

#116125

St. James-Assiniboia School Division

**Field Trip Regulation
IJ0A-R**

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IJOA, IJOA-E-1 to 14
 EEAG, EEAG-E-1, 2, 3
 EBBB-E-R
 IJOC

**FIELD TRIPS
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FIELD TRIPS

I. Definitions

In this policy:

1. "Off-site activity" for Early Years means a field trip, an instructional activity trip, or a student activity trip and/or excursion.
2. "Off-site activity" for Middle or Senior Years means a field trip which is 1 km or more from the school, an instructional activity trip, or a student activity trip and/or excursion, but does not include a work experience program or a registered apprentice program.
3. "Instructional activity trip" means any planned excursion away from the school taken by the students, under the direction or supervision of a teacher to enrich and extend the classroom instructional program, and create links between the school and the community and to give students practical application of ideas and theories that they are studying.
4. "Safety Guidelines" refers to:
 - o Manitoba Physical Activity Safety in Schools (MPASS)
5. "Teacher-in-charge" means the teacher(s) responsible for the planning, coordination and implementation of the off-site activity.

II. Purpose

1. The purpose of off-site activities is to enable students to participate in quality off-site educational experiences that:
 - o Are connected to the curriculum and learning outcomes, program of studies.
 - o Are relevant, flexible, responsive, affordable and accessible.
2. Off-site activities must demonstrate the key understandings that:
 - o Learning requires purposeful involvement.
 - o Interpersonal relationships are essential to the learning process.
 - o Knowledge is constructed within a climate of inquiry.
 - o Clear expectations and relevant feedback are needed.
 - o Diversity is valued within a responsive environment.
3. Off-site activities must take place within a context of:
 - o Attention to the safety and security of students.
 - o Attention to risk assessment of off-site activities.
 - o Protection of students, staff, volunteers and the St. James-Assiniboia School Division.
 - o *Safework Guideline for Thermal Stress* found at <https://www.safemanitoba.com/Resources/Pages/thermal-stress-guide.aspx>

III. Access and Eligibility

1. School principals must ensure that eligibility criteria are established for all off-site activities.
2. All students should have an opportunity to participate in field trip outings.
3. In the case of activities that extend beyond one day, the school shall inform parents/guardians in advance that a student who does not comply with school rules may be suspended from participation in the activity. Decisions regarding suspension

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- from participation in the activity are made after careful consideration and consultation with the school principal.
4. The teacher must review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students.
 5. Off-site activities must be open to all students that meet the eligibility criteria.
 6. Off-site activities may be supported in part or in whole by parents or guardians of eligible students, but no eligible student may be denied participation solely based on the inability to pay.
 7. Off-site activities are expected to be affordable for students. The principal must ensure that financial assistance is available for students who are unable to pay the costs.
 8. Membership on a school team shall be based on a well-developed set of criteria communicated to the principal and parent(s)/guardian(s) of eligible students.
 9. Off-site activities shall be accessible and planned to manage risk and reasonably accommodate the needs of all students.

IV. Trip Planning, Safety, Approval, Supervision and Conduct

A. Educational Assessment

The teacher-in-charge must:

- Consult with and obtain the approval of the principal **before** planning for the off-site activity may proceed.
- Submit an educational assessment for the principal's approval that:
 - i. includes a statement of purpose that explicitly defines the instructional objectives;
 - ii. outlines intended lead-up and follow-up activities as required.
- Ensure that all students are properly supervised.

The appropriate supervisor-to-student ratio will depend on the number, age, and maturity of the students, as well as the presence of hazards and other relevant considerations. For example, it may be acceptable for a teacher to supervise a class (about 25 students) of mature middle or senior years students on a short outing (i.e. less than 1 km from the school) without additional supervisors (i.e. a power walking class in the neighborhood, a stroll to a nearby park for sketching in an art class). Another example of an exception may be Senior Years students attending a choral festival or Career Symposium. These exceptions must be approved by the Superintendent/CEO or designate.

A cell phone and first aid kit should be available.

B. Safety

1. The safety of participants in off-site activities is paramount. The Safety Guidelines for Physical Activity in Manitoba Schools must be met or exceeded for all off-site activities and must be adhered to by all participants.
2. Students must wear CSA and/or CPSC (Consumer Protection Safety Council) approved helmets if they are participating in biking, skateboarding and/or inline skating.
3. The effects of thermal stress must be considered in the planning and during field trips. Refer to *Safework Guideline for Thermal Stress* <https://www.safemanitoba.com/Resources/Pages/thermal-stress-guide.aspx>.

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4. Appropriate multi-impact helmets must be worn for horseback riding, and rollerblading skating (see Activities of High Risk chart starting on page 18).
5. Students must wear multiple-impact helmets (refer to Section VII, F) if they are participating in skiing or snowboarding activities and any other activity requiring a helmet as listed in MPASS.
6. Student safety will be of prime consideration on all field trips. The "buddy system", or partners, is required to assure constant awareness of each student's whereabouts, needs and participation.
7. Should an emergency occur, the teacher is responsible for notifying the principal or principal designate by telephone as soon as possible. The principal is responsible for contacting the parent(s)/guardian(s) to obtain instructions and advising the teacher of the instructions.
8. In the case that the Principal is unavailable, the teacher-in-charge is responsible for contacting the parent(s), guardian(s) to obtain instructions.

