



Off – School Site Programs and Activities

Administrative Procedure 8.80

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference: Appropriate Educational Programming, YouthSafe Manitoba School Field Trip Resource

Date Adopted: March 2006

Date Amended: September 2008; March 2016; March 2018; June 2019; November 2019

EVERGREEN SCHOOL DIVISION recognizes the value of and supports student participation in programs and activities that extend beyond the school.

Off-school site programs and activities include but are not limited to:

1. Curricular activities

- are designed to achieve mandated learning outcomes
- are fully funded by school / divisional budgets (no charge to parents / guardians)
- EXAMPLES: class trip to St. Boniface Museum, class trip to a farm

2. Co-curricular activities

- are designed to enrich and / or support curricular areas
- may need additional funding outside of school and/or divisional instructional budgets
- EXAMPLES: camping, cultural tours, community events, concerts, downhill skiing

3. Extra-curricular activities

- participation is optional
- may need additional funding outside of school and/or divisional instructional budgets
- EXAMPLES: travel excursions, interscholastic team trips, weekend excursions

PLANNING

Some things Teachers / Supervisors need to consider are:

- What is the goal of the activity (curricular, co – curricular, extra – curricular)?
- Is the planned activity inclusive to all members of the group?
- What needs to happen to make this activity a safe and successful experience for all?
- What special planning / pre - trip preparation needs to happen?

- What post trip follow – up is needed?
- Does activity negatively impact students in terms of too much time out of school?
- How will the activity be funded?
- *NOTE: Schools may apply for federal, provincial, commercial and private assistance to finance off-site activities, and / or fundraise keeping in mind any related administrative guidelines that guide such.*
- Are there further guidelines and procedures that need to be considered?
 - o this procedure
 - o Manitoba School Boards Association’s publications: Swim Safe Program: A Reference Guide for Schools 2017; Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools;
 - o Manitoba Education Safety Guidelines for Physical Activity in Manitoba Schools 2016
 - o Manitoba Education: Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education
 - o YouthSafe Manitoba: Safety First! Guidelines for School Field Trips

WHAT ARE THE FIRST STEPS?

A. LOW RISK ACTIVITIES of SHORT DURATION (one day or less)

(Examples: volleyball tournament, trip to the zoo, MTYP performance)

- fill in **8.80 A: Off - Site Activity Proposal**
- submit for principal approval
- form must be submitted for approval a minimum of **two weeks** prior to the proposed excursion date
- if approved, complete necessary follow up tasks:
 - o make preliminary arrangements with off – site location(s) (date, time, etc.)
 - o check on bus availability; book bus
 - o confirm with off – site location(s)
 - o arrange supervision
 - o provide confirmed details to school office
 - o share details with parents / students
 - o complete, send home and collect permission slips (**8.80 D: Off - Site Activity Consent**)
 - o review expectations for behaviour and participation with students
 - o review this procedure
 - o prior to bus leaving school, submit seating plan to seatingplan@esd.ca

B. HIGHER - RISK ACTIVITIES and / or OVERNIGHT(S)

(Examples: downhill ski trip, band trip to Calgary, Camp Arnes for 2 days)

- fill in **8.80 A: Off - Site Activity Proposal**
- submit for Principal approval
- if approved at school level, Principal will forward **8.80 A: Off - Site Activity Proposal** to Superintendent
 - o all higher – risk activities or overnight stays, must be approved by the Superintendent before proceeding; Board of Trustees will be informed of the activity by the Superintendent (no letter needed); Form A will then be returned to teacher indicating decision.
 - o all higher – risk activities or overnight stays that are *out of province* and all overnight field trips that are *3 nights or longer*, in or out of Manitoba must be approved by the ESD Board of Trustees before proceeding; attach a brief letter to **8.80 A: Off - Site Activity Proposal**; see **8.80F Sample Letters**; Form A will then be returned to teacher indicating decision
 - o If approved, this is approval in principle only; final approval will come following submission of **8.80 B: Off – Site Activity Detailed Plan** (see next section)
- **8.80 B: Off – Site Activity Detailed Plan** will need to be completed for all **HIGHER - RISK ACTIVITIES and / or OVERNIGHT(S)**
- NOTE:
 - o if activity is within Manitoba, the form must be submitted for approval a minimum of **one month** prior to the proposed excursion date(s)
 - o if activity is outside of Manitoba but in Canada, the form must be submitted for approval a minimum of **three months** prior to the proposed excursion date(s)
 - o if activity is outside of Canada, but still in North America, the form must be submitted for approval a minimum of **six months** prior to the proposed excursion date(s)
 - o if activity is outside of North America, the form must be submitted for approval a minimum of **one year** prior to the proposed excursion date(s)
 - o it is understood that for some activities there is an urgency that cannot be avoided and deadlines will not apply (example: a school team making it to Provincials)
- the due date for **8.80 B: Off - Site Activity Detailed Plan** will be indicated on Form A once returned to teacher
- teachers may find **8.80 C: Off – Site Activity Checklist** helpful in planning

