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## **SCHOOL TRIPS**

The Board of Trustees believes that the pursuit of meaningful learning experiences sometimes makes it advantageous to take students out of the school classroom environment. The Board approves athletic and out-of-school educational experiences that are conducted in accordance with the guidelines set out in this Policy.

All athletic and out-of-school experiences must be approved as indicated in the administrative procedures here outlined. School sponsored activities are student experiences planned and supervised by Swan Valley School Division Staff. In support of this administrative procedure, an electronic **SVSD School Trips Tool Kit** is available at [www.svsd.ca](http://www.svsd.ca).

Approval of field trips is dependent upon the learning benefits afforded students. Enhanced learning opportunities derived through participation in specific athletic and out-of-school experiences must be of sufficient educational value to warrant taking students away from scheduled classroom instruction. In the absence of a Principal or Superintendent, the respective administrative designate acts in his or her place.

The Principal and/or Superintendent have the authority to request any additional information or to request that additional trip conditions be met prior to athletic or out-of-school experiences request approval. An application for athletic or out-of-school experience, in and of itself, does not lead to approval of the request.

### **1. GENERAL POLICY GUIDELINES**

#### **1.1. Day Trips & Overnight Trips:**

Day Trips and Overnight Trips are approved programs and activities that take place beyond the school grounds and supplement the normal school or classroom education program. Such activities include interscholastic sports or athletic events, recreational activities and a variety of curriculum-related, instructive and cultural experiences. These athletic and out-of-school experiences may take place in the local community, in other Manitoba and Canadian locations or in other countries.

The Swan Valley School Division Board of Trustees recognizes the educational value of well-planned and supervised athletic trips and excursions. The Board is supportive of such athletic activities and believes that sport plays an integral role in a student's education, providing an opportunity to build and demonstrate physical competency and character.

Likewise, the Board recognizes that out-of-school curriculum-related, instructive and cultural experiences can assist School Sponsored Athletic and Out-of-School Student Experiences in providing rich and broad educational experiences, thus enabling students to better

assume a contributing role in society.

## **1.2. Definitions:**

There are two categories of SVSD athletic and out-of-school experiences.

### **1) Day Trips:**

- A trip which occurs off school grounds and occurs within regular school hours.
- A trip which occurs off school grounds and is completed in one day or less.
- A trip which occurs off school grounds and is completed in one day or less and involves **travelling out of Manitoba into Saskatchewan.**

### **2) Overnight Trips:**

- These trips include all athletic and out-of-school activities where students are away from home overnight. Often students are travelling outside the local region. Overnight excursions may include travel within Manitoba, as well as inter-provincial and international excursions.

## **1.3. Planning:**

The Division recognizes the need to provide guidelines and procedures to assist staff with planning for athletic and out-of-school experiences. School personnel must refer to the following approved resource documents when planning and conducting excursions:

- Safety Guidelines for Physical Activity in Manitoba Schools
- YouthSafe Outdoors
- YouthSafe Manitoba School Field Trip Resources
- Planning Ski & Snowboarding Education Programs – A Reference Guide for Schools – MSBA, updated 2015
- Hours of Service – Manitoba Infrastructure and Transportation

All trips must comply with this administrative procedure and any other relevant SVSD Policy.

In addition, staff must be aware of certain basic expectations when planning any student athletic and out-of-school educational experiences.

Activities must be:

- Appropriate to the age, developmental level and needs of the students. Reasonable in terms of the overall school schedule and activities.
- Supportive of students not participating in the activity.
- Considerate of major school activities such as tests, examinations and report cards.
- Well-planned and effectively implemented.
- Based upon the informed consent of parents or guardians. Reasonable in terms of costs for students and families.
- Planned and conducted with the safety of students and staff always in mind.
- Before any trip is undertaken staff must be aware of the definitions and planning requirements of this Policy. Any SVSD staff involved in planning athletic and/or out-of-school experience activities should be aware of the Manitoba Schools Insurance (MSI) coverage for Manitoba Public School Boards and the potential need for supplementary accident insurance for staff, student and volunteer participants. Transportation plans must comply with hours-of-service regulations as outlined in Hours of Service – Manitoba Infrastructure and Transportation.

