

Administrative Procedure 6110

Offsite Programs and Activities

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

Administrative Procedures Cross Reference:

[Co-Curricular Transportation Budgets for Schools](#)

[Code of Conduct](#)

[Emergency Preparedness](#)

[Use of School Buses](#)

[Volunteers in the Schools](#)

Form Cross Reference:

[Overnight and/or High Risk Trip Approval Request Form](#)

[Out of Province Within Canada or Continental USA Trip Request for Approval in Principle](#)

[Out of Province or Continental USA Request for Final Approval](#)

[Out of Province Parent Consent Form](#)

[Parent Notice of Cancellation](#)

Legal/Regulatory Reference:

[Appropriate Educational Programming Regulations](#)

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

[Manitoba Physical Activity Safety in Schools \(MPASS\)](#)

The Interlake School Division (ISD) supports a balanced education involving the provision for programs and activities at the school site as well as off-site programs and activities that provide the opportunity for all students to participate.

A. Introduction

This Administrative Procedure is to be used as a basis for planning, preparing and conducting all off-site educational programs and activities in the Interlake School Division.

Offsite programs and activities include educational excursions, tours, interscholastic activities, sports or athletic events, recreational activities, cultural events and programs and wilderness and other outdoor activities. These activities may take place in the local community, in other Manitoba and Canadian locations or in the continental USA.

The Division recognizes the following four (4) categories of trips:

- 1. School/Sports Trips:** These trips are organized during regular school hours by teachers. Principal approval is required. All 'high-risk' trips (e.g. wilderness excursions, all water activities, tours of industrial plants, down-hill skiing, snowboarding, rock climbing, etc.) require the approval of the Superintendent/CEO or designate.
- 2. Overnight Trips Within Manitoba:** These trips require the approval of the Superintendent/CEO or designate at least two weeks (14 days) prior to departure, except in exceptional circumstances determined by the Superintendent/CEO.
- 3. Out-of-Province within Canada and Continental USA Trips:** These trips will only be approved for high school students. These trips require approval in principle by the Superintendent/CEO or designate a minimum of six (6) months prior to the commencement of the trip, except in exceptional circumstances determined by the Superintendent/CEO.
- 4. Community-initiated Trips:** These trips are not recognized as being sponsored by the Division or the school. The community member or group takes full responsibility for the organization of the trip and all costs related to the trip, including any liability insurance. Any Division employee organizing and/or participating in such a trip is considered a community member and not a school/Division representative.

B. Planning Documents

The ISD recognizes the need to provide guidelines and procedures to assist staff planning programs outside the school grounds. Schools **must use** the following approved resource documents when planning trips:

Manitoba Education

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

Manitoba School Boards Association

- [Manitoba Physical Activity Safety in Schools \(MPASS\)](#)
- [Student Travel Health Insurance Enrollment Process](#)

C. Guidelines for All Offsite Programs and Activities

The following guidelines apply to **all** offsite programs and activities:

1. Programs and activities must have the approval of the school Principal. All overnight and 'high-risk' trips (e.g. wilderness excursions, water activities, tours of industrial plants, down-hill skiing, snowboarding, rock climbing, etc.) require the approval of the Superintendent/CEO or designate.
2. Programs and activities must be educationally relevant and integrated into multiple subjects, courses or studies.
3. Programs and activities must be well planned and conducted with the safety of students and staff always in mind.
4. Programs and activities must be age appropriate and within the developmental level of students.
5. Programs and activities must be reasonable in terms of the overall school schedule and activities.
6. Programs and activities shall be within reasonable limits of staff expertise or provide for appropriately trained support personnel including volunteers, cooperating individuals, groups or agencies.
7. Alternative programs and activities must be planned for students unable to participate.
8. School policies and rules are to be in effect on all offsite programs and activities. Students who have been suspended for a serious offence (e.g. alcohol, drugs, intentionally aggressive behaviour, etc.) within the school year of a trip, might not be allowed to participate.
9. Rewards, personal travel benefits, gifts, stipends and other considerations offered by tour companies cannot be personally accepted by staff. Any incentives must be used to help reduce overall travel costs for each student.
10. Plans for off-site programs and activities shall be submitted within appropriate timelines to facilitate the required approval processes.
11. Parent/guardian informed consent is required for student participation in all off-site programs and activities. Schools are to use school-based forms.
12. Parent/guardian notification and communication must be deferred until approval in principle has been granted at the appropriate level.
13. A teacher(s) must accompany students and shall assume overall responsibility for student supervision.
14. All supervisors and volunteers need to be adults and at least two years older than the students they supervise.
15. The number of teacher supervisors and volunteers shall be directly related to the 'risk level' and shall ensure safety of all students (see [Manitoba Physical Activity Safety in Schools \(MPASS\)](#) and [Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education \(Manitoba Education\)](#)).
16. Programs and activities must be reasonable in terms of cost for students and families.

17. Volunteers must be provided with orientation and provide or possess a Criminal Record Check/Vulnerable Sector Check and Child Abuse Registry Check. Refer to AP [Volunteers in the School](#).
18. Students may only attend if they are members of a sponsoring school.
19. If required, a bus requisition is to be completed in CIMS at least seven (7) days prior to the departure date. Bus trips require the approval of the Transportation Supervisor.
20. The use of 15-passenger vans is prohibited, except in the case of Hutterian-owned 15-passenger vans.

