

PORTAGE LA PRAIRIE SCHOOL DIVISION



SCHOOL FIELD TRIPS

"A Guide for Planning School Field Trips"

FIELD TRIPS

A. RATIONALE

It is generally accepted that relevant, first-hand experiences are an essential component of a basic education. Where it is practical and possible to do so, these experiences should be used to enhance learning and to supplement the use of textbooks, library books and audio-visual materials. Often such experiences require students to participate in activities away from the classroom and school. The involvement of students in such activities will be classified as "Field Trips".

Field trips shall have as a top priority their educational relevance for the students concerned. Proper planning, student safety and follow-up are also essential.

Parental involvement is an important aspect of a successful field trip. This involvement includes advance information regarding planned activities; purpose, costs, benefits etc. Parents are also to be given the opportunity to approve the involvement of their children in field trips.

B. DEFINITION

Field trips will be designated as follows:

1. Regular Curricular and Extra-Curricular Trips:

These trips are subject to the approval of the teacher, principal and parent.

The duration of regular trips will not exceed two school days.

2. Extended Trips:

These trips are subject to the approval of the teacher, principal, parent and superintendent.

The duration of extended trips will not exceed three school days.

3. Special and International Trips:

These trips are subject to the approval of the School Board. Application for a group to participate in an extended field trip must be made on the prescribed form a minimum of eight weeks in advance of the planned event. The initial application is to be made to the Board, for approval in principle, prior to any formal contact being made with parents or students.

Such trips include any trip outside of Canada and trips that exceed three school days.

C. SPECIFIC EXPECTATIONS REGARDING FIELD TRIPS

1. Field trips must not unfairly interfere with the general operation of the school and its other programs and activities.
2. The needs of all students, including those not participating in the field trip, are to be given due consideration and suitable activities developed for them.
3. Due consideration must be given to the dates of the trip as they pertain to tests, examinations and other activities and programs of the school and the students. Special and international trips must not take place within two weeks prior to examinations.
4. Field trips must have relevance to the programs of the participating students.
5. The names of the appointed chaperones must be submitted to the principal at least four weeks in advance of the planned event. Overnight mixed events require a minimum of one male and one female chaperone. The ratio of chaperones to students shall be sufficient to properly supervise the age group and the activity involved.
6. The document "A Guide For Planning School Field Trips" is to be followed.

Adopted: June 23/77

Revised: Jan. 23/86

Revised: Sept. 26/91

FIELD TRIPS

SPECIFIC EXPECTATIONS

The Board of Trustees supports student activities that require travel outside the School Division subject to the following guidelines:

A. ORGANIZATION

1. The organizers must provide for the meaningful involvement of parents in planning an annual student travel plan for each school. The annual plan is to be communicated to parents by October 15 of each year, including the approximate cost to parents of each. The organizers must take into account the age of the students, time of year and the ability/willingness of parents to support their portion of the estimated costs.
2. Field trips must not unfairly interfere with the general operation of the school and its other programs and activities.
3. The needs of all students, including those not participating in the field trip, are to be given due consideration and suitable activities developed for them.
4. Due consideration must be given to the dates of the trip as they pertain to tests, examinations and other activities and programs of the school and the students. Special and international trips must not take place within two weeks prior to examinations.
5. Field trips must have relevance to the programs of the participating students.

B. SUPERVISION & CHAPERONES

1. Adults may be used to assist with the supervision of field trips. Adult supervisors shall be under the direction of the supervising teacher(s).
2. Extended activities require a minimum of two supervisors. Mixed student groups should have a minimum of one male and one female supervisor. Parent chaperones should be encouraged to take part and accompany the student(s) and teacher(s) who are planning the trip.
3. Field trips that involve students in special or extended activities such as out of province, overnight stays, swimming, boating, etc. require that a detailed description of the activity must be given to the parents and written permission received before the student(s) can participate.
4. Activities associated with swimming and boating require special safety precautions. The supervision of such activities must provide adequate protection for all concerned. At least one supervisor must be a certified lifeguard.

5. The names of the appointed chaperones must be submitted to the principal at least four weeks in advance of the planned event. Overnight mixed events require a minimum of one male and one female chaperone. The ratio of chaperones to students shall be sufficient to properly supervise the age group and the activity involved.
6. Students are to be under the supervision of staff and/or local chaperones at all times during the event. The responsibility of supervising or chaperoning is not to be delegated to anyone not listed on the appropriate Division or School form.
7. One staff member is to be pre-determined as the supervisor of the group and is to be the one designated to be responsible for communicating with the bus driver and managing problem situations or emergencies should they arise.
8. The teacher/supervisor is to be responsible for taking a class list of students on the trip, complete with relevant medical and emergency information for each student.

C. MEALS & LODGING

1. Students will generally not be billeted for meals or lodging. Acceptable alternatives include:

commercial outlet – adequate chaperones required
utilizing a school – i.e. gym
other arrangements acceptable to and approved by each parent.
2. The Division is also generally not supportive of accepting billets as a means of providing visiting students with meals or lodging.