#### 1.4. Approval Process and Procedures:

Staff planning for athletic and out-of-school experiences are reminded that predicted educational benefits from the specific outing must be of sufficient value so as to warrant taking students away from regularly scheduled classroom instruction. **The SVSD Athletic and Out-of-school Educational Experiences Checklist** and the electronic **SVSD Athletic and Out-of-School Experiences Tool Kit** are to be referenced when planning and conducting excursions.

#### 1.5. Approval of the School Principal:

- Walking field trip experiences require approval by the school principal. **Requests must be received two weeks prior to the activity.**
- The Swan Valley School Division recognizes that valuable learning can take place outside the school building and off the school grounds but within walking distance of the school and, therefore, encourages teachers to make use of the total resources within a community to enhance the curriculum or co-curricular activities. Schools will advise parents of any planned walking field trips and parent permission will be sought on a term by term, season by season or semester by semester basis.

### **1.6. Approval of the School Principal and Superintendent:**

Trips which require bus or alternate transportation, and/or are of higher risk require approval by the School Principal and Superintendent. ***Requests must be received three weeks prior to the activity.***

- A parent/guardian must provide informed consent, in writing, to the participation of the student. Such consent does not, in any way, amount to a waiver of claim or relieve anyone of any legal liability. It does, however, give the parent/guardian an opportunity to draw to the attention of the supervising teacher any individual limitations a child may possess, of which the teacher might not otherwise be aware. The Swan Valley School Division informed consent form will be used for this purpose.
- Examples of trips requiring approval of the Principal and Superintendent may include but are not limited to: low risk overnight athletic and out-of-school trip experiences, out of province to Saskatchewan overnight athletic and out-of-school excursions, cultural activities or school presentation/assemblies, or higher risk local excursions such as a trip to the local swimming pool.
- If dates and times of similar events are known, one permission form may be used for that activity.
- Downhill skiing/snowboarding will require a separate registration/consent form for each trip (*Planning Ski & Snowboarding Education Programs – A Reference Guide for Schools – MSBA, updated 2015*).
- Where an activity is viewed as somewhat out of the ordinary, a parent/guardian must be advised of the general nature of the activity and some indication given of the foreseeable risks. An example of this type of situation would be where Grade 4 children were being considered as participants in an overnight experience or an intermediate camping trip. This advisement can best be achieved through an informative meeting with student households involved in the program. The teacher in charge, as well as school administration, should discuss if there is a need for a meeting and/or information to be shared. The *SVSD Athletic and Out-of-School Educational Experiences Checklist* is helpful in making these decisions.

### **1.7. Approval of Principal, Superintendent, and Board of Trustees:**

Activities which involve travel to Provinces other than Saskatchewan, all international travel, and

- All elevated risk activities, regardless of their location, require approval from the Principal, Superintendent and the Board of Trustees.

Refer to the following resource documents when determining inherent risk.

- *Safety Guidelines for Physical Activity in Manitoba Schools YouthSafe Outdoors*
- *Youth Safe Manitoba School Field Trip Resources*

- *Planning Ski & Snowboarding Education Programs, A Reference Guide for Schools – MSBA, updated 2015*

Travel and elevated risk activities in this category include but are not limited to, an exchange trip to Quebec, a school band performance tour in the United States, or an overnight science expedition to study geomorphology in a relatively remote wilderness area, a three-day cross-country ski tour in a provincial park area, or overnight camping excursions involving canoe or kayaking activities.

## **2. GUIDELINES FOR CHAPERONES**

In addition to SVSD staff supervisors, athletic and out-of-school experience activities may require the assistance of volunteer chaperones. The Swan Valley School Division acknowledges the positive and necessary role that chaperones play.

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

- The supervisor of the activity is an SVSD staff person, generally a teacher. Chaperones are expected to aid by carrying out assignments and following directions provided by this supervisor.
- Chaperons are expected to abide by all SVSD School and Division Policies and Procedures.
- Volunteer participation is governed by SVSD [Administrative Procedure: 117 Volunteers](#).
- During any athletic or out-of-school student experience, the supervisor and the chaperones are on call at all times and must be prepared to respond appropriately to whatever situation may arise.
- Supervisors and chaperones 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 activity.
- Chaperones (staff and non-divisional employees) must provide confirmation of clear child abuse registry check and criminal record, with vulnerable sector, checks prior to serving. Respect in School or Respect in Sport if coaching, must be completed prior to serving as a volunteer/chaperone.
- Chaperones may be required to have appropriate training for an activity. An example might be first aid training for some outdoor wilderness activities.
- Chaperones are expected to be available to supervise students from point of departure (at the school) to point of return (at the school or pre-approved drop-off location).

