



Off-site field trips and extra-curricular activities/trips are defined as activities having educational value, which take place beyond the confines of the school, in or out of school hours.

There are two categories of off-site activities/trips:

1. **Co-Curricular** – extensions to the Manitoba curriculum.
2. **Extra-Curricular** – interest and enrichment learning experiences with voluntary participation to both students and staff.

Criteria for selection and approval of suitable off-site activities/trips are as follows:

1. Activity/trip relates to and enhances the school program;
2. Activity/trip provides demonstrated educational value;
3. Activity/trip demonstrates clearly stated objectives and learning outcomes;
4. Activity/trip is appropriate to the physical, social, emotional, and cognitive development of the students;
5. Activity/trip encourages curriculum integration and articulation;
6. Activity/trip warrants the travel, time, and cost required in making the off-site activity/trip a quality experience; and
7. Activity/trip demonstrates that safety and health factors are integral to planning and implementation.

### **Funding Sources for Off-Site Activities/Trips**

#### **Co-Curricular Activities/Trips**

1. Funding for co-curricular activities and trips may be shared between the school through available school and/or parent council funds and by the student/parent/guardian or special group fundraising for the activity/trip.
2. Costs to parents/guardians for their child's participation in co-curricular activities/trips will be kept to a minimum.
3. No registered and/or eligible student shall be denied access to the activity/trip because of cost.

#### **Extra-Curricular Activities/Trips**

1. Funding for extra-curricular activities and trips must be shared between the school and the participant; student/parent/guardian.

### **Student Participation in Off-Site Activities/Trips**

As a minimum, each student participating in an off-site activity/trip must:

1. Be registered at the school and enrolled in the appropriate class/program;
2. Comply with the PRSD Student Code of Conduct and the requirements of the school's student code of conduct expectations for off-site activities/trips;
3. Fulfills all the preparatory requirements at an appropriate level of performance;



4. Dress appropriately for the off-site activity/trip;
5. Participate in a responsible and cooperative manner during the activity/trip; and
6. Respect the rights of others.

### **Off-Site Activities/Trips –Supervision Requirements**

Prairie Rose School Division suggested adult to student ratio, including teachers is:

1. Kindergarten to Grade 8 – 1 adult to 10 students
2. Grades 9 -12 – 1 adult to 15 students

### **Off-Site Activities/Trips Approval Process**

#### **Day Activities/Trips**

Day activities/trips are excursions away from the school property that begin and end within a 24-hour period and which do not require overnight accommodation arrangements.

1. The teacher-in-charge completes the Off-Site Activity/Trip Form and submits it to the principal seven (7) days prior to the activity/trip.
2. The principal reviews the off-site activity/trip proposal. If it meets the educational and safety criteria as outlined the administrative procedure, the principal may approve the off-site activity/trip.
3. A copy of the approved off-site activity/trip form is to be given to the teacher-in-charge and the teacher-in-charge is to have this approved form for the duration of the activity/trip.
4. The principal will report the approved off-site activity/trip to the Superintendent/CEO in each month-end report.
5. Should incidents related to misbehavior, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed with the Superintendent/CEO within 24 hours of the completion of the activity/trip.

#### **Work Experience Activities**

Work experience activities are those where a student's presence at a workplace is a required daily component of their education program on a regular basis over an extended period of time.

1. The teacher-in-charge completes the Off-Site Activity/Trip Form and submits it to the principal seven (7) days prior to the beginning of the work experience.
2. The principal reviews the off-site activity/trip proposal. If it meets the educational and safety criteria as outlined the administrative procedure, the principal may approve the off-site activity/trip.
3. A copy of the approved off-site activity/trip form is to be given to the teacher-in-charge and the teacher-in-charge is to have this approved form for the duration of the activity/trip.
4. Should incidents related to misbehavior, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed with the Superintendent/CEO within 24 hours of the completion of the activity/trip.



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### **Extended Activity/Trip – Within Province**

Extended Activity/Trip – Within Province are excursions outside of Prairie Rose School Division for a period exceeding 24 hours, which require overnight accommodation arrangements.

1. The teacher-in-charge completes the Off-Site Activity/Trip Form and submits it to the principal four (4) weeks prior to departure.
2. The principal reviews the off-site activity/trip proposal. If it meets the educational and safety criteria as outlined in the administrative procedure, the principal may approve the off-site activity/trip and will forward a copy to the Superintendent/CEO at least three (3) weeks prior to departure.
3. The Superintendent/CEO reviews the off-site activity/trip submission. If it meets the educational and safety criteria as outlined in the administrative procedure, the Superintendent/CEO will approve the off-site activity/trip and advise the Board at the next Board meeting.
4. A copy of the approved off-site activity/trip form is returned to the principal, who in turn, gives a copy to the teacher-in-charge. The teacher-in-charge is to have this approved form for the duration of the activity/trip.
5. Should incidents related to misbehavior, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed with the Superintendent/CEO within 24 hours of the completion of the activity/trip.