D. DISTANCE GUIDELINES

1. Maximum distance guidelines are:

Primary: 150 km one way
Intermediate: 300 km one way
Jr. High 450 km one way
Sr. High 600 km one way
2. In the event the objectives of an activity require travel beyond the distances stated, consideration will be given by the Board based upon the individual circumstances. Application for such trips is to be submitted for Board approval as outlined for Extended Field Trips.
3. School teams earning their way to Provincial competitions are exempt from the distance guidelines.

E. TRAVEL ARRANGEMENTS

1. All school activities that require public or private transportation must be authorized by the principal and superintendent's department prior to the plans for the activity being finalized.
2. Out-of-province use of school buses for extra-curricular activities requires the prior approval of the board of trustees. Such requests must be submitted to the superintendent's Department at least one month prior to the proposed trip.
3. Requests for the use of school buses for extended travel are discouraged.

Adopted: March 14/79

Revised: December 2/91

July 7/93

STUDENT INSURANCE PROGRAM

Parents are encouraged to consider the student accident and life insurance program which is made available annually to the students.

Details of coverage available, instructions covering enrollment procedures, application forms and claim forms may be obtained from the school, division office, or the insurance company.

Questions dealing with claims are to be directed to the insurance company.

All staff members are expected to assist with the enrollment procedures established by the insurance company and approved by the superintendent.

Adopted: March 14/79
Revised: October 8/87

REQUIRED BY STUDENTS FOR:

- a) Ski trips
- b) Out-of province trips
- c) Other activities of high risk

SKATING - USE OF HELMETS

The province's Risk Manager and The Safety Guidelines for Physical Activity in Manitoba Schools strongly recommends the wearing of a CSA approved hockey helmet at any school skating activity. Therefore, parents must provide an appropriate helmet for their child when participating in a skating activity. Appropriate helmets must be worn by all teachers and supervisors while on the ice.

SAFE SWIM PROGRAM

- Southport Pool
 - Splash Island
 - Hotel Pools/Backyard Pools
 - Hot Tubs
 - Lakes
-

TRIPS OUTSIDE THE CLASSROOM----SWIMMING

As there are two specific swim venues in the community of Portage la Prairie, it follows that some rules specific to the venues would better suit the needs of students and staff. For swim venues/locations outside of the city, we may want to consider the MAST document: "Swim Safe Programs: A Reference Guide for Schools." Our "Procedures for Supervision" should be followed closely as possible at venues other than Southport and Splash Island. All pool rules must be adhered to at all times.

SOUTHPORT POOL

Two Pools---One leisure with a .9m depth; one 25m pool (approx. 5m deep end).

Usually two lifeguards are in place to service both pools.

The Manitoba regulations state that there should be one lifeguard for every 50 students.

For public swim, Southport requires one adult per 3 children 7 and under.

Special consideration needs to be given to the activities in the leisure pool. Only a few children cannot touch in parts of the leisure pool. Children are able to maneuver well in this pool. If students were to wear a P.F.D. they would experience difficulty with their balance and ability to move away from the bottom of the slide for example. (It is important to note that a P.F.D. will not prevent drowning if a child ends up face down in the water.)

Currently the staff at Southport requires students in Kindergarten to Grade Two to stay in the leisure pool.

Recommendation: At Southport, students in Kindergarten to Grade Two shall be directed to the leisure pool. If a student cannot touch bottom in the leisure pool, he/she should wear a flotation device. A member of the school's supervisory staff should be at the top of the slide and a member of the school staff should be at the bottom, in the water, assisting with students as they come down the slide.

THE LEISURE POOL AT SOUTHPORT SHOULD HAVE A 1 TO 6 RATIO. *This is not as stringent as the MAST suggestion because of the circumstances of the pool.

ALL SUPERVISORS MUST BE ACTIVE. MAST DOCUMENT (P.5): "WHEN STUDENTS ARE IN OR NEAR THE WATER ADULT SUPERVISORS MUST POSITION THEMSELVES SO THAT THE STUDENTS ARE IN CLEAR SIGHT AND THEY CAN PROVIDE IMMEDIATE ASSISTANCE, IF REQUIRED."

For students in Grade Two who are proficient swimmers, Southport staff ropes off the shallow end from the ladders to the wall at the shallow end. It is recommended that this procedure continue to be followed. A school supervisor should also be in place there, preferably in the water.

Recommendation: To continue the procedure for students in Grade Two who are proficient swimmers. A school supervisor should be in the water in the roped off area or at the edge of the roped off area. A 1 TO 6 RATIO MUST BE IN EFFECT.

Students in Grades Three and Four should be allowed access to the 25m. pool. Limited P.F.D.'s are available for non-swimmers. Student ability should be tested to determine who should be allowed in the deep end. (Four lengths of front crawl are the requirement to be allowed in the deep end).