- Because staff supervisors and chaperones are expected to supervise the students on the trip and to be on call at all times, no additional children or guests connected to the supervisors or chaperones are allowed unless specifically approved by the School Principal for a particular activity.
- Staff supervisors and chaperones will not share hotel rooms with any travelling students. Supervisors and chaperones are able to share accommodations such as hostels, dormitories and school gyms should it be required and appropriate for supervision.

### **3. VEHICLE TRAVEL**

#### **3.1. Recommended Mode of Student Transport, SVSD School Bus:**

- A divisional school bus is recommended for all field trips requiring transportation where student participation numbers warrant.
- Rosters of students traveling on buses must be prepared and used for attendance purposes.
- A list of students traveling on each bus must be filed with the school office and bus garage.
- Where more than one bus is used, students must travel on the same bus at all times during the excursion.
- Operation of the bus must comply with Hours of Service – Manitoba Infrastructure and Transportation.

#### **3.2. SVSD 15 Passenger Van:**

- The fifteen-passenger van is available for school-sponsored student athletic and out-of-school experiences.
- A Class 4, 3, 2 or 1 Manitoba Driver's License is required to operate the fifteen-passenger van.
- Rosters of students traveling must be prepared and used for attendance purposes.
- A list of students traveling must be filed with the school office prior to departure.
- Operation of the SVSD Fifteen Passenger Van must comply with Hours of Service – Manitoba Infrastructure and Transportation.

### **3.3. SVSD 7 Passenger Van:**

- The seven-passenger van is available for school-sponsored student athletic and out-of-school experiences.
- Rosters of students traveling must be prepared and used for attendance purposes.
- A list of students traveling in each van must be filed with the school office.
- Where more than one van is used, students must travel in the van designated to them by the trip supervisor at all times during the excursion.
- Operation of the SVSD Seven Passenger Van must comply with Hours of Service – Manitoba Infrastructure and Transportation.

### **3.4. Use of Private Vehicles to Transport Students:**

- Where a private vehicle is the chosen method of transportation, the school office must be provided with a list of students and adults traveling.
- This is to be done on a trip-by-trip basis.
- Vehicles used must be properly licensed and insured with a copy of the driver's license and registration filed with the school office.
- Details of the trip and the itinerary must be filed in the school office prior to departure.
- Only a volunteer adult or staff will be authorized to drive.
- The driver must have \$2,000,000 liability insurance and "all-purpose" insurance.
- Trip specific parental/guardian written and signed permission authorizing a student to be transported by private vehicle and with a volunteer must be obtained prior to departure. When a volunteer driver is used, the rule of two must be followed. If there is only one student, then there must be two adults. If there are more than one student, then one volunteer would suffice.
- With trip specific written and signed parental/guardian permission, students may transport themselves using a private vehicle to and from school-sponsored athletic and out-of-school activities.
- Students are not to transport passengers. Operation of private vehicles must comply with Hours of Service – Manitoba Infrastructure and Transportation.

### **3.5. Releasing Students from Trip Participation:**

- At the conclusion of an athletic or out-of-school excursion:
- Students will be dropped off at the predetermined end of activity location and released from the supervision of the activity as outlined in the completed parent/guardian permission communication.
- In extenuating circumstances, students may be dropped off and released from supervision at an alternative predetermined location if the parent or guardian has provided written instructions to the supervisor listing the alternative location and the person to whom the student is to be released. These instructions may be delivered to the trip supervisor electronically.
- In the event that the receiving adult as outlined in the special written instructions is not present at the identified alternative drop off location, the student will be transported to the predetermined end of activity location as outlined in the completed parent/guardian athletic or out-of-school experience permission communication. Further parental/guardian communication will be necessary prior to releasing the student.