C. Teacher-in-charge

1. The teacher-in-charge must:
 - a. Consult with and obtain the approval of the principal before and during the planning of any off-site activity.
 - b. Have visited or have extensive knowledge of the location of the off-site activity prior to the trip and be familiar with the seasonal conditions at the time of the trip or have engaged the services of a reputable tour group.
 - c. Have training and knowledge appropriate for leading the trip.
 - d. Select appropriate volunteers for the activity, (see form IJOA-E-7) and provide volunteers with directions as to the requirements of the trip and their responsibilities, including criminal and child abuse checks in accordance with division policy IJOC before the departure of the off-site activity.
 - e. Use professional guides when appropriate.
 - f. Ensure that for all trips the appropriate documentation is filed with the school principal or principals in the case of an activity involving two or more schools.
 - g. Ensure that the appropriate trip documentation accompanies the teacher-in-charge and other trip supervisors.
 - h. Ensure that a precise attendance count is taken at all points of departure on the trip.
2. The teacher-in-charge and other teachers travelling as a coach or supervisor are required to:
 - a. Exercise supervision on a full-time basis.
 - b. Take whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of students.

D. Trip Approval

1. General information for field trip approval:
 - a. The Human Resources Manager will annually provide all school principals with an allotment of substitutes for all field trip categories, including athletics and the arts. Field trips requiring substitutes beyond this allotment will not be approved. Divisional programming will be exempt from this allotment.
 - b. Field trips, including division programming trips, will not be approved if the trip requires a teacher to miss more than two consecutive days with their students. If in exceptional circumstances more than two consecutive days is needed, (up to an

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- additional .5 day), a written request outlining the rationale must be submitted well in advance to the Superintendent/CEO's Department for approval.
- c. Field trips, including division programming trips, will not be approved if the trip occurs on professional development days, administrative days and/or parent teacher conferences.
2. Authorization for off-site trips (see forms IJOA-E-1, IJOA-E-2, IJOA-E-3, IJOA-E-4, IJOA-E-5) shall be as follows:
 - a. Principals may authorize off-site trips within the boundary of the school division and/or the city limits for students in their own schools.
 - b. Principals shall obtain authorization by submitting a properly completed form to the Superintendent/CEO or designate for field trips beyond the boundary of the school division and/or the city limits or out-of-country. See IV D 4 a. and b.
 - c. Divisional Coordinators may authorize off-site trips within the boundary of the school division and/or city limits for divisional groups (e.g. Divisional Choirs)
 - d. Divisional Coordinators shall obtain authorization by submitting a properly completed form to the Superintendent/CEO or designate for divisional groups participating in the field trips beyond the boundary of the school division and/or the city limits (Divisional Choirs).
 - e. The Board of Trustees must approve off-site activities for senior years students outside Canada.
 3. Inclusion of an Emergency Action Plan
The teacher-in-charge will:
 - a. Have a binder or envelope with copies of all students' informed consent forms, IJOA-E-1, E-2 or E-3, medical information forms, IJOA-E-13, Passenger Manifest EEAG-E-2, and other pertinent information.
 - b. Know the location of the closest hospital and the fastest route to that hospital and the Emergency Response Checklist Form (IJOA-E-12).
 - c. Have a list of all local emergency phone numbers e.g. RCMP, Fire, Ambulance, Warden, etc. and the location of the nearest phone.
 - d. Have emergency communications such as a cell phone where service is available or satellite phone in areas with no cell service.
 - e. Know who is responsible for the first aid kits.
 - f. Have emergency transportation available.
 - g. Know which supervisors or students are qualified to assist in an emergency (First Aid, etc.)
 - h. Refer to MPASS.
 - i. Refer to *Safework Guideline for Thermal Stress*
<https://www.safemanitoba.com/Resources/Pages/thermal-stress-guide.aspx>
 4. Before approving or recommending an off-site activity, the principal must:
 - a. Be satisfied that:
 - i. the teacher understands policies and procedures defining the teacher's responsibilities and duty of care.
 - ii. the current Safety Guidelines have been met or exceeded.
 - iii. the students, teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip
 - iv. the required informed consent forms IJOA-E-1, IJOA-E-2, IJOA-E-3 and the Field Trip Medical Information form IJOA-E-13 are in place.
 - v. arrangements are in place for covering all the financial matters, including a refund procedure, a contingency fund, and an accounting for all expenditures.

