northwestern Ontario, all middle and senior level trips to North Dakota or Minnesota, and all senior level International trips beyond North Dakota or Minnesota.)

Trips must have approval in principle from the appropriate assistant superintendent before proceeding with any specific planning involving students or parents.

(a) **Approval in Principle (at least three months prior to departure)**

School personnel must present the trip to the appropriate assistant superintendent for approval in principle **before** proceeding with any specific planning involving students or parents.

NOTE EXCEPTION: When a trip includes students in grade 6, approval in principle for the trip is required from the board.
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This request for approval in principle must be submitted on form IJOA-E3 to the appropriate assistant superintendent.

(b) **Documentation of Final Details (one month prior to departure)**

One month prior to the program, the following documentation is to be submitted to the appropriate assistant superintendent:

- (i) IJOA-E5 – Final Details Cover Sheet;
- (ii) IJOA-E4 – Out-of-School Program Approval Form;
- (iii) a list of participating students;
- (iv) a blank copy of the Student Information Form (see requirements IJOA-R E 9 below);

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- (v) a blank copy of the parental informed consent letter and verification that consent has been granted for each participating student (IJOA-E2 or IJOA-E9);
- (vi) a copy of the insurance form indicating cost and coverage benefits;
- (vii) a copy of agreements with agencies arranging the tour (if applicable).

The submission for approval of final details (IJOA-E4) must be sent to the appropriate assistant superintendent for approval at one month before the program.

(4) **Approval Procedure No. 4 (for exchange trips)**

Trips must have approval in principle from the board of trustees **before** proceeding with any specific planning involving students or parents. Approval of the final details is from the board of trustees.

(a) Approval in Principle

School personnel must present the exchange to the board of trustees for approval in principle before any planning for the exchange begins. **NOTE: This may mean seeking approval up to 15 months prior to departure.**

The request for approval in principle must be submitted on form IJOA-E3 to the appropriate assistant superintendent prior to presentation at a board meeting.

(b) Approval of Final Details (at least three months prior to departure)

The submission for approval of final details (IJOA-E4) must be sent to the appropriate assistant superintendent for approval at least three months before the program.

(c) Documentation of final details (one month prior to departure)

One month prior to departure, the following documentation is to be submitted to the appropriate assistant superintendent:

- (i) IJOA-E5 – Final Details Cover Sheet;
- (ii) a list of participating students;
- (iii) a blank copy of the Student Information Form (see requirements IJOA-R E 9);

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- (iv) a blank copy of the Parental Informed Consent letter and verification that consent has been granted for each participating student (IJOA-E2 or IJOA-E9);
- (v) a copy of the insurance form indicating cost and coverage benefits;
- (vi) a copy of agreements with agencies arranging the tour (if applicable).

(5) **Approval Procedure No. 5 (For practicums/internships)**

All of the guidelines for exchanges (procedure No. 4) apply to students involved in internships or practicums within or beyond Canada, since internships are generally an extension of an exchange program.

In addition to following all exchange approval procedures and timelines, the following information must be submitted at the “Approval of Final Details” stage:

- (a) supervised accommodations (if applicable);
- (b) work site supervision and evaluation process;
- (c) description of the internship program and the work environment.

(C) **OUT-OF-SCHOOL EDUCATION APPROVED VENDORS**

- (1) To support schools in their planning, the division will provide a list of approved out-of-school education vendors. This list will be focused on larger domestic and international excursions.
- (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 parents and the provider. Any and all costs incurred as a result of the engagement are the sole responsibility of the students and parent/guardians.