## **4. PARENT/GUARDIAN PERMISSION/INFORMATION FOR ATHLETICS**

### **4.1. Signed Consent:**

- Signed parent/guardian consent must be obtained prior to the start of the athletic season.

### **4.2. Informed Consent:**

- A letter of informed consent must be signed for all athletic trips which require bus or alternate transportation and/or of higher risk.
- In the case of trips with repeated visits or repeated activities one permission form and informed consent may be received prior to departure provided all details regarding the out-of-school activities are included in the communication to parents/guardians. For example, a sport season, a middle year's basketball tournament, a high school soccer season

### **4.3. Relevant Information:**

- All relevant information is to be included with the permission form including but not limited to information related to the needs of participating students with life-threatening allergies, the potential cancellation of a trip, risk management procedures and all applicable liabilities.

#### **4.4. Electronic Communication of Consent:**

- If circumstances dictate, signed parent/guardianship permission may be obtained by the supervisor electronically.

### **5. PARENT/GUARDIAN PERMISSION/INFORMATION FOR OUT-OF-SCHOOL EXPERIENCES**

#### **5.1. Signed Consent:**

- A parent/guardian must consent, in writing, to the participation of the student.
- For students living with a Responsible Adult versus a guardian, please refer to [AP: 130 Student Registration of a Student Living with a Responsible Adult](#) for conditions related to students living with non-guardians with and without parental consent.

#### **5.2. Informed Consent:**

- A letter of informed consent must be signed for all out-of-school experiences which require bus or alternate transportation and/or of higher risk.
- In the case of trips with repeated visits or repeated activities, one permission form and informed consent may be received prior to departure, provided all details regarding the out-of-school activities are included in the communication to parents/guardians.

#### **5.3. Relevant Information:**

- All relevant information is to be included with the permission form, including but not limited to information related to the needs of participating students with life-threatening allergies, the potential cancellation of a trip, risk management procedures and all applicable liabilities.

#### **5.4. Electronic Communication of Consent:**

- If circumstances dictate, signed parent/guardianship permission may be obtained by the supervisor electronically.

### **6. SUPERVISION AND SAFETY**

#### **6.1. Reference Documents:**

- Safety Guidelines for Physical Activity in Manitoba Schools
- YouthSafe Outdoors
- YouthSafe Manitoba School Field Trip Resources
- Planning Ski & Snowboarding Education Programs

A Reference Guide for Schools – MSBA, updated 2015

## **6.2. Supervision of Participating Students:**

- The student/adult ratio is to be determined based on the age of the students and the nature of the activity. See recommendations from the “Safety Guidelines for MB Schools” document (Aquatics and Outdoor Education activities refer to YouthSafe document).
- Ratios for specialized trips are as per the attached “Activities of Higher Risk” guidelines, which are based on the YouthSafe Supervision Ratio Calculation Tool.
- School administration and supervising teachers may choose to provide additional supervision based on the composition of the group going on the trip.
- A spouse of a supervising teacher may become a volunteer member of the supervisory team provided all requirements for becoming a volunteer chaperone are met.
- Children belonging to the members of the supervisory team may not attend unless they are bona fide members of the sponsoring school or unless specifically approved by the School Principal for a particular activity.
- The supervising teacher is responsible for informing members of the supervisory team of their duties and reviewing standards of conduct with students.
- Any athletic or out-of-school experience trip must include enough supervision to allow a supervisor to attend with a student or students should they require emergency assistance or be in need of returning home prior to the completion of the activity.
- Where the gender of the supervising teacher differs from the gender of the group members, at least one additional supervisor will be required matching the gender of the group. Mixed groups going on overnight trips require both male and female chaperones.
- Staff supervisors and chaperones will not share hotel rooms with any travelling students. Supervisors and chaperones are able to share accommodations such as hostels, dormitories and school gyms, should it be required and appropriate for supervision.
- All field trips require a first aid kit. Parents and Teachers must ensure that special equipment, if required by children with allergies (i.e. auto injectors, inhalers, etc.) is taken on the trip. (Please reference [AP: 200 Administration of Medicine](#) and [AP: 201 Anaphylaxis](#)) URIS plans should be taken by the teacher/supervisor.
- Students are not allowed to leave the field trip unless prior written arrangements have been made between the parents/guardians and the trip supervisor.