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- vi. the activity meets the criteria as presented in First Aid Capacity section of the activity on MPASS and the *Safework Guideline for Thermal Stress* <https://www.safemanitoba.com/Resources/Pages/thermal-stress-guide.aspx>.
- b. Consult with the teacher-in-charge before approving any off-site activities or request for off-site activities.
- c. Ensure that the teacher-in-charge conducts a risk assessment and completes the appropriate form (MPASS).
5. When undertaking fundraising activities to support a trip, approval for the trip must be granted prior to the start of any fundraising activities.
Off-site activities must have requests for approval submitted prior to any non-refundable deposits is made and:
- a. **within Canada and beyond the city limits** the request for approval, IJOA-E-5 must be submitted:
- six weeks prior to departure
 - IJOA-E-10 Field Trip Procedures Checklist must be completed, signed by the teacher and submitted to the principal
- b. **outside Canada and within Continental USA**: After meeting with the Principal, send a copy of the Field Trip Proposal, IJOA-E-5A, for approval to the Superintendent/CEO or designate no less than three months prior to the trip.
- IJOA-E-15 Out-of-Country Field Trip Procedures Checklist must be completed, signed by the teacher and submitted to the principal
- c. **outside Canada and outside Continental USA**: After meeting with the Principal, send a copy of the Field Trip Proposal, IJOA-E-5A, for approval to the Superintendent/CEO or designate no less than one year prior to the trip.
- IJOA-E-15 Out-of-Country Field Trip Procedures Checklist must be completed, signed by the teacher and submitted to the principal
- The Teacher-in-Charge and the Principal will be required to present any out-of-country extended field trip proposals to Senior Administration prior to the Superintendent/CEO's recommendation to the Board of Trustees.
6. In exceptional circumstances, the principal may reduce the approval time for trips. This does not apply to trips outside of Canada.
7. All school-sanctioned field trips require prior approval, even though they may occur during school vacation periods.
8. For repeated trips by defined school groups such as sports teams, to destinations within Manitoba, initial approval in principle by the Superintendent/CEO or designate should be obtained at the outset. Subsequent trips need only be confirmed by a follow-up phone call.
9. For extended field trips (beyond city limits) the appropriate form should be submitted at the beginning of the planning process, or, in the case of groups engaged in competitions or playoffs, immediately after winning the preceding competitive level.

E. Supervision

1. Unless otherwise stated in this policy or the *Safety Guidelines*, the minimum acceptable standard of supervision for all off-site activities is as follows:
- for students in kindergarten to grade 3, one adult to eight students.
 - for students in grades 4 to 8, one adult to ten students.
 - for students in grades 9 to 12, one adult to 15 students.
 - for trips outside of Canada, three (3) teachers from the participating school, one of whom must be the teacher-in-charge
2. The ratio for teams is one supervisor to 15 students.
A supervisor:

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- May be designated by a school administrator for co-curricular activities such as practices and games that are identified as a home event
- Is an adult coach (over 18 years of age)
- Is not a current student of SJASD
- Meets the criteria outlined in IJOC, Volunteer Child Abuse Registry Check and Criminal Record Check

A designated school contact will be assigned to each non-teaching coach by the school administrator. At away games and tournaments, one of the supervisors must be a teacher. See exceptions in IV – A (c).

3. All teacher supervisors must be teachers that are SJASD MTS members and from the participating school. In the case of swimming, there will always be a teacher supervisor present, not necessarily from the schools represented, but always a SJASD MTS member.
4. For all off-site activities outside of Manitoba and within Canada, the minimum acceptable standard of supervision is two adults, one of whom must be the teacher-in-charge from the school or the division sponsored trip. See exceptions in IV – A (c).
5. Where off-site activities include overnight stays and the student group includes female and male students, supervisors of the group must include both female and male supervisors. (See MPASS). The minimum acceptable standard of supervision for trips outside of Canada is three (3) teachers from the participating school, one of whom must be the teacher-in-charge.
6. Where school activities, both on and off-site, involve sleeping over in a school, the following must occur:
 - An attendant shall be awake at night and prepared with a flashlight to lead an evacuation in case of fire or other emergency.
 - The nearest fire department must be made aware of the sleepover so that it can provide quick response.
7. Additional supervision by certified staff and/or volunteers from the school sponsoring the trip must be considered for off-site activities involving:
 - Increased risks.
 - Large numbers of students.
 - Participation of students with special needs.
 - Crowded venues.
 - Trips that are new to the sponsoring school community.
 - International trips
 - For overnight trips, if members of the same family group are supervising students.
8. Parent Volunteers:
 - a. The Division encourages schools to utilize parent volunteers for field trips in addition to teacher supervisors, providing the minimum number of teacher supervisors has been met.
 - b. Parent volunteers must comply with the requirement of this policy, and must complete the criminal and child abuse checks in accordance with division policy IJOC, Volunteer Child Abuse Registry Check and Criminal Record Check.
 - c. The school principal must establish a clearly defined process for selecting parent volunteers. This process must take into consideration e.g. gender balance, expertise of the parent volunteer pertaining to the trip.

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- d. The school principal must provide a detailed volunteer orientation in advance of the field trip. Parent volunteers are required to attend the orientation session.
 - e. The school principal reserves the right to make the final decisions regarding the selection of parent volunteers.
 - f. All of the above applies to Division Coordinators organizing field trips for division programming.
9. In addition to the requirement for adult supervision, in special circumstances, students who are sixteen years of age or older, and who have demonstrated leadership skills or special qualifications, such as National Lifeguard Service qualification, may provide specialized supervision.
 10. The school division will support the definition of a volunteer as outlined in MPASS.
 11. Volunteers must comply with the requirement of this policy, and must complete the criminal and child abuse checks in accordance with division policy IJOC, Volunteer Child Abuse Registry Check and Criminal Record Check.

