

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
EXTENDED INSTRUCTIONAL PROGRAMS/ACTIVITIES: OFF-SCHOOL SITE EDUCATION	IHC

I. POLICY

The Louis Riel School Division (Division) recognizes the potential for extended instructional programs/activities to support several important purposes, including but not limited to:

- supporting the educational Vision and Mission of the Division
- complementing curriculum learning outcomes and school programs
- promoting appreciation for the natural environment and various cultures
- providing equitable opportunities for enrichment experiences to all students

The Division recognizes that inherent safety concerns accompany off-site school programs to varying degrees. Accordingly, the **GUIDELINES** and **PROCEDURES** below will regulate planning for such programs with the following considerations as paramount:

- student safety, and reasonable anticipation of liability associated with specific activities
- compliance with processes herein outlined to obtain approval for all off-school site programs
- equity of access to off-school site programs for eligible students
- compliance with related school and divisional policies, including but not limited to appropriate transportation arrangements
- appropriate and timely communication to parents/guardians

II. GUIDELINES

- A. The Division and its schools are required to ensure the safety of its students, who are deemed to require exceptional protection for which responsibility cannot be relinquished to another party (e.g., the staff at a camp, dragon boat instructor, etc.) by:
1. avoiding activity that may reasonably and foreseeably contribute to or cause injury respecting the standard of care consistent with a responsible and judicious parent
 2. considering students' ages and behavioural profiles, training requirements, an activity's inherent risk, and the functional and safe condition of any required equipment
- B. Consistent with its governance responsibilities, and guided by advice from [The Government of Canada – Travel Advice and Advisories](#), the Division reserves the right to rescind approval for, or cancel off-school site travel, including international travel, subject to conditions including but

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not limited to:

1. conditions of war and/or threat of terrorist activity
2. health hazards
3. dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods

III. PROCEDURES

- A. Planning pertaining to off-school site education will accord with the guidelines and procedures provided by [Manitoba Physical Activity Safety in Schools \(MPASS\)](#) and the [Louis Riel School Division Field Trip Information](#).

When planning an off-school site program/activity the following must be completed:

1. Consideration of:
 - the age(s) and developmental need(s) of student participants;
 - the staff expertise necessary for a safe and successful experience;
 - the impact of staff and student time away from the school;
 - the affordability of the program/activity to students; and
 - appropriate alternative programs/activities for students who do not participate in the off-site activity, unless it is extra-curricular in nature.
2. Contact the Superintendent of Schools (or designate) for approval if it is an activity that has not been previously approved or is considered high-risk. High-risk is defined as any activity that has a risk factor rating of 4 according to Manitoba Education [OUT-of-Class Safety Handbook](#).
3. Ensure that the safety procedures comply with the [MPASS](#) guidelines and the [Louis Riel School Division Field Trip Information](#).
4. The off-site activities must:
 - a. reasonably accommodate the needs of all students as per section 3 of [The Appropriate Educational Programming Regulation 155/2005](#); and
 - b. incorporate health care plans and emergency response plans for students per Policy [JLCE-1 – First Aid and Emergency Medical Care](#), [JLCE-2 – First Aid and Emergency Medical Care: Anaphylaxis](#), and [JLCD – Administering Medicines to Students](#).
5. If the trip involves the use of facilities with denominational mission statements, or documents with similar intents:
 - a. The Principal must seek approval from the Superintendent of Schools (or designate).
 - b. The Principal must ensure that the Off-School Site Educational Experiences: [Adherence to Legislation and Policy Administrative Protocol](#) is completed and filed in accordance with **PROCEDURE A.6** below.
6. School personnel will maintain a complete file of all parent/guardian consent forms authorizing students' participation in the Off-School Site Program until the conclusion of the program and then will submit the file of all parent/guardian consent forms, regardless of student participation, an accurate attendance record of all participants in the activity/program, and the Off-School Site Educational Experiences: Adherence to

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Legislation and Policy Administrative Protocol, if applicable, to the Superintendent of Schools (or designate).

- B. Approval procedures for off-site activities/programs shall respect the following stipulations:
1. For one-day activities that are not designated as high-risk the Principal’s (or designate’s) approval is enough. All necessary [forms](#) for the designated off-site activity need to be completed.
 2. For activities/programs involving one or more overnight stay and/or a one-way travel distance of greater than 160 km, and/or high-risk activities, the following needs to occur before communication occurs with students and parents:
 - Must be approved by the school Principal (or designate) with all necessary [forms](#) for the designated off-site activity completed, including the Application for Off-School Site Program.
 - Must be received by divisional designate and final approval by the Superintendent of Schools (or designate) according to the following timelines:
 - Within Manitoba: two weeks prior to the proposed excursion date(s)
 - Out-of-Province (within Canada): 3 months prior to the proposed excursion date(s)
 - Once approved, the Superintendent of Schools (or designate) will retain a copy of the application package and return one to the school.
 3. For all programs/activities involving international travel the following needs to occur before communication occurs with students and parents:
 - Must be approved by the school Principal (or designate) with all necessary [forms](#) for the designated off-site activity completed, including the Application for Off-School Site Program.
 - Must be received by divisional designate and final approval by the Superintendent of Schools (or designate) according to the following timelines:
 - Continental North America: 6 months before the proposed excursion date(s)
 - International Travel: 1 year before the proposed excursion date(s)
 - Once approved, the Superintendent of Schools (or designate) will retain a copy of the application package and return one to the school.
 4. Specific approval from the Superintendent of Schools (or designate) is needed for the following activities:
 - aquatic activities for students in Kindergarten to Grade 4
 - wilderness excursions
 - canoe trips for Grades 7-12
- C. Parental/guardian consent for students’ participation in off-site activities/programs shall respect the following stipulations:
1. Parents/guardians must provide consent for their children to participate in all off- school site programs with a separate consent form for each off-site activity/program, except for classroom excursions to local sites that do not require transportation and that will occur within half of the regular instructional day in which case details will be communicated to parents/guardians, but no formal consent form required.