## **7. NON-PARTICIPANT STUDENTS**

- Students not participating in athletic and/or out-of-school experience trips are expected to attend school. Meaningful educational experiences shall be provided for the remaining students.

## **8. ATHLETIC AND OUT-OF-SCHOOL TRIP CONTINUUM AND RELATED STUDENT INVOLVEMENT**

- All students are permitted to participate in appropriately planned and implemented athletic and out-of-school experiences only as outlined in this Policy.
- Junior-Kindergarten to Grade 4 students will be permitted to participate in day trips only.
- Middle years pupils, Grades 5 through 8, will be allowed to participate in Provincial and regional Saskatchewan excursions.
- Grades 9 to 12 trips are unrestricted when planned and approved within these guidelines.
- When circumstances are exceptional, an athletic or out-of-school experience trip application can be made through the School Principal to the superintendent.

## **9. OVERNIGHT TRIPS FOR OUT-OF-SCHOOL EXPERIENCES**

### **9.1. Notice of Intent for Overnight Out-of-School Experiences (non-athletic):**

- Notice of Intent forms (see attached) signed by both the principal and staff coordinator must be submitted to the Superintendent – program as follows:
- International trips (1 year's notice – trip approved in principle);
- Provincial or national travel (recommended three months' notice), however, timelines may be adjusted under exceptional circumstances.

### **9.2. Content of Notice of Intent for Overnight Trips:**

- The plan to include:
  - i. Nature of trip
  - ii. Educational justification including plans for preparation and follow-up
  - iii. Location/Itinerary
  - iv. Attendees (number and grade level)
  - v. Dates
  - vi. List of high-risk activities

- vii. Transportation plans
- viii. Financial plans
- ix. Level of supervision (ratio)
- x. Parental involvement and consent

### **9.3. Overnight Out-of-School Experiences Final Plans:**

Final plans for the Overnight Trip are to be submitted to the Superintendent six weeks prior to departure.

- The plan to include:
  - i. Purpose/Objectives
  - ii. Schedule of activities
  - iii. Departure and arrival date and times
  - iv. Final number of students and participation roster
  - v. Number, qualifications and names of adult supervisors and staff members
  - vi. Parental involvement
  - vii. Risk management plan
  - viii. Medical information about students
  - ix. Medical insurance information
  - x. Detailed financial information

### **9.4. Cancellation Guidelines**

- All plans to travel must be with the full endorsement of parents/legal guardians of the students involved.
- Cancellation by the Division would be a possibility in situations where travel is deemed unsafe by the Division or legal authority.
- All international overnight trips require the purchase of insurance to cover the possibility of an emergency return.
- These guidelines should be carefully considered by staff and thoroughly reviewed with parents/guardians.
- Parents/Guardians and students must sign a “Letter of Informed Consent” prior to departure on an extended excursion. This includes parents/guardians of students who are 18 years and older.

- 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 field trip to ensure that parents are fully informed of these provisions.

## **10. CODE OF CONDUCT**

### **10.1. Communication:**

- Schools will provide students, parents/guardians with copies of their Code of Conduct prior to a trip or at the start of season.
- The Code of Conduct serves to establish the behaviors necessary to support a safe learning experience.
- All students, staff and chaperons must behave in a respectful manner and comply with the school's Code of Conduct.
- The Code of Conduct applies at school and throughout all athletic and out-of-school experiences.
- Students and parents/guardians will be required to either sign a conduct agreement that explains Unacceptable Behaviours or attend a parent meeting that explains the schools' Code of Conduct.

### **10.2. Disciplinary Action:**

- In the event that student dismissal, for disciplinary reasons, is necessary from a trip the teacher must work with the principal to develop what actions are necessary and taken.
- In the event that an early return is necessary for a particular student these arrangements will be made at the expense of the parent/guardian.
- A written report must be filed with the Superintendent outlining the details of the event/s and cause of dismissal.
- Student dismissal from a trip is not a preferred course of action and will only be used in exceptional cases.

## **11. RISK MANAGEMENT**

### **11.1. Extended Health Coverage:**

- For travel within Province, medical insurance is recommended.