F. Early Years Students

1. Off-site activities for early years students in kindergarten to grade 5 are limited to trips in Manitoba within 320 km of the city limits.
2. In exceptional circumstances, off-site activities for early years students beyond 320 km of the city limits may be permitted if the following conditions are met:
 - o The principal supports and approves the request.
 - o The Superintendent/CEO or designate approves the request.

G. Middle Years Students

1. Off-site activities for middle years students within Manitoba must be approved by the principal or the divisional Coordinator in the case of divisional groups listed in G(2) and the Superintendent/CEO or designate.
2. Off-site activities for middle years students outside Manitoba are prohibited with exceptions made for students participating in the following:
 - a. St. James-Assiniboia Junior Concert Choir
 - b. National Science Fair
 - c. Heritage Fair

These activities must be approved by the appropriate divisional Coordinator and the Superintendent/CEO or designate.

H. Senior Years Students

1. Off-site activities for senior years students within Canada must be approved by the principal and the Superintendent/CEO or designate.
2. The Board of Trustees must approve off-site activities for senior years students outside Canada.

I. Transportation

1. When a student is under the age of 6 years and weighs less than 18 kilograms, the student must be transported to off-site activities in:
 - o A private or rented vehicle with a properly installed and maintained child safety seat appropriate to the age and weight of the child.
 - o A chartered bus hired from an approved carrier.

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2. If a vehicle is equipped with a front passenger airbag, and students do not meet the minimum height and age (12 years) requirements for safety, they must not be transported in that seat unless the airbag has been properly deactivated.
3. A student, with a valid driver's license and complying with the graduated driver licensing stages, may drive her/himself to and from any off-site activity within the city limits only, provided that the principal has written permission from the parent or guardian acknowledging that their daughter/son will be driving to the off-site activity.
4. A student, with a valid driver's license and complying with the intermediate stage and/or full license stage of the graduated driver licensing stages, may drive other students as passengers, within the city limits only, provided that:
 - o The student who is driving has completed the volunteer driver authorization form.
 - o The principal has written permission from the student driver's parent or guardian acknowledging that they understand that their daughter/son will be driving other students.
 - o The principal has written permission from the parent or guardian of all student passengers acknowledging that they consent and understand that another student driver is transporting their daughter/son.
5. Except in the case of emergencies, vehicles must not return from an off-site activity until all students have returned to the vehicles.
6. If students are transported in private vehicles, Policy EEAG must be adhered to and all volunteer drivers who transport students in private vehicles must complete a volunteer driver authorization form IJOA-E-6/EEAG-E-1 annually.
7. The use of 15-passenger vans is prohibited.

J. Severe Weather or Poor Driving Conditions

1. During severe weather or poor driving conditions, principals must ensure that weather and road conditions are conducive to travel before students leave Winnipeg for an off-site activity trip.
2. An off-site activity trip may not leave Winnipeg by vehicle if any one or more of the following exist:
 - a. There are blizzard conditions enroute or blizzard or severe weather conditions are forecast by Environment Canada.
 - b. The RCMP or the Manitoba Motor Association has issued an advisory against travel on any enroute highway.
 - c. The temperature and wind-chill is below minus 40 degrees centigrade.
3. On return trips, the teacher-in-charge must verify weather and road conditions.
4. Students must be appropriately clothed for travel by road during the winter, as determined by the teacher-in-charge.
5. For travel outside Winnipeg city limits, any vehicles used to transport students must contain or have immediate access to a first aid kit.
6. Any private vehicle used to transport students must:
 - a. Be properly equipped to handle all road conditions,
 - b. Be in good running order, and
 - c. Have appropriate equipment such as a spare tire, jack, and emergency road tools.
7. Schools are encouraged to use public carriers as a recommended form of transportation. ie: Beaver, etc.

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K. Accidents

(See IJOA-E-12)

If an accident occurs during an off-site activity, the teacher-in-charge must:

- a. Assess the situation and, if injuries have occurred, attend to the immediate medical concerns.
- b. Determine whether the trip will continue based upon all of the circumstances.
- c. Notify the principal or designate at the earliest opportunity if serious injuries have occurred so that the principal may inform the parents or guardians, the Superintendent/CEO and others as necessary.
- d. Complete an Accident Report, see EBBB-R, within 48 hours of the incident or as soon as possible upon return to the school, and forward it to the Board Office.

L. Alcohol and Drug Use

The use of alcohol or illegal drugs by all participants is strictly prohibited during school-sponsored events, and applies to all off-site activities regardless of the circumstances, the age of the participants or local laws, customs and/or culture.

M. Change of Itinerary

A change of itinerary or a delayed return requires the approval of the principal of the school. If a change in the time of return of the students is made, for whatever reason, parents should be notified of this change by the principal or designate. A telephone list of parents of students who are on field trips that extend beyond the normal school day must be kept by the administrator who is responsible for contacting parents, should there be a change in the itinerary.