Recommendation: The following minimum supervisory ratios should be in effect:

GRADES THREE AND FOUR	1 TO 8
GRADES FIVE TO EIGHT	1 TO 12
SENIOR ONE TO SENIOR FOUR	1 TO 12

***PROCEDURES FOR SUPERVISORS**

1. Supervisors should be watching students at all times, according to established ratios.
2. Where possible supervisors will be in the water. This is required for the supervisor at the bottom of the slide in the leisure pool and Grade Two's in the shallow end. Supervisors should be prepared to provide immediate assistance.
3. Supervisors will see that students have pool rules reviewed with them BEFORE entering the pool. Pool rules should be discussed at school prior to going to the pool as well. Please obtain a copy of the Southport pool rules by calling 428-6050.
4. Supervisors will actively assist pool staff in enforcing pool rules. If pool staff have temporarily removed a student from the pool for behavior, school staff should address the issue with the student. School staff is responsible for supervision of any student who has been removed from the pool completely for the session.
5. Any student breaking the "No Diving" rule shall be removed from the pool immediately for at least the duration of the session.
6. Enforce the buddy system. Each student should have one buddy, and should keep an eye on his or her buddy throughout the session. At least once (twice) a whistle or communication device should be sounded so that each pair will find one another and stay in one place until instructed otherwise.
7. Supervision extends to all pool facilities including the change room.
8. Southport does have an emergency plan. There should be one supervisor appointed each session as the emergency contact. That person should make himself/herself known to the pool staff.

Pool staff should have an avenue to express concerns with regard to the behavior of students at the pool. Considerations should be given to disallowing certain students from going to the pool or severely limiting group size if problems arise. Children do drown, and supervision is a serious matter.

***** SOUTHPORT POOL RULES *****

Upon your school's arrival to the Aquaplex, we ask that you check in with the lifeguard/supervisor on duty before entering the changerooms. Once changed, we ask that all students and supervisors make their way to the benches on the far side of the pool deck for a quick review of the rules. No one is permitted to go in the water before the lifeguard on duty gives his/her permission.

General Rules:

- 1. Running will not be permitted.
- 2. Diving will not be permitted.
- 3. Rough-housing will not be permitted.
- 4. The lifeguard's decision is final.

Waterslide Rules:

- 1. One at a time.
- 2. Feet first.
- 3. Upon exiting the waterslides, all swimmers are required to leave the waterslide area immediately.
- 4. Swimmers are not permitted to play in the waterslide area.

We operate under a three strikes you're out system:

- 1st offence = warning
- 2nd offence = 10 minute time-out
- 3rd offence = sitting out for the remainder of the swim time.

GRADE REQUIREMENTS:

KINDERGARTEN & GRADE 1 students will be permitted to play in the leisure pool. A teacher or parent is required to remain at the top of the waterslide to ensure the children go down one at a time and feet first. A second teacher or parent is required to remain at the bottom of the waterslide to catch the students as they exit the waterslide and direct them to exit the waterslide area immediately. All other supervisors are strongly recommended to remain within arms reach and in the water with the students.

GRADE 2 students will be permitted to play in the leisure pool and in the roped off section of the main pool (most shallow area). All supervisors are strongly recommended to spread out and remain in the water with the students, staying near weak swimmers and/or more congested swimming areas.

GRADE 3 - 12 students are required to swim 4 lengths of front crawl before entering the deep end of the main pool. All supervisors are strongly recommended to spread out and remain in the water with the students, staying near weaker swimmers and/or more congested swimming areas.

If your school group has any questions or concerns prior to your rental date, please feel free to contact Kathleen at 428-6862.

SPLASH ISLAND

By the nature of the complex, Splash Island is more difficult to supervise. Students from Kindergarten to Grade Two may be able to wander into water that is too deep for them. Splash Island does not have enough P.F.D.'s for 30 small children. Those with life jackets may also drift in the water. As a result, Splash Island requires three guards on duty at all times, and the school needs to provide greater supervision than at Southport.

Recommendation: The following ratios should be in effect at Splash Island:

KINDERGARTEN	1 TO 4
GRADE ONE TO FOUR	1 TO 6
GRADE FIVE TO EIGHT	1 TO 8
SENIOR ONE TO SENIOR FOUR	1 TO 12

More supervisors need to be in the water, particularly with the younger students. At least half of the school supervisors at Splash Island should be in the water. Being within arm's reach of young children should be a guiding principle. All other supervisory rules should be followed.

***PROCEDURES FOR SUPERVISORS**

1. Supervisors should be watching students at all times, according to established ratios.
2. Where possible, supervisors will be in the water. Supervisors must be prepared to provide immediate assistance.
3. Supervisors will see that students have pool rules reviewed with them BEFORE entering the pool. Pool rules should be discussed at school prior to going to the pool as well.
4. Supervisors will actively assist pool staff in enforcing pool rules. If pool staff have temporarily removed a student from the pool for behavior, school staff should address the issue with the student. School staff is responsible for supervision of any student who has been removed from the pool completely for the session.
5. Any student breaking the "No Diving" rule shall be removed from the pool immediately for at least the duration of the session.
6. Enforce the buddy system. Each student must have one buddy, and should keep an eye on his or her buddy throughout the session. At least twice during a 45 minute session a whistle or communication device should be sounded so that each pair will find one another and stay in one place until instructed otherwise.
7. Supervision extends to all pool facilities including the change room.
8. Splash Island does have an emergency plan. There should be one supervisor appointed each session as the emergency contact. That person should make himself/herself known to the pool staff.