(D) **TRANSPORTATION**

- (1) In planning an out-of-school activity or event, a variety of modes of transportation may be considered, including:
  - (a) divisional transportation or private bus companies;
  - (b) walking;
  - (c) public transit;

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- (d) private vehicles;
  - (e) bicycles.
- (2) Transportation arrangements for any regularly scheduled activities or events (e.g., inter-school athletics, tournaments within the perimeter, student practicums) are normally the responsibility of the participating student and his/her parent or guardian. Students may have the opportunity to take advantage of a ride with a coach or supervising teacher, on a space-available basis.
- (3) When students travel in private vehicles, a clear distinction must be made between events for which the student or parents/guardians are solely responsible (as in [2] above), and activities for which the school is taking responsibility for arranging transportation (as in [4] below).
- (4) When the school organizes transportation (e.g., for community-based instruction, out of town tournaments, outdoor education activities or events), the following procedure must be followed:
- (a) Parents or guardians must be informed before the start of the season or event of the mode of transportation used for the activity.
  - (b) The school must ensure that any driver of a private vehicle has a valid license, and that the car is properly insured. A copy of the license and insurance policy shall remain at the school.
  - (c) Any driver of a private vehicle must complete the Volunteer Driver Form (IJOA-E6).
  - (d) The school must ensure that drivers providing transportation in private vehicles are permitted to do so according to the restrictions of the Graduated Driver Licensing Stages.
  - (e) The school will provide parents with an informed consent form, which will include information identified in policy IJOA-E2 or IJOA-E9 and the following information:
    - who is driving;
    - assurance that the driver meets the requirements of Graduated Driver Licensing (GDL);
    - that the vehicle is adequately insured;
    - that there are adequate seatbelts for passengers.
  - (f) The teacher responsible must submit a list of names of students and drivers in each vehicle to the school prior to the event happening.
  - (g) Students traveling in private vehicles shall normally originate the activity or event at school and return to the school at the end of the

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activity or event. In exceptional circumstances (e.g., returning late or in inclement weather), students may be dropped off at an alternate location (e.g., at home).

- (5) Notwithstanding provisions in (2) and (4), students are not permitted to transport themselves or other students to school activities or events outside the perimeter highway.
- (6) 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.

### (E) **SUPERVISION AND SAFETY**

- (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.
- (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:
  - the activity and associated risk;
  - location of the activity;
  - characteristics of the student group and/or individual student needs;
  - duration of the activity.

Supervisor/student ratio for such activities shall fall within a ratio range of 1:10 maximum to 1:6 minimum. Rationale for supervision ratios must be provided to the superintendent's department at the time of IJOA-E3 submission.

- (5) Supervising staff on out-of-school activities or events shall be rotated, where possible, in order to ensure project sustainability by developing staff expertise in the planning and implementation of respective activities or events.
- (6) Except in unusual circumstances, spouses/partners will not be eligible to participate as supervisors.

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- (7) For activities or events involving an overnight stay, non-staff supervisors must complete child abuse and criminal registry checks prior to departure.
- (8) When planning for and supervising any out-of-school activities or events led by teaching and non-teaching staff or supervisors, the responsibility for decisions rests with the teaching staff.
- (9) During extended trips, the teacher-in-charge must have available at all times a student roster including detailed personal information as follows:
  - medical information (including health care plans if applicable);
  - emergency contacts;
  - Manitoba medical registration number (six digits) and PHIN number (nine digits);
  - extended health contract number;
  - any other trip-specific required documents (e.g., passport, birth certificate).

A copy of the student roster shall be kept at the school.
- (10) A supervising teacher will seek medical attention for ill students and the student will remain supervised.
- (11) 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 reason as outlined in Section J of this policy

### (F) **EXTENDED HEALTH COVERAGE/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/guardian 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/guardian 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.

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- (5) In all cases, the cost of the immunization is the responsibility of the participating student/parent/guardian.

### (G) **EXTENDED FIELD TRIP CANCELLATIONS GUIDELINES**

- (1) All plans to travel must be with the full endorsement of parents of the students involved.
- (2) 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.
- (3) The expertise of respective agencies (e.g., Global Affairs Canada, provincial Department of Health, Seniors and Active Living, Public Health Agency of Canada) would guide the decision making in this regard. Communication would be through the superintendent's department. It is expected that administration and staff involved with extended field trips will assist with monitoring conditions abroad.
- (4) 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 parents that the signed Letter of Informed Consent absolves the division of liability for cancellation.
- (5) All extended field trips involving air travel require the purchase of insurance to cover the possibility of an emergency return, which is the responsibility of the student participating in the trip
- (6) In the event that a school cancels a previously approved trip, the school must notify the assistant superintendent who will inform the board.