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2. For off-site programs involving transportation and of one day's duration or less, the Principal or designate(s) may obtain verbal consent from a parent/guardian to permit a student's participation.
3. When off-site activities/programs extend beyond one day in length, the parents/guardians shall sign the [Multi-Day or Overnight Consent form](#) which includes informed consent regarding conduct while on the off-site activity.
4. Parents/guardians shall receive timely communication about planned off-site activities.

D. Financing of off-site programs/activities shall comply with the following:

1. School-based budgets may absorb costs related to off-school site programs that are curriculum based.
2. Schools may apply for federal, provincial, commercial, and private assistance to finance off-site activities, with the proviso that such assistance respects existing divisional policies [JJE I-4](#) and management of conflicts of interest. No student shall be excluded from participation in any curricular activities due to inability to afford the cost of an activity; therefore, planning of activities for which students are to be assessed fees must ensure that financial constraints do not prevent the participation of any students designated to take part in the activity.

E. Supervision of off-site programs/activities shall comply with the following:

1. A staff member must always provide general supervision of students during an off-site activity.
2. A "staff member" is defined to include teachers or other adults designated as supervisors by the Principal.
3. The school will ensure gender appropriate supervision for students and teacher supervision for all off-site trips involving an overnight stay.
4. Principals will determine requirements for criminal and child abuse registry verification for adults accompanying students, consistent with divisional [Policy GCFA/GDFA – Criminal Record Check and Child Abuse Registry Check: Teaching and Non-Teaching Staff](#) and [Policy IJOC – Criminal Record Check and Child Abuse Registry Check-School Volunteers](#).
5. Any accident that requires medical attention must be reported on the [Manitoba School Boards Association Accident Incident Report Form](#).
6. A minimum of one person designated as a supervisor for a wilderness excursion must be qualified in Emergency First Aid/CPR; this may include a qualified person employed at the off-site location (e.g., camp counsellor).
7. Mandate the use of helmets when applicable as per [MPASS](#) guidelines.
8. Meet the ratio for supervision as outlined in the [Supervision Ratio Protocol](#).
9. It is recommended that travel plans outside of Canada have a school-based administrator or designate accompany the trip.

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- F. Divisional transportation is recommended whenever possible, with public or chartered transportation as preferable alternatives. When the use of private vehicles for transporting students is necessary:
1. It will comply with [The Drivers and Vehicles Act](#) and [The Highway Traffic Act](#).
 2. Divisional employees, parents/guardians or students who drive students will complete the Volunteer Driver – [Authorization to Transport Students Form](#).
 3. The school shall also inform the parents/guardians about how students will be transported to off-site experiences.
 4. Passenger vans designed for 14-15 occupants will not be used when transporting LRSD students or staff as per Manitoba School Board Association guidelines.
- G. Lifeguards are required for all water-based activities whose primary purpose is swimming and/or participating in recreational paddle or board sports in a pool, lake, river, ocean, and/or waterslide. MPASS supervision ratios must be respected; these ratios are typically more stringent than those in place at most facilities. At least one supervisor must satisfy the following conditions:
1. Qualifications as a lifeguard (National Lifeguard Service – NLS, Pool, Waterpark or Waterfront) **or** lifesaving (e.g., Lifesaving Society Bronze Cross and CPR certification)
 2. Understanding of supervision considerations relevant to the above-noted environments and a minimum of 20 hours of experience supervising in that environment.

The following exceptions apply to provide reasonable and safe accommodations for school programs:

1. When school groups use accommodations or visit facilities and intend to use a hot tub, a lifeguard/lifesaver is not required. (However, a pool or waterslide compels a lifeguard/lifesaver.)
 2. When schools are involved in curriculum-based activities whose primary purpose is not swimming or recreational paddle or board sports but occur in close proximity to or in water, the expectation for a lifeguard/lifesaver is not required (e.g., Adopt a River). However, one supervisor must be certified in First Aid, in addition to the main supervisor(s) of students participating in the activity.
- H. The Superintendent of Schools (or designate) will transfer the complete Off-School Site Program file containing copies of the application forms, signature pages, supporting documents, attendance record, consent forms, and any pertinent student accident reports to the Louis Riel School Division Records Department for storage. All Application for Off-School Site Program forms and documents will be retained by The Divisional Records Department for a minimum of three years as per the LRSD School Division’s Records Retention Schedule.

Required forms are linked to the [Field Trip Guide](#).

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