WHAT ROLE DO PARENTS PLAY?

- parents/guardians must provide written consent for their children to participate in all off - school site programs
- they do so by completion of **8.80 D: Off – Site Activity Consent**
- **a separate PERMISSION SLIP for each off-site activity must be completed**
- *EXCEPTION:* classroom excursions to local sites, not requiring transportation and that will occur during the regular instructional day, do not need a PERMISSION SLIP as these types of trips are covered by parent signature on school registration form
 - o *teachers still need to find a way to communicate with parents any special instructions for these type of activities (example: “Bring skates and helmets tomorrow.”); agendas, emails, notes and phone messages are possible ways of communicating this information*
- *EXCEPTION:* ongoing off - site activities may be covered by one consent form listing all dates (example: WBS students travelling to GHS for shops on a weekly basis.)
- *EXCEPTION:* intercollegiate sports programs/ tournaments may be covered by one consent form listing all dates
 - o *teacher/coach should remind participants and their parents/guardians prior to each event via School Messenger, etc.*
 - o *this does not apply to intercollegiate sports programs/ tournaments that involve an overnight and/or extended travel; those require a separate permission slip for each activity*
- *PERMISSION SLIP* must include information regarding departure and arrival dates/times, locations, mode of transportation, and any other special considerations, such as what to bring, appropriate clothing, etc.
- if circumstances dictate, parental permission for low risk activities / short duration activities (one day or less) may be obtained through telephone conversation with school staff, fax, texts or other electronic means
- if a student is not participating in the planned off-site activity, the teacher, in consultation with the principal, will determine an alternate activity / alternate plan
- dependent on the planned off-site activity, its purpose, its length and the teaching staff involved, and in consultation with parent / guardian, an alternate plan may involve student staying home that day
- supervising teacher(s), after consultation with principal and parents, may suspend a student who does not comply with school and/or divisional policies while on the trip
- if a student is sent home, it may be at the parent/guardian’s expense
- students can only be excluded from curricular or co – curricular off – site activities for safety reasons and through discussion with principal; they cannot be excluded for other reasons (ex. incomplete assignments, too many lates, etc.)

SAFETY and RISK

Evergreen School Division and its schools are required to ensure the safety of its students by avoiding any activity that may reasonably and foreseeably contribute to or cause injury, and by acting in a manner consistent with that of a responsible and judicious parent.

WHO CAN SUPERVISE?

- students must be supervised at all times during off-site activities
- ideally this supervision should be provided by teachers or other staff members designated as supervisors by the principal (ex. educational assistants)
- if this is not possible, principals may authorize a volunteer to serve as supervisor
- in this situation, the volunteer must be provided with contact number(s) for school staff to contact if needed / in case of emergency
- if a staff member is present, any volunteers are there to **assist** with supervision; to serve as monitors / chaperones
- volunteers must meet requirements regarding criminal record check, vulnerable sector check and child abuse registry check
- supervisor must review all plans and expectations with all accompanying adults prior to departure
- see **1.A.170 Volunteers** in the Foundations section of the ESD Administration Manual for more information if needed

HOW MANY ADULTS ARE NEEDED?

- number of adults needed shall be directly related to risk factor(s) and shall ensure the safety of all students
- teachers best know the needs of their students and should keep this in mind when determining number of adults needed
- for most off – site activities, the recommended ratio is 1 to 15
- higher risk activities and younger students generally require a lower ratio
- for further information on supervisor ratio guidelines, see *Youthsafe Manitoba: School Field Trip Planning Resource*
- for Kindergarten to Grade 8 students, for any off – site activity that occurs outside of Evergreen School Division, there must be a **minimum of 2 adults (teacher plus one other adult)**
- this is to allow one supervisor to be with a student(s) should they need to be separated from the group for any reason (ex. illness, emergency transport) and the other to remain with the group

WHAT ARE THE RESPONSIBILITIES OF THE TEACHER SUPERVISOR?

