

**SECTION 3000 - STUDENTS  
EXTENDED FIELD TRIPS**

A field trip that is overnight (or longer) would classify as an extended field trip. Extended field trips may include band festivals, sporting events or tournaments, and other curricular-related trips.

Students' safety shall be the primary consideration on all field trips. Schools must ensure that extended field trips reasonably accommodate the needs of all students.

**Planning and Safety**

Planning an extended field trip must appropriately consider:

- the ages(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
- the suitability of non-divisional supervisors.

**Communication**

All relevant information must be made available to parent(s)/guardian(s) including:

- itinerary and description of activities;
- method of transportation;
- behaviour expectations;
- potential of cancellation; and
- names of supervisors.

All plans to travel must be with the full endorsement of parent(s)/guardian(s) with signed informed consent.

**Approval Procedure**

Extended field trips must be approved by the school principal and Superintendent prior to communication with students and parent(s)/guardian(s). Appropriate forms will be sent to the Superintendent prior to proposed excursion date(s) within the following guidelines:

- Within Manitoba – two weeks
- Out of province (within Canada, Continental USA) – four weeks
- International – 12 months

There will be no deviations from the itinerary without prior approval from the Superintendent. The Board will be informed of any approved changes.

**Transportation**

Schools shall use divisional transportation whenever possible, with public or chartered transportation as preferable alternatives. When the use of private vehicles for transporting students is necessary, Divisional

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employees, parent(s)/guardian(s) or students who drive students will complete the LSSD Driver-Rider form and provide a copy of their driver’s license and car insurance to the school office.

**Cancellation**

The safety of students and staff is a paramount consideration. For that reason the Division reserves the right to cancel any proposed activity of event should it perceive that any situation threatens the safety of students and staff.

Any and all costs incurred in the case of a trip cancellation are the sole responsibility of the students and parent(s)/guardian(s).

**Volunteers**

All required checks and documentation must be completed prior to the trip date and volunteers must receive a comprehensive orientation.

**Insurance**

All necessary insurance requirements include medical, extended health, cancellation, and other benefits necessary to cover all liabilities that may happen on a trip.

**Rewards**

Rewards, incentives, personal travel benefits, gifts, stipends and other considerations offered by tour companies cannot be personally accepted by staff. Any rewards points or other tour company promotional benefits associated with travel bookings or arrangements for supervisory staff shall be directed to the school.

The first priority of incentives must be used to reduce overall travel costs for each student.

**In Province – Extended Field Trips**

- Travel within Manitoba permitted for all grades.
- Application form to be signed by Principal and forwarded to Superintendent a minimum of two weeks prior to trip.
- Approval is through the Superintendent.

**Out of Province – Extended Field Trips**

- Travel permitted for Grades 7-12.
- Application form to be signed by Principal and forwarded to Superintendent a minimum of four weeks prior to trip.
- Approval through Superintendent, Board is informed.

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**International Travel Trips**

- Travel permitted for Grades 10 -12.
- Application form to be signed by Principal and forwarded to Superintendent to present to Board a minimum of 12 months prior to trip.
- Approval “in principle” is required by Board.
- Documentation of Final Details submitted 3 months prior to Superintendent and Board for final approval.

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