Pool staff should have an avenue to express concerns with regard to the behavior of students at the pool. Consideration should be given to disallowing certain students from going to the pool or severely limiting group size if problems arise. Children do drown, and supervision is a serious issue.

***** SPLASH ISLAND RULES *****

General Pool

- 1) Absolutely **no running** anywhere within the Splash Island facility will be tolerated.
- 2) Absolutely **no diving** into any area of the pool will be tolerated.
- 3) Absolutely **no roughhousing** (ie: chicken fights, holding people underwater) will be tolerated.
- 4) Before entering any part of the pool, **stop, look, and listen.**
- 5) No food or drink is to be brought into Splash Island. If your school has requested it, the canteen will be open. Otherwise, food will not be tolerated.
- 6) Any garbage should be put into a garbage can. Please keep the change rooms tidy!
- 7) Chewing gum will not be tolerated while swimming.
- 8) No sitting on or hopping over the island.

Splash Attack/Funnel Tunnel Waterslide Rules

- 1) One teacher/parent must be stationed at the top of the waterslide to ensure children go down the slides one at a time.
- 2) All children must go down the slides feet first and must exit the waterslide area immediately after entering the pool (no playing in the pool area where swimmers exit the slides).

- 3) All children must be at least 4 feet tall or taller to be able to go down Funnel Tunnel and Splash Attack water slides. **No exceptions!**

Bubble Gum Run Waterslide Rules

- 1) Children must be under 4 feet tall to go on the Bubble Gum Run.
- 2) A maximum of 3 children are allowed on the Bubble Gum Run at one time.
- 3) Only feet first sliding on your back or bum will be permitted (not on your stomach).

Age Limits

- 1) Kindergarten, grade one, and grade two are only permitted to swim in the Bubble Gum Run area and the Horseshoe area.
- 2) Grade three and higher must show a lifeguard 4 laps of front crawl **before** entering the rest of the swimming area.

Listening for Whistle Signals

- 1) When you hear 1 short whistle blow, stop and look at the lifeguard(s). We are trying to get a swimmer's attention!
- 2) When you hear 2 long whistle blows, stop what you are doing and wait for directions from the lifeguard(s).
- 3) When chimes are sounded over the PA system, please exit the pool immediately. This indicates it is time to get changed.
- 4) When a siren is heard over the PA system, please stop what you are doing and wait for further directions from the lifeguard(s).

Disciplinary Actions

Depending on the severity of a child's action(s), the following steps may be taken:

- 1) First offence (ie: running on the deck) = one warning
- 2) Second offence (ie: running on the deck again) = 10 minute timeout
- 3) Third offence (ie: running on the deck a third time) = sitting out for the remainder of the swim time

HOTEL POOLS / BACKYARD POOLS

***Note: Backyard pools may only be used if approved by the Manitoba Red Cross Inspection Team and if the homeowner has liability insurance specific to their pool.

School personnel are responsible for providing supervision and maintaining control at all times. Minimum supervision requirements for aquatic outings are presented below. **If the requirements cannot be met, the event should be cancelled.**

TEACHER: One for each group of 25 students.

LIFEGUARD: At least one qualified lifeguard is required. This could include high school student(s) with appropriate Life Guard Certification. Recommended: One for each group of 25 students in or near the water. When determining the number of lifeguards needed, include those working at the venue. **Note:** Lifeguard credentials must be current. Minimum certification in Life Saving Society Bronze Cross National LifeGuard Service is recommended.

Additional adult supervisors are required when students are in or near the water.

RECOMMENDATION: The following ratio should be in effect at hotel pools.

KINDERGARTEN	1 TO 4
GRADES ONE TO FOUR	1 TO 6
GRADES FIVE TO EIGHT	1 TO 8
SENIOR ONE TO SENIOR FOUR	1 TO 12

***PROCEDURES FOR SUPERVISORS**

1. Supervisors should be watching students at all times, according to established ratios.
2. Where possible, supervisors will be in the water. Supervisors must be prepared to provide immediate assistance.
3. Supervisors will see that students have pool rules reviewed with them BEFORE entering the pool. Pool rules should be discussed at school prior to going to the pool as well.
4. Supervisors will actively assist pool staff (if available) in enforcing pool rules. If pool staff have temporarily removed a student from the pool for behavior, school staff should address the issue with the student. School staff is responsible for supervision of any student who has been removed from the pool completely for the session.
5. Any student breaking the "No Diving" rule shall be removed from the pool immediately for at least the duration of the session.
6. Enforce a buddy system. Each student must have one buddy, and should keep an eye on his or her buddy throughout the session. At least twice during a 45 minute session a whistle or communication device should be sounded so that each pair will find one another and stay in one place until instructed otherwise.
7. Supervision extends to all pool facilities including the change room.

