

EDUCATIONAL FIELD TRIPS

Background

Educational field trips are viewed as an enhancement of learning outcomes for students. These trips are planned to provide students in a particular grade or subject area an opportunity to deepen their understanding of curricular outcomes. The division encourages out of school activities that do not impact instructional time and provide students the opportunity to:

- Develop a greater appreciation of their culture, heritage, and environment.
- Experience the outdoors as an important resource that can help them develop and enjoy a healthy lifestyle.
- Engage in a variety of experiences linked to environmental education.
- Participate in public performances, festivals and competitions.
- Develop initiative, self-reliance, responsibility and cooperative attitudes.

Trips may be approved if they are curriculum related, and outcomes are taught and addressed. Trips during instructional time not directly related to the curriculum should not be approved during instructional time.

Athletic trips, which are sanctioned by Saskatchewan High School Athletics Association (SHSAA) or Good Spirit School Division, will be approved by the school principal or designate. If an educational trip involves student participation in a high risk activity, teachers and principals must take extra care in following division guidelines (AP 215, AP 215 Appendix Physical Activity Safety Manual) for training, preparation, and instruction.

Guest supervisors (non employees) must comply with AP 497, Volunteers.

1. Definitions

- 1.1 Educational field trips will include curricular activities which are linked to subject areas and form part of the student's course work. Students should not be charged for curricular trips. These include, but are not limited to:
 - Trips to participate in career fairs, heritage fairs, and/or science fairs.
 - Trips to participate in theatrical or musical performances.
 - Activities that form part of regularly scheduled physical education courses that occur away from the school building.
- 1.2 Educational field trips will include co-curricular activities which refer to activities, programs, and learning experiences that complement the curriculum. Finances must not be a barrier to participation in co-curricular trips. These include, but are not limited to:
 - Visits to museums and science centers.
 - Visits to legislative buildings.

- Trips to attend theatrical or musical performances.
 - Outdoor education experiences, survival training and canoe expeditions.
- 1.3 Educational field trips will also include extra-curricular activities which are associated with school-related activities and for the most part occur outside regular school hours to protect instructional time. They are not a required part of student work. These are activities in which students and staff choose to devote time and effort and to become involved in because they are of personal interest. They include, but are not limited to, team and individual sports, drama clubs, debate clubs, computer clubs, yearbook committees, student leadership activities, etc.
- 1.4 Educational field trips shall be categorized as follows for approval purposes:
- Category A**
- an educational field trip that takes place within the province (or up to 150 km into Manitoba) and occurs within one day (Principal approval required); or
 - an educational field trip that takes place within the province (or up to 150 km into Manitoba) that involves one or more overnight stay (School Superintendent approval required).
- Category B**
- an educational field trip that extends beyond the province but within Canada or a trip which involves two or more overnight stays (Director approval required).
- Category C**
- an educational field trip that extends out of the country within the continental United States of America (Board approval required).
2. The principal considering approval of Category A and B trips will ensure:
- 2.1 Consent forms are signed by the parent or guardian. A single parental/ guardian permission is sufficient for more than one field trip if the information to the parent or legal guardian includes a schedule of all educational field trips.
- 2.2 No student shall be denied an opportunity to participate in any trip due to a lack of funding. Schools must budget and provide funding to support these trips. The needs and resources available to all students must be considered when planning activities.
- 2.3 Consideration of the activity shall guide the level of supervision required and approved by the principal. (AP 215, AP 215 Appendix Physical Safety Manual)
3. Procedures
- 3.1 The supervising teacher shall consult with the principal regarding proposed educational field trips for the upcoming year and indicate the curriculum outcomes to be achieved.

- 3.2 Category A:
- A-1: Principals will review and approve all local trips. The teacher requesting the trip must submit a Category A/B Proposed In-Province Educational Field Trip Form (261-1) for the principal's approval **7 days** prior to the activity date.
- A-2: Principals will review and submit to the School Superintendent Category A/B Proposed In-Province Educational Trip Form (261-1) for approval **14 days** prior to the educational field trips within the province (or up to 150 km into Manitoba) that include one or more overnight stays. It is understood that SHSAA playoff schedule or a special situation may make such notice impossible.
- 3.3 Category B: Principals will review and submit to the Director for approval **out-of-province trips (or more than 150 km in Manitoba) or any trip which involve two or more overnight stays**. The teacher requesting the trip must submit a Category A/B Proposed In-Province Educational Field Trip Form (261-1) which the principal will submit to the Director of Education for approval at least **14 days** in advance. The following steps guide this process:
- 3.3.1 Applications shall include a proposed itinerary, the names of supervisors and chaperones, an explanation of costs, funding proposals, an estimation of student participation (by percentage) and any other details necessary to support the application;
- 3.3.2 Funds may not to be collected until approval is granted;
- 3.3.3 Upon approval by the Director, the process may advance to parents and students. In situations requiring significant parental financial input, it is recommended that parents be consulted prior to students being informed. Parents need to be consulted in the very initial planning stages of the educational field trip; and
- 3.3.4 When plans have been formalized, the teacher/principal shall inform the Director of any changes to the initial approval i.e. change of date, or location, or if the trip is cancelled.
- 3.4 Category C: Principals will review and submit to the Board for approval **out-of-country** educational field trips which also require that all approval forms (Category C Educational Field Trip Form 261-2 be submitted to the Board at least **3 months** in advance of the proposed trip. Procedures from 3.3.1, 3.3.2, 3.3.3 and 3.3.4 must be followed. Final approval comes from the Board.
- 3.5. Educational field trips must have consideration of curriculum and safety standards and make adequate and appropriate provision to meet the medical and/or program needs of students (see AP 316 and 317). Trips including both male and female students, and involving overnight stays or swimming, shall have adequate adult male and female supervisors (see AP 215, AP 215 Appendix Physical Activity Safety Manual).
- 3.6. Expectations for student conduct shall apply to educational field trips in the same fashion as it applies to regular classrooms.

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- 3.7. The nature of the activities and the dynamic of the class must be carefully judged to determine the level of supervision required.
 - 3.7.1 A minimum of two adult supervisors is required for each classroom group;
 - 3.7.2 The approving principal (for Category A and B trips) shall be responsible for determining the risk level and required supervision; and
 - 3.7.3 The principal may apply to the Superintendent to allow only one supervisor in cases where the number of students participating is low.
- 3.8. Insurance requirements are set out in AP 530 (sections 6 and 7).

4. Educational Assistants

For all educational field trips that require extra educational assistant hours of work, the same procedures as above are followed and an additional approval is required. Points to remember when educational assistants are involved:

- 4.1 When completing the educational trip form, please include a detailed plan of events and the duties the accompanying educational assistant(s) will be expected to perform;
- 4.2 If extra hours of work will be necessary, the principal will apply for prior approval;

5. Transportation

- 5.1 Transportation of students in GSSD vehicles must be in accordance with AP 550, AP 551 and AP 555.
- 5.2 When private vehicles are used to transport students on division-approved educational trips, the principal shall ensure that AP 552 is followed and Forms 552-1 and 552-2 are submitted.

Reference: Sections 85, 87, 109, 151, 175, 179, 231, Education Act
GSSD AP Manual 215, 215 App, 316, 317, 497, 530, 550, 551, 552, 555
GSSD Forms Manual 261-1, 261-2, 552-1, 552-2
CUPE 4784 Local Collective Bargaining Agreement, GSSD Employee Handbook

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