

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<p>Off-School Site Educational Experiences: Adherence to Legislation and Policy</p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy IHC</p>

The Louis Riel School Board believes its staff is responsible to:

- model and uphold principles and practices that support inclusive and non-sectarian education as defined within the Public Schools Act;
- maintain appropriate standards for the conduct of students and any persons who supervise students during an off-school site educational experience.

Accordingly, any facility contracted for off-school site educational experiences shall be informed that the Louis Riel School Division and its schools expect that:

- no student or supervising adult is refused attendance at the facility because of an identified special need, gender identity, sexual orientation, religious belief or other criteria as defined within the [Provincial Human Rights Code](#);
- students are expected to comply with federal and provincial legislation and school and divisional policy related to the conduct of students (irrespective of age);
- all adults acting in a supervisory capacity at off-school site facilities respect federal and provincial legislation and school and divisional policy related to interaction with, and treatment of, students (irrespective of age).

Guidelines

1. Divisional and school staff shall collaborate with the staff of a facility used for an off-school site educational experience to support students with identified special needs.
2. External facilities that include religious or sectarian observances in their routines are expected to conduct such observances without compelling the participation of Louis Riel School Division staff or students. External facilities are expected to accommodate individual Louis Riel School Division staff or students who wish to practise religious or sectarian observances in private settings if they request such accommodation.
3. Students have a right to access a washroom or change room that corresponds with their gender identity or expression during a field trip. External facilities are expected to provide access to appropriate changing, showering, or bathroom facilities, based on the needs of the student.
4. Students have a right to be housed on school field trips in a manner that is safe, inclusive, affirming, and respectful. Students have the right to supports that meet their individual needs and their privacy, ensuring equal opportunity to participate. Students who request increased privacy will be offered accommodations that meet their needs. In some cases, this may mean offering private

accommodations at no extra cost to the student. School staff will assess requests for accommodation and collaborate with the staff of the external facility to ensure that needs are met.

5. The supervising staff of any Louis Riel School Division or school-initiated off-school site experience shall ensure the supervision of student activity consistent with federal and provincial legislation, applicable divisional policy, and the staff's role *in loco parentis*.

Examples of applicable legislation/policy/guidelines include, but are not limited to,

- federal and provincial legislation governing the conduct of students and young people below the age of majority;
- divisional and school policies applying to student conduct;
- standards expected by wise and judicious parents;
- standards of behaviour established by the facility.

6. The Louis Riel School Division holds responsible its staff and the providers of facilities for off-school site experiences to adhere to guidelines including, but not limited to:

- federal and provincial legislation governing conduct of adults toward students and young people below the age of majority;
- divisional and school policies governing the conduct of supervising adults toward students (irrespective of age);
- standards expected of wise and judicious parents;
- standards of behaviour established by the facility.

Procedure

Divisional personnel shall attach a copy of this administrative protocol to the application for, and any ensuing contract to use, a facility for off-school site experience, with signatures included as indicated. Principals who are unable to obtain a signature are expected to consult with the Superintendent of Schools and CEO or designate before completing arrangements with the specific facility. For further information, see <https://lrsd.link/HumanDiversityPractices>, page 8.

Name of the School/Divisional Activity Supervisor: _____

Signature: _____ **Date:** _____

Name of the School Principal (where applicable): _____

Signature: _____ **Date:** _____

Name of the Representative of the External Facility: _____

Signature: _____ **Date:** _____