- teacher needs to ensure they have all consent forms, contact information etc. with them at all times
- teacher needs to ensure they have a **first aid kit** with them and be aware of where first aid is available
- the use of a “buddy system” is recommended to assist in supervision and awareness of each student’s whereabouts / needs
- teacher should do visual sweeps throughout activity, and at key points, “count heads”
- teacher must review all plans and expectations with all accompanying adults prior to departure
- teacher will have the primary responsibility to enforce expectations around behavior and participation
- teacher will put safety procedures in place that comply with the stipulations outlined in
 - o this procedure
 - o Manitoba School Boards Association’s publications: Swim Safe Program: A Reference Guide for Schools 2017; Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools;
 - o Manitoba Education Safety Guidelines for Physical Activity in Manitoba Schools 2016
 - o Manitoba Education: Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education
 - o YouthSafe Manitoba: Safety First! Guidelines for School Field Trips
- teacher needs to be aware of and plan for any students with health care plans, safety plans
- any emergency situation must be reported immediately to the principal
- **8.12 A/8.13 A: Accident Report** must be completed as required
- teacher needs to leave an accurate list of all students participating in the off - site activity with the school office / principal prior to departure
- **for all off-site trips involving an overnight stay:**
 - o schools should endeavor to have at least one supervisor that is qualified in first aid and CPR
 - o this person may be a qualified person employed at the off-site location (e.g. camp counsellor)
 - o teacher will ensure all supervising adults know location of on - site first aid kit and whom to contact in case of emergency
 - o school will ensure same-gender supervision for students

CAN AN OFF - SITE ACTIVITY BE CANCELLED?

- The Board of Trustees, the Superintendent (or designate), and / or the school Principal have the right to rescind approval for or cancel any off-school site activity due to the following conditions including but not limited to:
 - o dangerous weather conditions
 - o dangerous road conditions
 - o health hazards
 - o conditions of war and/or threat of terrorist activity
 - o natural disasters such as hurricanes, tornadoes, earthquakes and floods.

WHAT ARE THE SAFETY RULES REGARDING TRANSPORTATION?

- schools will inform parents about how students will be transported to off-site experiences
- schools will attempt to use divisional transportation whenever possible
 - o teachers need to check on bus availability *prior* to confirming any off – site activity
 - o arrangements for buses are to be made using **7.05 A: Bus Trip Requisition** and submitting it to the Transportation Department (fieldtrip@esd.ca) at least one week in advance
 - o requests submitted with less than one week’s notice may be approved under exceptional circumstances, subject to availability of a bus and driver
 - o all ESD **Bus Procedures / Guidelines** must be followed
- for long distance trips (greater than 300 km one way) or for overnight stays, chartered transportation may be considered
- transportation of students in 15-seat passenger vans will not be approved for off – site activities
- when the use of private vehicles for transporting students is necessary,
 - o each driver (staff and / or parents) needs to complete **7.40 A: Driver Information**
 - o teacher needs to complete **7.40 B: Private Vehicle Use**
 - o parents need to be informed of private vehicle use on the permission slip.
 - o for more information, consult **Administrative Procedure 7.40: Use of Private Vehicles for Off –Site Activities**
- students will not be permitted to leave the group during the trip and / or travel home by alternate means, unless prior written arrangements have been made by the parents/guardians

- when students return to the school from an off – site activity, the teacher and principal shall make provisions for their safe departure home, taking into account the age of the students and the hour
- teachers are to consult **Administrative Procedure 7.05 Off –Site Activities Use of Buses** for more information on bus procedures if needed

WHEN ARE HELMETS MANDATORY?

- **All** students must wear approved helmets for the following activities:
 - downhill skiing
 - snowboarding
 - cycling
 - **ice skating**
 - broomball
 - horseback riding
 - roller skating / in-line skating
 - tobogganing (This applies to K to 4 students only and only on built structures; not snow hills)

ARE THERE ANY PROHIBITED ACTIVITIES FOR STUDENTS?