- Medical insurance is required for interprovincial and international travel. Contact MSBA and HUB ([MSBA-Student-Travel-Health-Insurance-Enrolment-Process--20222023-Feb23.pdf](#)) for details related to medical and liability insurance coverage.
- In the event of illness/injury while away, a supervising teacher or a chaperone designated by the teacher, will seek medical attention for the student and the student will remain in constant supervision by the teacher.
- Student trip participation fees need to include the costs associated with the possible return of a supervisor in the case of an illness or injury.
- A written advisement for volunteers as to limited coverage and the possible need to purchase additional insurance coverage for out of Manitoba travel.

### **11.2. Limited and Extended Activities:**

- Special guidelines are outlined for activities of higher risk. See “Activities of Higher Risk Guidelines for Day & Overnight Trips”, which include but are not limited to downhill skiing, snowboarding and swimming, YouthSafe Manitoba School Field Trip Resources.
- Parents/Guardians and students must sign an activity-specific “Letter of Informed Consent” prior to participating in activities of higher risk.
- During a higher-risk activity at least one supervisor must hold current First Aid and CPR training qualifications.

## **12. FUNDRAISING**

- Wherever possible, no student is denied the opportunity to participate in athletic and out-of-school experiences because of the inability to pay any fees assessed.
- Fundraising is conducted in accordance with SVSD [AP: 107 Fundraising](#).
- The Board requires that when fundraising for athletic activities and out-of-school experiences, it be duly recorded, records be maintained and a financial statement be submitted to the Principal after the trip. Records should be such that they can be subject to audit. Records must show all disbursements and receipts.

## **13. SUMMARY OF TIMELINES**

### **13.1. Day Trips:**

- All Day trip requests must be to administration at least two weeks before the planned event.
- All Day trip requests must be to administration and superintendent at least three weeks before the planned event.

### **13.2. Provincial/National Travel Outside of Manitoba and Saskatchewan:**

- All provincial travel to destinations other than Saskatchewan and all national travel requests must be to administration three months prior to the planned date of the event.
- A school wishing to undertake planning for an extended athletic trip/excursion involving provincial or national travel must complete an “Out of School Activity” form. This form must be forwarded to the Superintendent’s Department NOT LESS THAN THREE MONTHS PRIOR TO THE PLANNED DATE OF THE EVENT. Such “Notice of Intent” must be co-signed by the Principal and the supervising teacher. The Superintendent’s Department prior to any further planning by the school will review the “Notice of Intent”.

### **13.3. International Travel:**

- All international travel requests must be to administration **twelve months prior** to the planned date of the event.
- A school wishing to undertake planning for an extended educational trip/excursion involving international travel must complete an “Out of School Activity” form. This form must be forwarded to the Superintendent’s Department NOT LESS THAN ONE YEAR PRIOR TO THE PLANNED DATE OF THE EVENT. Such “Notice of Intent” must be co-signed by the Principal and the supervising teacher. The Superintendent’s Department prior to any further planning by the school will review the “Notice of Intent” and may grant approval of the trip in principle.

### **13.4. Exceptions to the Above Timelines:**

- From time to time, a day trip or overnight trip may be permitted without conforming to the administrative procedures contained herein.
- Generally, such exceptions will be related to:
  - An invitation which may be extended to a school group, organization, class or team and which has not been extended within the time frame set forth.
  - A sponsoring group announcing a program-related activity at a date which is too late to allow for three months’ notice to be given.

### **13.5. Completion of the Excursion:**

- A complete statement of revenues and disbursements related to an excursion must be available upon request within ninety days of the completion of the excursion.