N. Health and Travel Insurance

1. The School Board provides the Universal Student Accident Insurance program which ensures coverage for all students while at school, involved in school activities on or away from the school premises and while traveling to or from school or a school activity (in province only). This insurance does not, however, replace voluntary student accident insurance. Parents may want to consider additional student accident insurance. e.g. Voluntary Reliable Life Student Accident Insurance which would complement and not replace the Universal Student Accident Insurance.
2. For field trips outside of Manitoba, it is a mandatory requirement that student travel insurance be purchased through the MSBA program. Accordingly, the School Division maintains blanket insurance coverage, but operates the insurance coverage on a cost recovery basis. Annually, insurance fees will be determined by the Secretary-Treasurer/CFO's Department based on destination and length of field trip. The insurance coverage includes travel medical, cancellation/interruption and baggage. The School and Division do not assume any financial responsibility in the event that students are stranded or delayed due to events and circumstances beyond the control of the school division.

V. Financial Support

1. The School Board will make provision for financial assistance through the Outdoor Education grants to schools on a per student basis.
2. Participating students will pay a pro rata share of the cost of transportation, admission fees, etc. However, the principal may make funds available through the Outdoor

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Education fund as allocated to each school. The principal may also make funds available from this fund to families who request assistance with such outdoor education expenses.

The School Board allocates financial assistance for concert tours to each school band and choir based on a pre-established formula (see below). No further requests for financial assistance from bands or choirs will be entertained by the Board (amended 88/10/11 Board Motion 586-88).

- A. Middle Years School Band and Choral Funding Formula
\$500 + number of students in school group x \$5.00
- B. Senior School Band and Choral Funding Formula
\$1,500 + number of students in school group x \$5.00
- C. Divisional Choirs' Funding Formula
\$1,500 + number of students in school group x \$5.00

NOTE: If the same student is in more than one sub group (e.g. concert, jazz, etc.) he/she shall be counted only once.

VI. Parents/Guardians/ Students and Volunteers

A. Parent Permission

1. All off-site activities require that parents or student if over 18 sign and return the Informed Consent/Permission Form, IJOA-E-1, IJOA-E-2 or IJOA-E-3 for Education Trips and have completed the Field Trip Medical Information form IJOA-E-13
2. For all international trips parents must complete the Cross Border letter Exhibit IJOA-E-14
3. Parents or guardians must be informed in writing of the following information about off-site activities:
 - a. The purpose and educational objectives of the off-site activity,
 - b. The name of the teacher-in-charge and a contact telephone number,
 - c. The date(s),
 - d. The destination and, where necessary, a map of the area,
 - e. A detailed itinerary, setting out the general nature and number of activities,
 - f. Departure and return times,
 - g. Mode of transportation,
 - h. Financial arrangements,
 - i. Safety precautions,
 - j. Level of supervision,
 - k. Date of parent meeting for over -night trips,
 - l. Any unusual factors such as rigorous physical activity, water-related activities, or water sports,
 - m. Any special risks associated with the activity,
 - n. A reminder that parents or guardians must inform the teacher-in-charge about any relevant medical conditions of the student,
 - o. Emergency procedures to be followed in the event of injury, illness or unusual circumstances,
 - p. Medical coverage for out of province and out of country trips,
 - q. Cancellation insurance for out of province and out of country trips, and

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- r. Any other relevant information about the trip that may influence the parent or guardian's decision to withhold permission, such as a controversial museum exhibit.
- 4. When a parent meeting has been called for a trip:
 - a. The teacher-in-charge must keep a record of attendance at the parent meeting
 - b. The student's parent/guardian must:
 - i. attend the parent meeting to discuss the off-site activity trip and the rules and conduct expected of students, or
 - ii. Personally speak to the teacher-in-charge about the trip.
- 5. One permission form each year from the parent or guardian is acceptable for a series of walking activities in the neighbourhood of the school or for a series of off-site activities such as swimming lessons and athletics (including teams) as long as the permission form includes a schedule of the dates of all activities.
- 6. A separate permission form from the parent or guardian is required for each off-site activity other than those described in VI 4.
- 7. When an off-site activity includes students from two or more schools:
 - a. The principal of each school involved must approve the participation of their students
 - b. Students from all schools are accountable to the teacher-in-charge.

B. Student's Responsibility

- 1. Each student participating in an off-site activity must:
 - a. Comply with the requirements of the school's and division's student code of conduct,
 - b. Fulfill all the preparatory requirements at an appropriate level of performance,
 - c. Dress appropriately according to the type of off-site activity,
 - d. Participate in a responsible and cooperative manner during the trip, and
 - e. Carry out all follow-up procedures in an appropriate manner.
- 2. A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school, and is part of the class or group taking part in the off-site activity.

C. Volunteers

- 1. Volunteers must comply with the requirement of this policy.
- 2. Volunteers must have qualifications appropriate to the off-site activity.
- 3. Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departure.
- 4. Volunteers are required to attend school field trip volunteer orientation sessions.
- 5. Volunteers must support and follow the school's and division's code of conduct and:
 - a. Report any inappropriate conduct to the teacher-in-charge,
 - b. Adhere to the schedule or itinerary,
 - c. Dress appropriately according to the type of off-site activity,
 - d. Fulfill their duties for the duration of the off-site activity, including evenings and weekends.

VII. Activities**A. Unacceptable Activities**

- 1. Permission for an activity may be denied if there is unacceptable:
 - a. Travel time - too long for the age of students

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- b. Inordinate expense
- c. School absence
- 2. The following off-site activities are not permitted:
 - a. Any off-site activities that are hazardous or prohibited.

