



2.04 Extra-Curricular/Field Trips

2. School Administration - Administrative Procedure Manual

The Division recognizes the educational value of extracurricular and field trips that are well planned and generally defined as inclusive of any expedition organized by teacher(s) and participated in by a group of students as a learning experience. These experiences should be used to enhance learning and to supplement curricular and classroom learning.

Approval of any field trip will be granted in consideration of the following criteria:

- The Division's first and greatest concern is for the safety and well-being of the students of the Pine Creek School Division. As such, and as circumstances will dictate, the Division reserves the right to cancel, without notice, any field trip.
- A field trip shall have as its top priority the relevance of the trip to participating students' education.
- Proper planning, student safety and follow-up are essential. Organizers are expected to follow the safety guidelines as outlined in Youthsafe Manitoba School Field Trip Resource.
- Parental involvement is an important aspect of a successful field trip. This involvement will include advance information regarding planned activities, purpose, costs, benefits, impact on schoolwork, etc. Parents must be given an opportunity to approve the participation of their children in field trips.
- Participation in field trips is voluntary.
- Curricular and extracurricular field trips are to be accessible and inclusive, and students' inability to pay will not exclude them from participation. Teachers who act as supervisors for field trips will, in cooperation with students and parents, develop a plan to realize all costs for students who wish to take the trip.
- The Board will consider requests for special and out-of-province field trips and, based on the merits of that request, make its decision about granting approval. The Board may request a presentation at a regular meeting with respect to any field trip.
- Field trips must be planned to minimize the loss of class time. A maximum of 5 consecutive school days is allowed for a trip.
- Field trips must not interrupt the general operation of school programs and/or activities (e.g. Exams)
- The "Teacher in Charge" of the field trip must be identified.
- A financial declaration must be completed as part of the approval process if fees are collected or if fund raising events are used to support the trip.
- **The Board does not approve extracurricular or field trips that would require international travel. The Board does not recognize or approve the establishment of a "Travel group" or "club" as a school-related extracurricular activity and therefore these will exist only outside of the school setting.**

The following steps must be completed for all trips:

1. Principal's consent must be granted and the Superintendent must be notified.
2. [Parent Permission](#) form must be completed and submitted at the school level.
3. [Request for Approval](#) forms must be submitted to the appropriate authority.
4. Safety Plans and a detailed itinerary must be submitted to Principal.



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5. Student Medical/Health Information must be secured.
6. Insurance requirements must be met (if applicable)
7. [Bus or Private Vehicle](#) requisition must be submitted to the Transportation Coordinator.

Curricular and Extra-Curricular Field Trips

- Trips two days or less in duration, and organized as part of a particular course or regular school program (e.g. team sports) will require parent consent and approval by the Principal.
- Transportation arrangements must be completed by the Teacher in Charge.
- Correct forms must be completed and submitted per required timelines.
- Students' participation in the trip will be considered in light of their attendance, behavior, and academic performance.

Extended Field Trips

- Trips within Manitoba that exceed two days and organized as part of a particular program or school event will require parent consent and approval of Superintendent. Approvals are reported to the Board.
- Students' participation in the trip will be considered in light of their attendance, behavior, and academic performance.

Chaperones

- Students must be supervised at all times during the trip.
- For all Extended and Out-of-Province field trips there must be a minimum of one male and one female chaperone.
- One staff member from the school that is organizing the trip must be designated as "Teacher in Charge".
- A minimum of one chaperone is required per ten students.
- Parent and community chaperones are encouraged to take part and accompany the students and teacher(s) who are planning the trip.
- A [Criminal Record Check](#) and [Child Abuse Registry](#) Check must be submitted by all chaperones prior to the trip.

Out-of-Province Trips

- Trips exceeding two days and are outside of Manitoba require parent consent and must be granted approval by the Principal, Superintendent and the Board.
- Out-of-province field trips are restricted to students in Grade 7 – 12 and exceptions may be made in the case of multi-grade classes. Students' participation in the trip will be considered in light of their attendance, behavior, and academic performance.



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- [“Approval in Principle”](#) form must be submitted to the Board table a minimum of 6 months prior to any Out-of-Province trip. Once approval in principle has been granted, the Teacher in Charge may continue to make arrangements and plans for the out-of-province trip.
- [“Final Approval for the Out-of-Province trip”](#) form must be submitted to the Board table a minimum of 4 weeks before the trip.

Trip Planning and Approval Requirements

Destination	Duration	Approval	Divisional Form to be completed
Within Manitoba	2 school days or less	Principal	Curricular and Extra-Curricular Field Trips
	More than 2 days	Superintendent (approval will be reported to the Board)	Extended Field Trip
Within Canada	More than 2 Days	Board	<ul style="list-style-type: none"> ▪ Out-of-Province Trip Approval in Principle (received at Board table at least 6 months prior to trip) ▪ Final Approval (received at Board table at least 4 weeks prior to trip) ▪ Both forms must be submitted.

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