Teachers and Principals are to use the list below and the *Youthsafe Manitoba: School Field Trip Planning Resource* to determine whether a specific activity should happen.

PROHIBITED ACTIVITIES FOR EARLY YEARS STUDENTS (K to 4) include but are not limited to

- **all aquatic activities** (wading, swimming, boating, canoeing, water slides, etc.)
- archery
- overnight excursions / out of province travel
- horseback riding
- skiing / snowboarding
- rope courses
- all activities that make use of motorized equipment (motocross, go – karts, snowmobiles, etc.)

PROHIBITED ACTIVITIES FOR ALL STUDENTS include but are not limited to

- aerial gymnastics
- bungee jumping
- caving / spelunking
- demolition derbies
- gladiator style events
- hot tub use
- laser tag, paintball and other “aim and shoot” type activities
- mechanical bull riding and other rodeo type events
- parachuting / hang gliding / para – sailing / helicopter rides / hot air ballooning
- rappelling / ice climbing / mountain climbing (this does not include hikes)
- snowmobiling / snow - tubing
- use of dirt bikes, motocross, BMX, etc.; auto racing / drag racing
- use of fireworks or other pyrotechnic devices
- “war” games
- waterskiing / use of personal watercraft (sea – doos and the like)
- white water rafting

ARE THERE SPECIAL RULES FOR AQUATIC ACTIVITIES?

SWIMMING

- all schools are advised to read through the ***Swim Safe Programs: A Reference Guide for Schools*** (updated 2017 version) put out by the Manitoba School Boards Association prior to planning any aquatic activity
- for all water-based activities whose primary purpose is swimming, schools must ensure a designated lifeguard/lifesaver is present
- there must be 1 lifeguard for every 25 students
- the designated lifeguard/lifesaver must
 - o have lifeguard or lifesaving qualifications (National Lifeguard Service – NLS, Pool, Waterpark or Waterfront OR Lifesaving Society Bronze Cross and CPR certification)
 - o have current certifications (certified no more than two years prior to the day after the end of the event they are supervising)
 - o have a clear understanding of supervision considerations relevant to the specific environment (pool, lake, river, ocean, and/or water slide)
 - o have a minimum of 20 hours of experience supervising in that environment
 - o not be a member of the student group
 - o not participate in the actual activity
- in addition to a lifeguard being present, there must be other adult supervision; 1 adult for every 8 students is required for MY; 1 adult for every 12 students is required for HS
- adult supervisors must position themselves so that the students are in clear sight and they can provide immediate assistance, if required
- wading is considered swimming and therefore all safety precautions listed above must be taken
- each swimming venue will have its own set of rules; teachers need to be aware of these and share them with supervisors and students

OTHER AQUATIC ACTIVITIES:

- when students are involved in curriculum-based activities in close proximity to water, a lifeguard is *not* required (e.g. critter dipping at the marsh; sketching on the beach, etc.)
- for MY and HS students to participate in recreational activities such as **canoeing, kayaking, sailing** in a pool, lake, river, ocean, etc.:
 - schools need to ensure all students wear an approved personal flotation device
 - schools need to ensure a minimum of 1 supervisor for every 10 students
 - schools need to have an emergency plan in place that takes into account the type of water environment and the weather conditions
 - where possible, schools should seek out qualified instructor(s) for the designated activity
 - schools need to either **Plan A** or **Plan B** in place
 - **Plan A:**
 - schools need to have students demonstrate basic swimming skills (ability to swim 100 m continuously with any stroke and ability to tread water for 3 minutes)
 - NOTE: *Schools may want to consider offering a day at their local pool for students to demonstrate swimming skills; they only need to do this demonstration once over their time at the school*
 - **and** ensure that all supervisors have their First Aid and CPR certification

OR

- **Plan B:**
 - schools need to have a lifeguard present (one for every 25 students)
 - the lifeguard/lifesaver must
 - have lifeguard or lifesaving qualifications (National Lifeguard Service – NLS, Pool, Waterpark or Waterfront OR Lifesaving Society Bronze Cross and CPR certification)
 - have current certifications (certified no more than two years prior to the day after the end of the event they are supervising)
 - have a clear understanding of supervision considerations relevant to the specific environment (pool, lake, river, ocean, and/or water slide)
 - have a minimum of 20 hours of experience supervising in that environment
 - not be a member of the student group
 - not participate in the actual activity