D. Additional Guidelines for Overnight Trips

1. All overnight trips require the approval of the Superintendent/CEO or designate at least two weeks (14 days) prior to departure, except in exceptional circumstances determined by the Superintendent/CEO or designate. Application must be made using the [Overnight and/or High Risk Trip Approval Request Form](#).
2. All overnight trips must have gender-appropriate supervision.
3. A pre-set curfew will be established for return to rooms.
4. All students and supervisors must plan to remain together as a group for travel and accommodations.
5. When off-site activities/programs extend beyond one day in length, the school shall provide parents/guardians with prior notice that the school may suspend a student who does not comply with school and/or ISD Code of Conduct from participation in the program.
6. Students can be sent home early from a trip if they are involved in behavior that is not in compliance with school and ISD codes of conduct. School and ISD codes of conduct will be reviewed at parent meetings, where applicable. ^[L]_[SEP]
7. In the event of a student dismissal for disciplinary reasons, a report must be filed with the Superintendent/CEO or designate outlining the details of the event(s) and cause of dismissal.

E. Additional Guidelines for Out-of-Province within Canada and Continental USA Trips

1. All out-of-province trips require approval in principle by the Superintendent/CEO or designate, using [Out of Province Within Canada or Continental USA Trip Request for Approval in Principle](#) a minimum of six (6) months prior to the commencement of the trip, except in exceptional circumstances determined by the Superintendent/CEO or designate. Approval in principle is to be obtained prior to any trip planning with students.
2. A detailed report must be submitted for final approval at least two (2) months prior to departure. Request for final approval must be made using [Out of Province or Continental USA Request for Final Approval](#).
3. Travel outside of Manitoba will only be approved for high school students.
4. If using a travel agency that has not been used by the Interlake School Division in the last five (5) years, at least two (2) references are to be obtained and included with the request for approval in principle.

5. All students must have the extended health benefits, travel insurance and cancellation insurance purchased through the MSBA Student Travel program.
6. Interlake School Division buses will not cross provincial or international boundaries. When a bus is required it must be chartered through a public service vehicle carrier.
7. When travelling outside of Canada, all vehicles are required to have a minimum of ten (10) million dollars Manitoba Public Insurance liability coverage.
8. Following Superintendent/CEO or designate approval in principle, supervising teacher(s) are to organize a student and parent/guardian information night. Parents/guardians must receive clear and accurate information regarding trip cancellation utilizing the [Out of Province Parent Consent Form](#) which will include the following details:
 - parent/guardian contact information to ensure communications to facilitate an early return of their child; and
 - any additional costs as a result of sending the student home early will be at the expense of the parent/guardian.

Parents/guardians must be informed that students will be returned by airplane whenever possible and a supervisor will be with the student(s) until departure for home if the return trip is direct and non-stop. If the return trip includes a stopover, a supervisor must attend with the returning student(s). Parents/guardians must arrange to have the student picked up upon arrival.

9. With the understanding of the cancellation policy outlined in Out of Province Parent Consent Form, a parent/guardian who chooses to remove a student from a trip will complete a [Parent Notice of Cancellation](#) form and submit it to the teacher organizer.
10. The Division reserves the right to withdraw trip approval subject to conditions including, but not limited to, Government of Canada Travel Advisories, conditions of war and/or threat of terrorist activity, health hazards, dangerous weather conditions and/or natural disasters. All costs incurred in the case of withdrawn approval will be the sole responsibility of the students and parents/guardians.
11. There will be no deviations from an itinerary without prior approval from the Superintendent/CEO or designate.
12. Following a negative travel advisory or an emergent situation, the Superintendents' Department will have the right to make decisions regarding cancellation within 24 hours of departure or during the trip. The Interlake School Division will not incur any reimbursement costs as a result of any cancellation.

F. Guidelines for Volunteers

Educational trips and excursions, including sports trips, are possible only with the assistance of volunteers. The assistance of volunteers allows the school to ensure that a minimum of staff is away from the school at any particular time. Volunteers are not employees but community members who volunteer their time to team with a teacher/supervisor to ensure that students have a safe and rewarding trip. Being a chaperone is demanding. The chaperone is an ambassador for

the school and is on call at all times. ISD acknowledges the very positive and necessary role that volunteers play.

The following guidelines are intended to clarify the general duties and responsibilities of volunteers.

1. On any educational trip or excursion; volunteers must follow all ISD and school policies. Refer to [AP Volunteers in the School](#).
2. An orientation must be provided to all volunteers prior to the trip or excursion.
3. The supervisor of the trip is a staff person, generally a teacher. Volunteers are expected to provide assistance by carrying out assignments and following directions provided by this supervisor.
4. On any trip, the supervisor and the volunteers are on call at all times and must be prepared to respond appropriately to any situation that might arise.
5. Supervisors and volunteers shall ensure the safety of students by providing a standard of care consistent with that of a reasonable parent and appropriate to the student's age and nature of the trip.
6. Volunteers must be provided with orientation and provide or possess a Criminal Record Check/Vulnerable Sector Check and Child Abuse Registry Check. In some situations, volunteers will be required to have appropriate training for an activity. An example might be first aid training for some outdoor wilderness activities.
7. Volunteers are expected to supervise students from point of departure (at the school) to point of return (at the school or pre-approved drop-off location).
8. Because volunteers are expected to supervise the students on the trip and to be on call at all times, no additional children or guests are allowed.