HOT TUBS

- 1) Tie back long hair.
- 2) All rules of the hot tub must be enforced.
- 3) Follow same supervision ratios as per Hotel Pools.

LAKES

Refer to Manitoba Physical Education Safety Guidelines for Outdoor Education/Lake Swimming below.

EQUIPMENT

- An emergency communication system must be accessible.
- Other equipment should include:
 - a first aid kit
 - a whistle or other signaling device for the person in charge
 - a throw line
 - reaching assists
 - a spinal board

- a blanket
- salt
- a rescue boat/craft
- cell phone/two way radios

CLOTHING/FOOTWEAR

- Suitable swimwear should be worn.
- Tie back long hair.
- Jewellery representing a safety concern must be removed. If not removeable, it must be taped (ie: medical alert identification, religious/cultural jewellery). Eyewear may need to be removed or secured.
- Outdoor note: Students must bring suitable protection against sun, heat and insects.

FACILITIES

- The swimming area must be:
 - clearly marked
 - free from hazards
 - of suitable water temperature
 - reasonably clean and clear
- No swimming is allowed in fast moving rivers or streams
- Prior to the trip, check with local authorities as to whether or not the water is safe for swimming.

SPECIAL RULES/INSTRUCTION

- Parents must give written permission for their child to be involved in any swimming activity. Non-swimmers must be identified and observed. Early Years--Parents must indicate the child's level of swimming ability, (eg: non-swimmer, capable swimmer, etc).
- Students must be made aware of all rules and regulations associated with the swimming area; swimming is allowed only in the designated area; distance swimming is not allowed; and students must not rely on a flotation device, unless it is a P.F.D.
- A counting system must be used at regular intervals. (eg: note the number of students and every 15 minutes blow the whistle and have them count off). Early Years--Students must practice an emergency water drill (ie: three loud whistle blasts means assemble on shore immediately).
- Use the buddy system; do not swim if there are any indications of threatening weather; and no swimming is allowed after dark.
- Lifeguard(s) must be clearly visible to all swimmers, and in an emergency situation, the lifeguard in charge. (An emergency action plan must be in place).
- Duration of the swim should depend on: type of swimmers, condition of the atmosphere, condition of the water, and the time of day.
- Diving is allowed only in designated safe areas by students who demonstrate competent diving skills to the instructor. All diving must be forward dives from heights less than 1 meter. Early Years--No diving is allowed.

SUPERVISION

- One supervisor must have current certification as follows:
 - National Life Guard Services Life Guard Certificate Waterfront option, OR
 - N.L.S. pool with two years waterfront experience.
- The recommended lifeguard to swimmer ratio is 1:25
- In addition to the lifeguard(s) there must be at least one adult supervisor providing on-site supervision
- Constant visual supervision is required.
- Prepare an emergency action plan for this activity.
- There must be a designated supervisor (teacher, parent, or responsible adult) available with a vehicle to accompany any injured student to the hospital. This must not be the "in-charge" supervisor.

**PORTAGE LA PRAIRIE SCHOOL DIVISION
EXTRA-CURRICULAR TRANSPORTATION RECORD**

TO BE COMPLETED BY THE SCHOOL *(at least five days prior to transporting students)*

School /Pick up _____ Pick up Date _____

Destination /Address _____

Pick up time _____ Time Departing Destination _____

Return to School Time _____ Return to Compound Time _____

No. of Students _____ Grade _____ No. of Adults _____ **Total** _____

Supervising Teachers _____

Comments/Information _____

Costs charged to _____ (791) Field Trip _____ (793) Band Trip
 _____ (792) Sports Trip _____ Other (Please Specify)

Authorization (Principal) _____ Date _____

TO BE COMPLETED BY THE OPERATIONS DEPARTMENT

Assigned Driver _____ Bus # _____ Capacity _____

Copy sent to Principal _____ Date _____

Operations Supervisor

TO BE COMPLETED BY THE BUS DRIVER & RETURNED TO OPERATIONS DEPARTMENT

Odometer Reading a) End of Trip _____

b) Start of Trip _____

Trip Mileage (a - b) _____ Km.

Driver's Hours _____ Hrs.

Certified correct _____ (Driver's Signature)

Trip completed _____ (Teacher's Signature)

FOR DIVISION OFFICE USE ONLY

Mileage _____ Kms @ \$ _____ = \$ _____ CR 1-714-00-720-00

Hours _____ Hours @ \$ _____ = \$ _____ CR 1-369-00-720-00

Total = \$ _____

G/L NO. 1-555-00- _____ - _____ = \$ _____ DR
Program Code School Code

_____ Date Original to Division Office _____ Signature - Operations Supervisor

OT-01-05/03

LETTER TO PARENT(S)

Dear Parents:

Prior to finalizing the details associated with a possible (extended/special/international) field trip that would involve your child, I would like you to be aware of the tentative plans and seek your response and recommendation regarding the proposed activity.