### **Extended Activity/Trip – Curriculum Focused Travel - Outside of Province, Within Canada, and to the United States**

Extended Activity/Trip – Outside of Province, Within Canada, and to the United States are excursions outside of Prairie Rose School Division and the Province of Manitoba regardless of the duration of the activity/trip.

1. The teacher-in-charge completes the Off-Site Activity/Trip Form and submits it to the principal six (6) weeks prior to departure.
2. The principal reviews the off-site activity/trip proposal. If it meets the educational and safety criteria as outlined in the administrative procedure, the principal may approve the off-site activity/trip and will forward a copy to the Superintendent/CEO at least four (4) weeks prior to departure.
3. The Superintendent/CEO reviews the off-site activity/trip submission. If it meets the educational and safety criteria as outlined in the administrative procedure, the Superintendent/CEO will approve the off-site activity/trip and advise the Board at the next Board meeting.
4. A copy of the approved off-site activity/trip form is returned to the principal and is to be given to the teacher-in-charge. The teacher-in-charge is to have this approved form for the duration of the activity/trip.
5. Should incidents related to misbehavior, accidents, tragic events arise during the activity/trip, an Off-Site Incident Form must be filed with the Superintendent/CEO within 24 hours of the completion of the activity/trip.

### **Roles and Responsibilities – Off-Site Activities/Trips**

The Superintendent/CEO is responsible for the following:



1. Reviewing and reporting trip requests as per PRSD Decision Making Matrix and related administrative procedures

The Principal is responsible for the following:

1. Final approval of day activities/trips within the province
2. Final approval of off-site work experience activities
3. Recommendations to the Superintendent/CEO for extended activities/trips within the province
4. Recommendations to the Superintendent/CEO and the Board of Trustees for extended activities/trips outside of the province, within Canada, and to the United States

As principals provide their final approval and/or recommendations for off-site activities and trips, principals shall:

1. Be thoroughly familiar with the activity/trip
2. Have determined that the planned activities/trips are educationally appropriate
3. Have determined that the teacher-in-charge is capable of planning and leading the trip
4. Have determined that the activities/trips are suitable in all aspects for the students participating, including their age, maturity, physical abilities
5. Have determined in conjunction with the teacher-in-charge that the destination is suitable and safe
6. Ensure that the school publicizes the budget requirements for the activity/trip well in advance to allow students, parents/guardians to save and/or fundraise for the activity/trip

The Teacher-In-Charge of the off-site activity/trip must:

1. Consult with and obtain approval of the principal before and during the planning of the off-site activity/trip
2. Be fully aware of the information and expectations contained within this administrative procedure
3. Consider in the planning and conduct of off-site activities/trips, the age, physical and psychological capabilities of the student and their experience; selected activities must be within the capabilities of the students
4. Possess leadership qualifications and practical experience relevant to the activity/trip
5. Have the training and knowledge appropriate for leading the activity/trip. Where no teacher-in-charge has the necessary qualifications for the activity/trip, the school needs to contract a qualified guide and/or service provider
6. Approve the list of participating students
7. Provide for both male and female chaperones
8. Select appropriate volunteers for the activity and provide volunteers with direction as to the requirements of the trip and their responsibilities
9. Advise the students, parents, and guardians as to the expectations and consequences regarding student behavior as per PRSD Student Code of Conduct
10. If possible, have visited the location or have gathered verified information about the location of the off-site activity/trip prior to the activity/trip, and be familiar with the seasonal conditions at the time of the activity/trip



11. Ensure that all parents/guardians of the students participating in the off-site activity/trip have been informed about the activities and have signed an Informed Consent – Acknowledgement of Risk form
12. Plan a parent/guardian meeting as required and contact parents/guardians who are unable to attend and provide information
13. Ensure that the appropriate documentation is filed with the principal, or principals, if the trip involves two or more schools
14. Ensure that the appropriate trip documentation accompanies the teacher-in-charge and other trip supervisors
15. Supervise and/or arrange supervision of the off-site activity/trip for the duration of the activity/trip (24/7 if it includes overnight)
16. Ensure that precise attendance count is taken at all points of departure on the trip
17. Prepare thoroughly before students engage in an activity/trip. Ensure that students are instructed in the proper use of equipment, in the demands of the activity, risks and hazards, safety precautions and emergency procedures
18. Ensure that all equipment is safe and well maintained. The teacher-in-charge will determine what specialized equipment, including emergency equipment and clothing, is required
19. Obtain special travel health coverage for all members of the travel group for out-of-province travel
20. Ensure that each group has a teacher-in-charge or one of the approved volunteers in charge if a group splits into two or more independent travelling groups

### **Volunteer Responsibilities**

When individuals are accepted as volunteers, they are considered as representatives of Prairie Rose School Division and have the same standard of conduct and protection as applied to Prairie Rose School Division staff and students.

It is the responsibility of the teacher-in-charge and the principal to select and prepare volunteers to fill their role with the understanding that in the delegation of responsibility to others, the authority and accountability remain with the teacher-in-charge and the principal.

