



- 2.01 The school administrators are in authority for day field trips.
- 2.02



10. Guidelines for Extended Excursion (AP 3810)

3.05 Western School Division • School Division vs school policy regarding





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- 11.01 All plans to travel must be with the full endorsement of parents/legal guardians of the students involved.
- 11.02 Cancellation by the Division would be a possibility in situations ~~where~~ is deemed unsafe. Such situations may include war, threat of terrorist attack, health hazard, ~~damgs~~ weather conditions and/or natural disasters such as hurricanes, ~~tsdoes~~, earthquakes and floods.
- 11.03 In an extended out of country excursion, the advice of the Department of Foreign Affairs would guide the decision making in this regard. Communication with the Department of Foreign Affairs would be through the Superintendent Office. It is expected that administration and staff involved with extended field trips will assist with monitoring Country Travel Reports and Emergencies Aboard.
- 11.04 All international extended field trips require the purchase of insurance to cover the possibility of an emergency return.
- 11.05 In the event of the need to cancel the trip, the Division ~~would~~ be held liable. It is the responsibility of the administration and staff involved with the extended ~~field~~ trip to ensure that parents are fully informed of this.
- 11.06 These guidelines should be carefully considered by staff and thoroughly reviewed with parents.
- 11.07 Parents/guardians and students must sign an “Extended Excursion Consent of Intent” package of information “Letter of Informed Consent” prior to departure on an extended excursion.

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- 12.01 A detailed listing of the rules and regulations of the trip, with ~~clear~~ consequences, must be provided to the students and parents/guardians prior to departure.
- 12.02 Students and parents/guardians will be required to sign a conduct agreement that outlines specific procedures concerning ~~the~~ early return of students. Details of the procedures would include:
 1. Parent/guardian contact detailing the arrangements for the return, in the event that an early return is necessary, must be made prior to leaving on the field trip.
 2. Students will be returned by airplane whenever possible.
 3. A supervisor would attend the student(s) until departure ~~from~~ if the return trip is direct and nonstop.
 4. If the return trip includes a stopover, a supervisor must ~~attend~~ with the returning student(s), with the costs of the added supervision being at the expense of the parent/guardian in the case of dismissal.
 5. Parents/guardians must make an arrangement to have the student picked up upon arrival. If this arrangement is not possible the student will ~~not~~ be allowed to attend the trip.
- 12.03 In the event of a student dismissal for disciplinary reasons, ~~it~~ report must be filed with the Superintendent outlining the details of the event(s) and cause of dismissal.



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- 14.01 Special guidelines are outlined for activities of higher risk. Guidelines must be reflective of the Youth Safe Manitoba School Field Trip Resource document.
- 14.02 Parents/guardians and students must sign an ~~and~~ Activity(ies) Consent of Parent/Guardian - Form B prior to participating in activities of higher risk.
- 14.03 Among the adult supervisors must be at least one who has First Aid and CPR training.

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