

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	200 – INSTRUCTIONAL PROGRAMS & MATERIALS	CODE:	261 Curricular Trips
PROCEDURE:	LEVELS 1, 2 AND 3 CURRICULAR TRIPS		

BACKGROUND

The division recognizes the educational value of curricular based field trips and outdoor education experiences that are integrated with learning outcomes. Principals shall ensure that out-of-school educational experiences have a direct curriculum link.

PROCEDURES

1. Student field trips and outdoor education experiences are encouraged and shall meet the following criteria:
 - 1.1. Provide significant educational experiences related to the education program of the school.
 - 1.2. Meet all procedural protocols regarding:
 - 1.2.1. Parent notification/permission;
 - 1.2.2. Preparation and documentation;
 - 1.2.3. Minimizing risk and taking all necessary safety precautions;
 - 1.2.4. Providing all relevant information so parents can give informed consent;
 - 1.3 Be approved by the designated individual(s) and are designated approved activities by the Division's liability insurance carrier. The liability insurance carried by the Division will cover the Division's employees and volunteer supervisors responsible for organizing and supervising the trip.
 - 1.4 Ensure that if the use of volunteer supervisors is required to assist staff during off-site activities, it is in keeping with the requirements contained in Administrative [Procedure 491](#) – Volunteer Supervisors and Coaches.
 - 1.5 Have prior approval by the Principal when students will be transported by private or leased vehicles. The use of parent or volunteer provided transportation shall be permitted if the driver is properly licensed and has submitted a completed [Form 492.1](#) – **Volunteer Automobile Driver Authorization form**.
 - 1.6 Be both accessible and inclusive, specifically:

- 1.6.1 Parents are advised that financial assistance is available if necessary.
 - 1.6.2 The physical requirements for the trip are within the capacity of students.
 - 1.6.3 Meaningful alternative activities are provided for students who are unable to attend.
- 2. Students participating in field trips and outdoor education experiences will behave in accordance with school rules and any special directions required to maintain proper structure and safety pertaining to the activity as determined by the principal, supervising teacher/leader, or accompanying instructor or leader.
- 3. The principal must ensure that all safety precautions are considered prior to the commencement of the trip such as but not limited to:
 - 3.1. Appropriate temperature conditions (Refer to [AP 317-01](#))
 - 3.2. Appropriate air quality conditions (Refer to [AP 323](#))
 - 3.3. Safe weather and road travel conditions:
 - 3.3.1. There are blizzard conditions enroute or severe weather conditions are forecast by Environment Canada.
 - 3.3.2. The RCMP or the Saskatchewan Highway Hotline has advised against travel on any enroute highway.

CURRICULAR TRIP – LEVELS OF RISK

1. Level 1 – Low Risk, Local Day Trip (e.g. museum, historic sites, nursing home, etc.)

- 1.1. When the trip is in the community, the requests for the trip must be fully completed and be made **1 week in advance** for approval by the school Principal.
- 1.2. All groups participating shall be under the supervision of a teacher.
- 1.3. There is provision for a sufficient number of adult supervisors appropriate to the age and ability of the students, the nature of the activity and the location of the trip.
- 1.4. Parents or guardians have been informed of the event.
- 1.5. Parents or guardians have completed the AP Form 261-02 **Out of School Excursions – Permission Form**.

2. Level 2 – Moderate Risk (e.g. off-site ice skating, cross country skiing, downhill skiing, pool activities with lifeguard, overnight trips, etc.)

- 2.1. When the day trip is in community, the request must be fully completed and made at least **1 week in advance** and is approved by the Principal.

- 2.2. When the day trip is in province or up to 200 km into Manitoba, the request must be fully completed and made at least **2 weeks in advance** and is approved by the Principal and a copy is submitted to the division office.
- 2.3. When the trip is overnight and in province or up to 200 km into Manitoba, the request must be fully completed and made at least **4 weeks in advance** and is approved by the Principal and a copy is submitted to the division office.
- 2.4. There is provision for a sufficient number of adult supervisors appropriate to the age and ability of the students, the nature of the activity and the location of the trip in accordance with the *Safety handbook for Physical Education and Extracurricular Sports.*
- 2.5. When the trip is overnight, there shall be both male and female chaperones if there are both male and female students on the trip. (Refer to AP 311)
- 2.6. All groups participating shall be under the supervision of a teacher.
- 2.7. Parents and Guardians have been informed of the trip and have provided written permission (**AP Form 261-05 Parental Consent and Risk Acknowledgement Form – Level 2&3**)
- 2.8. The principal must ensure that all safety precautions are considered prior to the commencement of the trip such as but not limited to: appropriate weather and air quality conditions for the activity and safe road travel conditions.

3. Level 3 – High Risk (e.g. outdoor adventure, open water swimming/canoeing, etc.)

- 3.1. When the day trip is in community, the request must be fully completed and made at least **2 weeks in advance** and is approved by the Principal and the Director of Education or designate.
- 3.2. When the day trip is in province or up to 200 km into Manitoba, the request must be fully completed and made at least **2 weeks in advance** and is approved by the Principal and Director of Education or designate.
- 3.3. When the trip is 1- day overnight and in province or up to 200 km into Manitoba, the request must be fully completed and made at least **4 weeks in advance** and is approved by the Principal and the Director of Education or designate.
- 3.4. When the trip is 2+ days overnight and in province of up to 200 km into Manitoba, the request must be made at least **8 weeks in advance**.
- 3.5. A detailed itinerary is provided in the application to the division office and to parents and guardians that outlines transportation arrangements, supervision of students, elements of risk for the activity, cost to students, and contact information.

- 3.6. The principal must ensure that other staff members whose teaching responsibilities may be affected by the absence of the traveling students and teachers have been consulted and show a willingness to support the proposal.
- 3.7. There is provision for a sufficient number of adult supervisors appropriate to the age and ability of the students, the nature of the activity and the location of the trip in accordance with the *Safety handbook for Physical Education and Extracurricular Sports.*
- 3.8. When the trip is overnight, there shall be both male and female chaperones if there are both male and female students on the trip. (See AP 311)
- 3.9. All groups participating shall be under the supervision of a teacher.
- 3.10. Parents and Guardians have been informed of the trip and have provided written permission (**Form AP 261-05 Parental Consent and Risk Acknowledgement Form – Level 2&3**)
- 3.11. Arrangements are in place for any student who is unable to attend the trip but who will be in attendance at the school during the time of the trip. Activities provided must be of educational importance.

Reference: Sections 85, 87, 108, 109, 151, 175, 179, 231 Education Act
Physical Education Safety Guidelines

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