## **SVSD Athletics and Out-of-School Experiences Checklist**

- Administrative process respected (e.g., proposal submitted to appropriate administrator in time to be considered).
- Field trip accessibility/eligibility policy addressed (e.g., equal access; voluntary participation, if appropriate; alternative activity for non-participants).
- Educational value of the trip is evident (e.g., goals, student learning outcomes, curricular connections).
- Trip is appropriate for the students (e.g., age/grade, preparation and follow-up).
- Duration of the trip is appropriate and can be accommodated in the school calendar.
- Destination or route adequately assessed (though pre-visit or other data collection) and appears appropriate.
- Itinerary and activities are outlined and fit the objectives.
- The group appears adequately prepared for trip (e.g., knowledge, skills, attitudes, fitness, clothing, equipment).
- Communication with parents/guardians is planned and prepared.
- Information to be given to parents/guardians is appropriate for the type/duration of trip.
- Parent/Guardian information meeting date is planned, if holding one is appropriate for the trip (e.g., overnight trip). The decision regarding appropriateness of a parent/guardian meeting rests with the School Principal and consultation with the supervising teacher/staff.
- Parent/Guardian consents to be collected (e.g., consent to attend, consent to secure medical treatment).
- Relevant student health and medical information to be secured from parents.
- Additional insurance needs addressed, if relevant (e.g., out-of-province medical, hospital care) (contact MSBA).
- Budget and financial arrangements appropriate.
- Transportation arrangements acceptable (type of vehicle and type of driver) and parental consent secured.
- Special needs issues are addressed.
- Number and gender(s) of supervisors and supervision plan are appropriate for group, activities and sites/areas.

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- Plan to ensure all participants are clear re: behavioral expectations and consequences.
  - If over-night, accommodations arrangements are acceptable (e.g., hygiene, security).
  - Leadership is competent to instruct/lead the particular group in the identified activities and environments.
  - Plan in place to brief supervisors re: trip purpose, logistics, roles/responsibilities, safety plan, and emergency plan.
  - Safety plan is appropriate, e.g., procedures for managing the key inherent risks for the activities, environments and participants.
  - Emergency plan is in place to deal with injured/ill/lost/stranded participant/s (e.g., training, kits, communication equipment, EMS access, backup transportation).
  - Confirmation of the presence of appropriate alternative contingency plans if the trip/part of the trip can't happen
  - Destination contacts and phone numbers (e.g., outdoor center, camp, local authorities).
  - List of documents teacher will carry (e.g., trip plan, permits, passenger manifestos, medical conditions and emergency contacts of participants).
  - Office to receive copy of finalized trip plan, signed consent forms, passenger manifestos and names of no-shows.
  - Transportation Department receives needed information, including passenger manifestos.
  - Is there an appropriate plan in place to evaluate the trip (e.g., criteria for success, process to evaluate).
  - Check SVSD School Sponsored Athletic and Out-of-School Student Experiences Toolkit.
  - Other relevant information unique to the particular trip.

**Attached Forms:**

- School Sponsored Out-of-School Student Experience Request Form
- SVSD Parent Permission Form Acknowledgement of Risk Form
- Employee/Volunteer Driver Form for the Transportation of Students on Approved Off-School Site Programs

# School Sponsored Out-of-School Student Experiences Request Form



ACTIVITY	LEVEL of APPROVAL
Out of School Experience	Principal
Athletic	Principal & Superintendent
Work Experience	Principal, Superintendent & Board

Name of School	Phone	Fax						
Destination								
Event/Competition								
Departure Date	Departure Time							
Return Date	Return Time							
Grade Levels	K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	# of Students
	Gr.7	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12		

Accommodations	Phone #	
Host Facility Name	Phone #	
Other Contact Name	Phone #	

Name of Supervisor(s)	Gender	Teacher	Chaperone
	M	F	
	M	F	
	M	F	
	M	F	

Method of Transportation (as per SVSD policy)	
	SVSD School Bus – Req #
	Volunteer Driver – Req #
	Student Volunteer Driver ( in division)
	No Transportation provided by school
	Commercial Airline
	Walking
	Other -

Source of Funding
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Checklist			
Principal	Principal/Superintendent	Principal/Superintendent/Board	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgement of Risk Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel & Health Insurance-if needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Itinerary/Schedule attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent Correspondence attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervision Plan attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent Info Checklist Reviewed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent Mtg – Principal Discretion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Country Travel & Advisory (www.travel.gc.ca)

The personal information contained on this form is collected under the authority of the Public School Act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of participation on school trips. If you have any questions about this form, please contact your school principal.