The attached information is preliminary, however, it should provide you with enough information to indicate your level of support for the activity.

This activity will only proceed to the next stage if there is parental support. If there is parental support, the planning will continue and school board approval requested. You will be kept informed of the details throughout the process. If there is not parental support, the planning will be discontinued.

Yours very truly,

(Signature of principal)

(Signature of teacher)

Dear Parents:

Date: _____

RE: FIELD TRIP PRELIMINARY PLANS

Purpose of the trip: _____

Destination _____ Departure _____

Date _____ time _____

Return _____ No. of school days _____
Date _____ time _____

Grade/Group Involved _____ No. of Students _____

No. of Chaperones _____ Mode of Travel _____

Estimated cost of Trip: Transportation _____ Accommodation _____

Meals _____ **Other** _____ **TOTAL** _____

Sources of Revenue: _____

TOTAL _____

Final Estimated cost *per student* \$ _____

Based upon the above information:

a) Are you in support of the organizers proceeding with the planning for this activity?

Yes _____ No _____

b) If the activity proceeds, are you prepared to cover the estimated cost?

Yes _____ No _____

c) If you are in support of this activity, what suggestions would you offer that would help to ensure it is highly successful?

Student's Signature _____

Date _____ Parent/Guardian Signature _____

Please return the completed question section to _____ by _____

Note: If this portion is not returned, it will be assumed you do not support the activity. If you require any additional information, please do not hesitate to contact

_____ at _____ Thank you for your response.

PORTAGE LA PRAIRIE SCHOOL DIVISION

SPECIAL AND INTERNATIONAL FIELD TRIP REQUEST

Application for School Board Authorization

Out of Canada trips and/or trips that extend beyond three school days require prior authorization by the School Board.

The completed application form is to be submitted to the Superintendent a minimum of eight weeks prior to the proposed trip and prior to the finalization of any arrangements associated with the trip.

School _____ Destination _____

Departure date _____ Return date _____ Number of School Days _____

Purpose of Trip

Grade/Group Involved _____ No. of Students _____

Mode of Travel: School Bus Other (specify) _____

Name of Tour Co. (if applicable) _____

Estimated Cost of Trip

Transportation \$ _____

Accommodation \$ _____

Meals \$ _____

Other \$ _____

Total cost of trip \$ _____

AS-31-03/04

Anticipated Sources of Funds

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total of all revenue	\$ _____
Final actual cost per student	\$ _____

Staff Chaperones (names)

Parent Supervisors (number)

Itinerary (list or attach)

Accident & Travel Insurance Details

Follow-up plans and communication (after completion of the trip)

Signature - Principal

Date

Dear Parent(s)/Guardian(s):

On _____, _____, a downhill ski trip is scheduled for _____ . We will be leaving at _____, and returning at approximately _____. The cost of the trip is as follows:

Lift ticket and lesson	
Rentals	
Transportation & taxes	

TOTAL COST	

A canteen is available, however, it is suggested that students take a bag lunch. Only those students who display acceptable behavior and have permission of the teaching staff will be allowed to attend. Senior One students will have first priority then first pay/first go. Students with their own equipment will pay _____. If students want to rent snowboards it will be more money and they will pay _____. All students are expected to take a lesson unless excused by the ski instructor. Lessons are included in the price of the package. All students need to have some kind of insurance to go on the ski trip. This way ambulance costs are covered if needed. In addition, each student is responsible for his/her belongings. The school is not liable for lost articles (lockers available on site).

Sincerely,

_____	_____
Principal	Physical Education

_____ Student's Name

Has permission to attend the ski trip and has insurance (e.g. Reliable Life, Blue Cross) for _____

In the event of an injury, the supervisors are authorized to take any action deemed necessary for the well being of the student(s) concerned, including medical treatment and transportation home. The family shall pay costs associated with such action.

_____	_____	_____
Parent/Guardian	9 digit	6 digit
	Medical Numbers	

SWIM TRIP PREPARTION CHECKLIST

Use the points below to guide your planning activities. Note that planning for your outing may well involve activities beyond those presented. Common sense and good judgement must prevail.