B. Prohibited Activities

Participation in the following activities is prohibited on School Board property, as a school organized activity, and as an off-site activity:

- Aerial gymnastics
- Aircraft or helicopter rides from school property
- American gladiator style events
- Animal rides e.g. Hay rides, sleigh rides, elephant rides
- Auto racing
- Bicycle motocross (BMX)
- Bobsledding
- Boxing
- Bungee jumping
- Caving (spelunking)
- Canoeing in moving water greater than grade 1 rapids
- Cliff rappelling
- Demolition derbies
- Drag racing
- Dunk tanks, (with adults)
- Backcountry skiing, snowboarding, or hiking
- Horse jumping
- Hot air balloon rides (tethered and untethered)
- Hiking on the West Coast Trail in Pacific Rim National Park Reserve, British Columbia
- Ice climbing
- Luge
- Mechanical bull riding or simulated mechanical rodeo events
- Motorcycling of any nature
- Mountain climbing and mountaineering but not including hikes in the mountains
- Paintball, laser tag games or war games
- Personal watercraft
- Racing of watercraft
- Rifle ranges or other activities involving firearms
- Rock climbing
- Rodeos
- Scuba diving, unless enrolled in aquatic science
- Skydiving
- Snow-tubing
- Snowmobiling
- Tower diving
- Use of air-filled “fun structures”
- Use of fireworks or other pyrotechnic devices
- White-water rafting
- Wilderness and/or winter survival camping
- Water slides for early years
- Other activities as may be prohibited from time to time by the Superintendent/CEO or designate

C. Supervision of School Games

1. The Administration is responsible for providing adequate supervision for games at their school. This does not include teachers who are involved with coaching duties.
2. It is suggested that there be a minimum of one (1) teacher/staff member supervising fans/spectators and that this supervisor should periodically check all parts of the building to which the students have access.

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3. The Administration assumes the responsibility for the conduct of any "designated" non-staff coach.
4. The visiting teachers are responsible for supervising the students from their school.
5. The School's Code of Conduct will be in effect for these activities.
6. In cases where there is a serious complaint or protest about a game situation, the principals of the schools involved should be informed and a meeting held to resolve the problem. When necessary this meeting should also include the president of the Athletic Association, the governor of the sport, the supervisors and coaches.
7. If there is a problem regarding student behaviour (e.g., fighting, damage to school, etc.), the school directly involved will make a complaint to the Administration of the offending school(s).
8. Teacher coaches or supervisors of the visiting teams should accompany the students to the game and be on hand when the students enter the school.
9. At the conclusion of a game, no coach or supervisor teacher should leave a school until all his/her students have left.

D. Off-site Activities in Remote or Wilderness Areas - Senior 10 - 12 Only

In a remote or wilderness area, the teacher-in-charge must:

- a. Have visited the location prior to the trip, be familiar with the proposed route and seasonal conditions, or use professional guides when appropriate or as directed.
- b. Establish and communicate safety and emergency procedures as outlined in MPASS.
- c. Ensure constant communication within the group. Appropriate communication devices need to be taken on the trip.
- d. Ensure the group has access to external communication (cell or satellite phones where necessary) including, school principal, RCMP, park officials.
- e. Be familiar with the nearest accessible medical station and telephone service.
- f. Obtain fire permits, fishing and other licenses and area use permission where required.
- g. Have a teacher-in-charge of each group if the group splits into two or more independent travelling groups.

E. Aquatic Activities

1. Each trip that includes aquatic activities must meet or exceed the MPASS guidelines.
2. For swimming activities, other than lessons, the teacher-in-charge must:

Before Departure

- a. Arrange for teacher, lifeguard, and adult supervision.
- b. Obtain a list of the venue's rules.
- c. Review emergency action plan with staff, and volunteers as outlined in MPASS.
- d. Ensure that all kindergarten, grade 1 and grade 2 students and all non-swimmers have government approved personal flotation devices (PFD's) that match their size and weight, and remind them that PFD's must be worn by them at all times.
- e. Arrange for identification bands or ribbons to be used by students while they are at the venue.
- f. Ensure there is one teacher supervisor for each group of 25 students.
- g. Ensure there is one lifeguard for every 25 students.

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- h. Ensure that all adult supervisors are in “constant visual supervision” of the students.
- i. Ensure that adult supervisors in “constant visual supervision” are at the following adult to student ratio:
 - i. Kindergarten - 1:4
 - ii. Grades 1 to 4 - 1:6
 - iii. Grades 5 to 8 - 1:8
 - iv. Grades 9 - 12 - 1:12

(see MPASS for potential risks).
- j. Provide a lifeguard if facility does not provide one. This lifeguard must have current certification in National Lifeguard Service (NLS), Standard First Aid, and CPR Basic Rescuer.

Upon Arrival:

- a. Obtain a list of venue rules.
- b. Review the venue rules and emergency action plan with facility staff.
- c. Lifeguard(s) will review venue rules and safety requirements including equipment use (diving boards, ropes, slides).
- d. The certified lifeguard(s) will conduct the 50 meters endurance test.
- e. Venue staff, with the assistance of school personnel, will then distribute appropriate identification tags or ribbons to all students.
- f. Give permission to identified students to use specific areas and they MUST NOT go in areas beyond their ability.
- g. Create a “buddy system” - when a whistle or similar communication device sounds, each pair will find one another and stay in one place until instructed otherwise. Each student should keep an eye on his/her “buddy” throughout the activity. This system should be tested every fifteen minutes.
- h. Students may not swim on off-site activities unless there is a lifeguard on duty. If the facility operator does not provide a lifeguard, students may swim if the school provides a lifeguard with current certification in National Lifeguard Service (NLS), Standard First Aid, and CPR Basic Rescuer, for every 25 participants.