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### (H) FINANCIAL GUIDELINES

- (1) A financial statement must be submitted to the principal following all out-of-school activities/programs involving an overnight stay.
- (2) Supervisors on trips will have their costs covered. This includes: transportation, meals, accommodations, excursions and substitutes (if applicable).
- (3) Any frequent flyer points or other tour company promotional benefits associated with travel bookings or arrangements for supervisory staff shall be directed to the school.
- (4) In the event that a trip is cancelled or an individual student withdraws, the following guidelines regulate the disbursement of collected funds:
  - (i) 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.
  - (ii) 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.
  - (iii) 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.
  - (iv) Parents/students must be informed **before** paying the first installment that any nonrefundable deposit (e.g., hotel reservation) and insurance premium will not be refunded.

### (I) COMMUNICATION

- (1) In the case of all out-of-school education excursions, clear and concise parent communication by the school is imperative. In the cases of excursions where there is an overnight stay, or 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), a parent meeting is required. The parent meeting shall be guided by IJOA-E10 Parent Meeting Guidelines.

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- (2) Information regarding activities or events that involve an overnight stay shall be forwarded by the assistant superintendent to the board of trustees.
- (3) The superintendent or designate will make regular reports to the board of trustees on out-of-school programs.
- (4) Annual reports, by school, will be made available upon request.
- (5) A report regarding any incidents or accidents must be submitted by the person in charge of the event/activity to the principal and the superintendent or designate.

### (J) **DISMISSAL FROM EXTENDED FIELD TRIPS FOR DISCIPLINARY REASONS**

- (1) Parents/guardians must be informed prior to departure that it will be their responsibility, in consultation with school personnel, to make arrangements for the safe return of their child, should it become necessary.
- (2) To be ready for the possible early dismissal from a trip, parents/guardians must have agreed prior to departure to the following:
  - (a) method of travel (e.g., parent pick-up for local trips, possible rescheduling of flight on extended trips),
  - (b) their responsibility in making arrangements and meeting costs in a timely manner.
- (3) Any decision to dismiss a student for disciplinary reasons will be made by on-site trip leaders, in consultation with administration.
- (4) The student(s) will be supervised until departure for home.
- (5) In the event that the student must return by air, it is the responsibility of the parent/guardian to ensure supervision during the trip.

In the event of a student dismissal for disciplinary reasons, a written report must be filed with the principal and the superintendent outlining the details of the event(s) and cause of dismissal.

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(K) **PARENT/STUDENT ORIENTATION FOR STUDENT EXCHANGES:**

Personnel are to clearly explain to parents that the supervision provided by the River East Transcona School Division varies depending upon the nature and size of the exchange. Group exchanges that extend beyond five school days may be accompanied to their destination by River East Transcona staff. Supervision after arrival is provided by the partnering (i.e., host) school. Travel home may be unsupervised.

Parent/host families are responsible for accompanying the student to the point of departure. The school is to make arrangements with the airline to ensure appropriate travel supervision. Upon arrival, supervision will be the responsibility of the host family and/or partner school.

The River East Transcona School Division assumes no responsibility relating to any exchanges organized or facilitated by groups or organizations that are not a part of the school division.

Effective Date:	December 16, 2003	Review Date: January 2020
Amended Date:	June 1, 2004; June 21, 2005; December 20, 2005; December 5, 2006; February 20, 2007; March 18, 2014; December 20, 2016; June 2, 2020; November 15, 2022	
Board Motion(s):	683/03; 370/04; 349/05; 626/05; 518/06; 45/07; 84/14; 325/16; 135/20; 278/22	
Legal/Cross Reference:	Manitoba Physical Activity Safety in Schools (MPASS)	