	<u>DONE</u>	<u>N/A</u>
IDENTIFY AN IN-CHARGE TEACHER	<input type="checkbox"/>	<input type="checkbox"/>
ARRANGE FOR TEACHER, LIFEGUARD & ADULT SUPERVISION	<input type="checkbox"/>	<input type="checkbox"/>
PRE-VISIT THE VENUE TO DETERMINE SUITABILITY	<input type="checkbox"/>	<input type="checkbox"/>
OBTAIN A LIST OF VENUE'S RULES	<input type="checkbox"/>	<input type="checkbox"/>
RECEIVE CONCEPTUAL APPROVAL FOR SWIM EXCURSION FROM ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>
IF TRIP IS OUT-OF-PROVINCE, ORGANIZE SUPPLEMENTAL MEDICAL COVERAGE (AS REQUIRED)	<input type="checkbox"/>	<input type="checkbox"/>
BOOK DATE AND NUMBERS WITH VENUE	<input type="checkbox"/>	<input type="checkbox"/>
ARRANGE TRANSPORTATION	<input type="checkbox"/>	<input type="checkbox"/>
COMPLETE REQUIRED SCHOOL BOARD EXCURSION FORMS & SUBMIT FOR PROCESSING AS REQUIRED BY THE SCHOOL BOARD	<input type="checkbox"/>	<input type="checkbox"/>
COMPLETE PARENTAL LETTER AND INFORMATION PACKAGE WHICH SHALL INCLUDE STUDENT CLASSIFICATION INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>
SEND PACKAGE HOME FOR PARENTAL PERMISSION & SIGNATURE	<input type="checkbox"/>	<input type="checkbox"/>
COLLECT SIGNED PARENTAL PERMISSION FORMS FOR EACH STUDENT	<input type="checkbox"/>	<input type="checkbox"/>
ESTABLISH SWIM CLASSIFICATION GROUPS	<input type="checkbox"/>	<input type="checkbox"/>
ARRANGE FOR IDENTIFICATION BANDS OR RIBBONS TO BE USED BY STUDENTS WHILE THEY ARE AT THE VENUE	<input type="checkbox"/>	<input type="checkbox"/>
INFORM VENUE OF GROUP SIZES AND ABILITIES AND REQUEST NUMBER OF LIFEGUARDS REQUIRED	<input type="checkbox"/>	<input type="checkbox"/>
INFORM VENUE THAT NO FLOTATION DEVICES OTHER THAN APPROVED P.F.D.'S ARE PERMITTED	<input type="checkbox"/>	<input type="checkbox"/>
SIGN FACILITY/VENUE AGREEMENT THAT DESCRIBES THE RULES AND RESPONSIBILITIES OF BOTH PARTIES	<input type="checkbox"/>	<input type="checkbox"/>
AFTER ALL OF THE ABOVE HAVE BEEN COMPLETED, MEET WITH STUDENTS TO DISCUSS & ESTABLISH: TEACHER/VOLUNTEER/STUDENT SUPERVISION. BEHAVIORAL EXPECTATIONS, GROUPINGS, SWIM REGULATIONS, SEATING PLANS, AND ORGANIZATIONAL PLANS FOR THE EVENT	<input type="checkbox"/>	<input type="checkbox"/>

FIELD TRIP CHECKLIST

CLASS NAME _____ DEPARTURE TIME _____ RETURN TIME _____

DATE OF TRIP _____ DESTINATION _____

ALL FIELD TRIPS (Please check off each step where appropriate)

1. Authorization from school administration obtained.
2. Parental Information Form sent home. **Forms at the office.**
3. Transportation arranged (**if private vehicle or rental van** please note on Extra-Curricular Transportation form.
4. Supervisors assisting with trip arranged if required.
5. Canteen notified classes away, if applicable.
6. Supervision duties covered if any (**recess/bus/noon**).
7. Class coverage arranged if necessary (**schedule on back**).
8. Substitutes arranged if needed.
9. "Leave Forms" completed if needed
10. List of students going on field trip (**turn into the office**).
11. Detailed description of the field trip including exact destination stops with phone numbers and estimated arrival time (**turn into the office**).
12. Payment pre-arranged (**cheque, cash, purchase order**).

If there are students not participating, please complete the following information and turn into the office:

13. List of students staying home (parent permission obtained?)
14. List of students remaining at school.
15. Detailed information of activities for remaining students at the school (ie: if classes combined, explain - if more than regular classroom activity, describe each activity (show, ping pong, etc); list students expected in each activity; note locations for each activity.
16. List supervising staff and note supervision locations.
17. Bookings completed for equipment (A.V., etc) and special class areas (eg: MPR gym, science lab, computer room) if needed.

ALL ARRANGEMENTS HAVE BEEN COMPLETED AND INFORMATION TURNED INTO THE OFFICE_____
Signature of Staff in Charge_____
Office Personnel

FIELD TRIP PLANNING GUIDE

The following areas are recommended for consideration when planning field trips:

Program:

- Relate the field program to the classroom program
- Outline the purpose and objectives of the trip
- Provide a brief summary of the educational activities involved in the field trip

People Involved:

- Number of students, staff and other adults

Dates and Times:

- Departure and return
- Location(s) for departure and return
- Phone chain plan –notification of delays, changes, etc

Regular School Program:

- Coverage of regular classes and other duties for teacher on the trip
- Appropriate program for students not on the trip
- Arrangement for students who miss regular classes due to participation in the trip

Finances:

- Expenses: transportation, accommodation, meals, rentals, admission fees, and miscellaneous
- Revenue: fund raising, student charge, board support
- Advise parents of all costs