3. Scuba Diving, Snorkeling must meet or exceed MPASS guidelines.

4. Boating

- a. All sailing, canoeing, boating, kayaking activities must ensure:
 - i. students have swimming skills commensurate with the activity.
 - ii. students pass a swimming endurance test as outlined in MPASS. The swimming test will include :
 - Orientation after falling in water
 - 3 minutes treading water
 - 2 minutes H.E.L.P. position
 - 50 meter endurance test
 - iii. students wear a Transport Canada approved life jacket or PFD, as outlined in MPASS guidelines.
 - iv. kindergarten - Grade 5 students are restricted to boating activities at Fort Whyte and Oak Hammock Marsh.

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- b. For activities involving canoeing, sailing, and power craft, the activity must meet or exceed MPASS safety guidelines.
- c. The ratio of supervisors to students for boating activities shall not be less than 1 to 8 respectively.

F. Canoe Trips

1. All outdoor pursuits, which involve canoeing, must meet or exceed MPASS guidelines.
2. Canoe trips are restricted to Senior Years (grade 9 - 12) students.
3. When canoe trips take place the teacher-in-charge must have visited the site prior to the trip, be familiar with the proposed route and the seasonal conditions at the time of the trip.
4. All participants are to receive water rescue training in life saving as outlined by MPASS.
5. First aid training will be provided for all participants.
6. Adequate instruction and demonstration must be given to all participants before allowing participants to undertake any water-related activity.
7. The ratio of supervisors to students for canoe trips shall not be less than 1 to 8 respectively.
8. All participants in any aquatics activity should wear correctly fitting PFD's.
9. Whistles should be used for communication between canoes.

G. Alpine (Downhill) Skiing and Snowboarding

Downhill skiing and snowboarding are acceptable activities for students in Grades 6 to Grade 12 as long as:

1. The MPASS have been met or exceeded, and:
 - a. Conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or snowboarding activity.
 - b. Skiing and/or snowboarding take place at a ski resort.
 - c. The skiing and/or snowboarding activity includes, at a minimum, one mandatory lesson *for all students at the beginning of the trip with the following further conditions:*
 - i. non skiers – those students who have never skied before
 - ii. novices – those students with minimal experience and control on skis should receive a lesson prior to any access to any ski lifts and runs (ie: free skiing)
 - iii. Beginners - those students with good control on novice hills and,
 - iv. Intermediate – those students who display good control on a variety of hills
 - v. Advanced – those students who are experienced and competent skiers may be allowed free skiing after one lesson at the beginning of the trip as indicated in “c” above
2. Prior to the skiing or snowboarding trip, the teacher-in-charge has:
 - a. Visited the ski resort recently and is familiar with seasonal conditions at the time of the activity.
 - b. Contacted the ski resort operator to arrange student identification and controls procedure.
 - c. Understood the ski resort's emergency protocol.

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3. Upon arrival at the ski resort, the teacher-in-charge must:
 - Assist the ski resort staff with grouping students for their mandatory lesson, and outlining which slopes they will be given permission to use and which ones are prohibited from use.
 - Assist the ski resort staff with controlling student access to slopes or trails.
4. At the conclusion of the mandatory lesson the ski resort instructor identifies the level of ability of the students, and assigns appropriate ski or snowboarding slopes or trails.
5. During the supervised ski time, students ski in pairs or groups of three or four.
6. A minimum supervision ratio for skiing and snowboarding is 1:8, one adult to eight students, including at least one adult supervisor in the ski lodge.
7. All adhere to in-the-area supervision rules as outlined in MPASS.
8. The teacher-in-charge establishes check-in times during the day for all students.
9. All participants in skiing and snowboarding activities:
 - Wear an approved multiple-impact helmet, which meets the ASTM 2040, Snell RS98, or the CEN 1077 standard.
 - Ski or snowboard only on open runs within the ski area.
 - Do no aerial activities.

H. Sweatlodges

Refer to IJOAB-R for additional information.

References:

1. Safety Guidelines for Physical Activity in Manitoba Schools, available in school offices.
2. Risk Management at a Glance for Manitoba Schools, available from MSBA or on-line at <https://www.mbschoolboards.ca/riskManagement.php>
3. Swim Safe Programs: A Reference Guide for Schools, available from MSBA
4. Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools 2015 – Manitoba School Boards Association

References revised March 2019; Effective 30/August/09

See additional forms.