Volunteers who are part of the supervision team of an off-site activity/trip are expected to:

1. Comply with the volunteer Criminal Record and Child Abuse Registry Check guidelines
2. Have qualifications appropriate for the off-site activity/trip
3. Know the details of the off-site activity/trip and their specific duties and authority prior to departure
4. Exhibit positive behavior and be an exceptional role model, refraining from the consumption of alcohol and/or drugs, unless medication is required
5. Support and follow the PRSD Student Code of Conduct
6. Report any inappropriate conduct to the teacher-in-charge
7. Adhere to the schedule or itinerary
8. Dress appropriately for the off-site activity/trip

### **Informed Consent**



The teacher-in-charge must advise parents/guardians and students of the risks and hazards associated with the off-site activity/trip. This is done through an Acknowledgement of Risk Form.

For Out-of-Province activities/trips, parent/guardian meetings are required to ensure informed consent.

### **Acknowledgement of Risk Form**

In addition to transportation, time, date, location, clothing, supplies, equipment and supervision, parents/guardians must be informed of all hazards and risks.

The completion of an Acknowledgement of Risk Form describing the off-site activity/trip confirms that the parent, guardian, or student (18 years of age or older) has received the information.

Verbal acknowledgement by a parent/guardian, or student (18 years of age or older) is not acceptable.

One (1) Acknowledgement of Risk Form is acceptable for a series of off-site activities/trips such as a series of walking activities in the neighborhood of the school, a series of performing arts performances, swimming lessons, physical education classes, outdoor education classes, athletics, etc., as long as the Acknowledgement of Risk Form includes a schedule of all activities.

### **Parent/Guardian Meetings**

Out-of-Province off-site activities/trips require that the teacher-in-charge convene a meeting of parents/guardians to review the itinerary, rules and conduct expected of the students, share knowledge about the location, disclose risk and deal with questions.

A record of this meeting is to be recorded.

The agenda for the parent/guardian meeting shall include coverage of the following:

1. A detailed itinerary with time, date, location, and activity
2. List of supervisors and chaperones
3. Accommodation arrangements
4. Communication plans including how contact can be made with students during the excursion and a parent/guardian phone fan-out plan
5. Disclosure of hazards and risks that participants may be exposed to during the excursion
6. Safety measures being employed by supervisors, chaperones, and guides
7. An opportunity for all participants including students, parents/guardians, to ask questions and receive answers about any aspect of the off-site activity/trip

### **Insurance Protection**



Insurance is not a substitute for reasonable management and taking proper care. It is part of an overall risk management plan which involves the careful assessment of risk and purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error, and unforeseen circumstances.

**Board of Trustees and Employees** - The Prairie Rose School Division carries liability insurance in order to protect its own interests and those of the Board of Trustees, employees, and volunteers while they are acting within the scope of their responsibilities.

The Prairie Rose School Division participates in the Manitoba Schools Insurance Program which provides the general liability insurance for protection from claim for bodily injury and protection for persons while transporting students on off-site field trips and extra-curricular trips.

**Accident Insurance for Volunteers** - The Prairie Rose School Division participates in the Manitoba Schools Insurance Program which provides Volunteer Accident Insurance for:

1. Accidental death, dismemberment, loss of use
2. Accidental major paralysis
3. Weekly indemnity maximum amount
4. Accidental medical expense reimbursement
5. Repatriation/rehabilitation
- a) Hospitalization benefit if unemployed

**Universal Student Accident Insurance Program** - The Prairie Rose School Division participates in the Universal Student Accident Insurance Program which provides coverage for all full-time students registered in the Prairie Rose School Division while:

1. In or on school buildings or premises by reason of attending classes on any regular school day
2. In attendance at or participating in any school activity approved and supervised by proper school authority, whether at school or elsewhere
3. Travelling directly to or from any regular scheduled and approved activity under the direction or supervision of a proper school authority
4. Travelling directly to or from their residence and school for the purpose of attending classes or participating in any school sponsored activity
5. Participating in physical activities taking place as part of the grades 9 to 12 physical education curriculum as approved by the proper authority
6. Engaged in the performance of the duties assigned to the insured person while he/she is participating in a school approved work experience program

Insurance benefits include:

1. Loss of life – Accident only
2. Dismemberment of total and permanent loss of use – Accident only
3. Accidental medical reimbursement benefit



4. Ambulance – Accident or sickness
5. Emergency transportation other than ambulance – injury or sickness
6. Dental expense – accident only
7. Eyeglasses and contact lenses – in conjunction with bodily injury arising out of accident

**Travel and Health Insurance for Out-of-Province and Overseas Trips**

Special travel health insurance coverage **MUST** be obtained for ALL students by the teacher-in-charge for ALL out-of-province and overseas trips.

This insurance provides emergency hospital medical services that are not covered by the province.

The special travel health insurance coverage must be obtained by calling the school division’s insurance provider. For contact information, please call the Secretary-Treasurer.