Safety Procedures:

- Medical facilities in the area
- Medical qualifications of staff
- First aid kits inspected
- Staff qualifications for high risk activities
- On site safety procedures
- Complete awareness of student health information
- Appropriate health insurance if out of Manitoba
- Appropriate assistance if special needs students on the trip
- Communication system in place – cellular phone, radio, minimum daily check in place such as an airplane fly over in the wilderness area

Trip Itinerary:

- Accommodation: date/location/telephone numbers
- Meals
- Mode of transportation and route
- Special arrangements/attractions/events

Student's Personal Needs:

- Appropriate clothing/toiletries

Consent Form:

- Consent and medical forms must be collected before students depart on the trip. If leaving Canada, be certain that any students born overseas have proper forms with them.

Prior to Departure:

- Final list of participating students left in school office
- Trip supervisor has master list of all student information

SEVERE WEATHER AND EXTRA CURRICULAR FIELD TRIPS

1. Prior to the school bus trip commencing, the following actions will occur:
 - a) The bus driver will sign out a fully operational cell phone from the Transportation Department.
 - b) The bus driver will ensure that emergency contact numbers (i.e., school division directory and emergency telephone numbers) are readily available on the school bus.
 - c) The bus driver and supervising teachers will ensure the bus driver's cell phone number and, if available, supervising teachers cell phone number are left with the school administrator.
 - d) The supervising teachers will ensure that a list with the names of all persons on the school bus including the bus driver, supervising teachers and parent volunteers is completed and left with the school administrator.

2. Whenever a 'SEVERE WEATHER WARNING' or "SEVERE WEATHER ALERT' is issued by Environment Canada that may affect a bus travelling outside the school division boundaries, the Transportation Department supervisors will advise the bus driver who will then consult with the supervising teachers.

3. During a severe weather event, the driver, after consulting with the supervising teachers, will contact the Transportation Department in order to make a decision to continue, suspend or terminate the trip. Where possible, an attempt will be made for the bus to return to Portage La Prairie School Division, keeping in mind that safety is the utmost concern.

4. In situations where the decision has been made to suspend travel (i.e., road closure, limited visibility and other unsafe conditions), the following steps should be followed:
 - a) Depending on circumstances, the driver and supervising teachers will choose to stay at their present location, contact a nearby school or move to another suitable facility to see if the group can stay there temporarily.
 - b) If the severe weather conditions abate later that day or early evening, the bus driver will attempt to return to Portage La Prairie.
 - c) In the event that severe weather conditions continue past nine (9) p.m., arrangements will be made to accommodate the group overnight either at their present location, a nearby school/suitable facility or, if absolutely necessary, at a hotel/motel.

Note A: When a hotel/motel is to be used, a school administrator will make the arrangements in consultation with the supervising teachers and bus driver. In the event, the teacher supervisor is unable to contact their school administrator (e.g., weekend tournament, etc.), the supervising teachers are authorized to book hotel/motel rooms when absolutely necessary. The billing for rooms should be made to the Portage la Prairie School Division where possible. The school division will also reimburse reasonable out-of-pocket expenses of the bus driver and supervising teachers. These out-of-pocket expenses will include food and other related expenses to cover the needs of students as well as themselves.

Note B: When a school group is required to stay overnight, circumstances may arise where a parent/guardian, adult relative or adult family friend may come to the location the school group is using to wait out the severe weather event. The supervising teachers may release the students after: 1) assuring themselves of the identity of the person and 2) clearly indicating that the adult taking the student is assuming full responsibility for transporting the student back to Portage la Prairie.

- d) The administrators of the home schools will be responsible for contacting parents/guardians and advising them of the ongoing circumstances. If the school bus is not returning to Portage la Prairie, parents/guardians will be informed by no later than 9:30 p.m. If additional support is required, school administrators are to contact the Superintendent's Department.

NOTE 1: In all the situations listed above, the Transportation Department will be responsible to constantly advise the school administrator and a member of the Superintendent's Department of the developing situation until such time as the school bus returns to Portage la Prairie. Where necessary, the Division Crisis Response Co-ordinator will also be contacted and involved.

NOTE 2: The Transportation Department will keep accurate logs of all communications and decisions.

NOTE 3: In Winnipeg, the following school located near the west perimeter in the St. James School Division has agreed to be a host school for our school buses during severe weather events preventing them from returning to Portage la Prairie:

Lincoln Middle School
3180 McBey Avenue, Winnipeg
Telephone: 837-8397

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ACKNOWLEDGEMENTS

The Portage la Prairie School Division would like to thank and gratefully acknowledge the following people who contributed to the development of the School Field Trip Planning Guide.

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Additional Resources:

- *Safety Guidelines to Physical Activity in Manitoba Schools*
- *Swim Safe Programs (www.mast.mb.ca)*
- *Risk Management at a Glance for Manitoba Schools (www.mast.mb.ca)*