**SVSD PARENT PERMISSION FORM**  
**Acknowledgment of Risk Form**

Dear Parent/Guardian;

\_\_\_\_\_ would like your consent for your child, to participate in the following activity.  
 (School)

Type of Out of School Experience

 Day Trip

 Night Trip

Date(s) of Trip:			
Destination:			
Transportation:			
Reason for Trip:			
Accommodations:			
Departure Time:		Return Time:	
Additional trip information attached (cover letter, trip details, itinerary)			

*Transportation ordinarily will be by SVSD bus(es). However, occasionally it is necessary to arrange transportation by division van or parent vehicles when buses are not available. (R5.36.1)*

*It is understood that your child is to obey all school rules and that disciplinary action will be taken if deemed necessary.*

**Elements of Risk:** Educational activity programs, such as the above activity, involve certain elements of risk. Injuries may occur while participating in these activities. The risk of sustaining injuries results from the nature of the activity and may occur without fault of either the student or the SVSD School Board, its employees, or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. It is recommended that your child have a recent medical examination to ensure fitness to participate in this school activity.

\_\_\_\_\_  
 Signature of Trip Supervisor

\_\_\_\_\_  
 Date

**THIS FORM MUST BE READ AND SIGNED BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT. ALL STUDENT MEDICAL & CONTACT INFORMATION FOR THIS TRIP WILL BE TAKEN FROM THE SCHOOL DATABASE AS OF SEPTEMBER OF THE CURRENT SCHOOL YEAR.**

<b>PLEASE FILL IN MEDICAL &amp; CONTACT INFORMATION ONLY IF THERE HAVE BEEN CHANGES</b> to information filed at time of annual registration.			
Recent Injury/Illness		Medication	
MB Health - 6 digit #		MB Health - 9 digit #	
Out of Province Health #			
Family Doctor Name		Phone #	
Main Contact Number		Work #	Cell#
Emergency Contact		Phone #	

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_ understand and accept the above, and hereby give permission for  
 (Parent/guardian's name)

\_\_\_\_\_ to participate in the \_\_\_\_\_.  
 (Student's Name)

**I HAVE READ THE ABOVE INFORMATION AND DO HEREBY GIVE MY CONSENT.**

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

# School Sponsored Out-of-School Student Experiences Request Form



<b>ADDITIONAL INFORMATION</b>
What is the educational outcome/purpose of this trip?

<b>EMERGENCY PREPAREDNESS</b>			
	Emergency Participant List ( ie – medical information, medical numbers, contact person		
	First Aid Kit Access		
	Communication Device, if possible:	Phone Number:	
	Other:		

NAME OF TEACHER(S) IN CHARGE	DATE (YEAR/MONTH/DAY )	SIGNATURE OF TEACHER
PLEASE PRINT		

NAME OF PRINCIPAL	DATE (YEAR/MONTH/DAY )	SIGNATURE OF PRINCIPAL
PLEASE PRINT		

NAME OF SUPERINTENDENT	DATE (YEAR/MONTH/DAY )	SIGNATURE OF SUPERINTENDENT
PLEASE PRINT		



# Employee/Volunteer Driver Form for the Transportation of Students on Approved Off-School Site Programs

Date: \_\_\_\_\_

To: Swan Valley School Division,

I, \_\_\_\_\_  
Name (please print)

of \_\_\_\_\_  
Address (please print)

Hereby agree to meet the following conditions before transporting students on any off-school site program approved by the school and/or Swan Valley School Division during the current school year:

1. That I will be in possession of a valid driver's license for the class of vehicle I will use;
2. That I will use a licensed automobile which carries valid automobile Third Party Liability Insurance as required under Manitoba legislation.
3. That the vehicle, which I will use, will be mechanically fit and that there are seat belts in working condition for all passengers.
4. That I will comply with Manitoba's seat belt laws;
5. That NO student aged 12 or under should ride in the front seat of any vehicle, regardless of the presence of air bags.
6. That I will provide the Swan Valley School Division with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on division related business.
7. That I will update whenever there are changes to the information provided below.

Driver's License No. \_\_\_\_\_ Class: \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_  
Signature of either Volunteer, Employee, Parent, Guardian

## NOTE:

- Students are not allowed to transport students.
- Completion of the form ensures the above-named driver is covered under the Swan Valley School Division liability coverage.
- This coverage is valid only during the transportation of students on approved off-school site programs and will expire on the next ensuing June 30.