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Alpine/Downhill Skiing	Grades 6-12	The adult to student ratio for Not appropriate for K-5 Grades 6 to 8 is 1:8 Grades 9 to 12 is 1:15	Equipment must be checked prior to use, multiple impact helmets such as ASTM 2040, Snell RS98, or CEN 1077 must be worn, appropriate outdoor wear	Instructors must be qualified ski/snowboard instructors, during lessons instructor to student ratio must be 1:8	In the area supervision, supervisors circulate to all hills in use, supervisor to student ratio is 1:8 including at least one supervisor in the ski lodge	Buddy system must be used pairing skiers of relative equal skill, teachers/supervisor should establish check in times for all students, one mandatory lesson for all students at the beginning of the 1 st day followed by reassessment if needed. Reassessment to the next level will be based on prior conditioning activities, student abilities and assignment of skiers to appropriate slopes and trails as per categories: Non-skier, Novice, Beginner, Intermediate, and Advanced
Aquatics	All Grades	The adult to student ratio for Kindergarten is 1:4 Grades 1 to 4 is 1:6 Grades 5 to 8 is 1:8 Grades 9 to 12 is 1:12 Grade 3 Swim Program is 1:8	Device to keep hair from obstructing vision compulsory, suitable swim attire required	One qualified Lifeguard for every 25 students. NLS or Bronze Cross, CPR and Standard First Aid, and minimum 20 hours experience	Constant Visual Supervision where adult supervisors can provide immediate assistance, 1 teacher to every 25 students swimming, teacher must be present on swimming deck	Establish a buddy system; test the system every 15 minutes. See MPASS for further breakdown of grade appropriateness for Water parks, and Open Water. An endurance test of 50M must be completed by ALL participants
Archery	*Middle Years, Senior Years	The adult to student ratio for Grades 6 to 8 is 1:10 Grades 9 to 12 is 1:15 Not appropriate for K-5	Non restrictive clothing, arm guards required	Archery NCCP Level 1	Constant Visual Supervision	*Superintendent/CEO approval required for middle years
Bouldering	Grade 2-12	The adult to student ratio for Grade 2 to Grade 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Equipment must be checked and approved by qualified instructor, 30.5 cm-60.9 cm mat thickness	Training through Alpine Club of Canada Manitoba Section-Bouldering Wall Training Program	On-site supervision by instructor, constant supervision by his or her spotter	Eyeglasses should be secured, helmets recommended. An appropriate height for climbers is when the climber's feet go no higher than their spotter's shoulders

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Artificial Wall Climbing (Indoor/Outdoor)	Grade 2-12	The adult to student ratio for Gr. 2 to 3 is 1:8 Gr. 4 to 8 is 1:10 Gr. 9 to 12 is 1:15	A trained instructor at qualified service provider w/ trained Belayers and Belay systems MUST be used	Training through Alpine Club of Canada Man. Section level 1	Constant Visual	See MPASS for more detailed information
Rock Climbing/Rappelling	Prohibited					
Board Sailing/Windsurfing	Senior Years: 9-12	The instructor to student ratio for Grades 9 to 12 is 1:10 Not appropriate for K-8	Personal flotation device (PFD) with a whistle attached required, wetsuit recommended, sunscreen, hat	Minimum Level 1 Canadian Yachting Association Coaching Certificate	Constant Visual Supervision	A buddy system must be in place, a minimum of 1 motorized rescue craft for every 10 sailboards, with a maximum of 10 students using sailboards at any one time, students should be aware of activity boundaries. An endurance test of 50M must be completed by ALL participants
Camping	Residential Camping: Grades K-12 Front Country/Base/Remote: Gr. 4-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	First Aid Kit, Survival and Repair equipment Appropriate camping gear-Refer to YSM Section III Outdoor Pursuits	St. John's First Aid Certificate or equivalent - Heart Saver CPR, prior site knowledge, EMS arrival >20 minutes but less than 2 hrs=1 supervisor; >2 hrs=2 supervisors	Primary: On-Site Secondary: In-The -Area, Male/Female supervisors as appropriate	Buddy System present. Fires: Constant Visual Supervision See MPASS for more detailed guidelines regarding Outdoor Pursuits
Canoe Trips	Senior Years: 10-12 Not recommended for Middle Years	The adult to student ratio for Grades 10 to 12 is 1:8	Properly sized and fitted helmets with vents to allow water drainage, PFD with a whistle attached, waterproof bags-clothing sleeping gear etc.	Manitoba Recreational Canoeing Association Level 1 Lake water Canoeing certification, N.L.S. Lifeguard Certificate, St. John's First Aid Certificate or equivalent, Heart Saver CPR, prior site knowledge	Constant Visual Supervision	The Instructor must be trained and competent to organize a canoeing activity. An endurance test of 50M must be completed by ALL participants as well as orientation after falling in water, 3 minutes tread water, 2 minutes and H.E.L.P. position

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Cross Country Skiing	Class Instruction: K-12 Class Instruction/Day Trips: 4-12 Overnight/Extended Touring: Senior Years	The adult to student ratio for Kindergarten to Grade 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Novices should have recreational or light touring equipment. Defined routes/areas for students. Students should dress in layers for warmth and bring a back-up pair of mitts, gloves	CANSI- Canadian Association of Nordic Ski Instructor Training, CCSAM_ Cross Country Ski Association of Manitoba qualifications, NCCP Training	In-The-Area Supervision	Buddy system present. Basic trail safety and techniques should be taught prior to field trip. See YSM resource. Ensure trail has escape routes, and shelters, cabins nearby. Use of GPS, cell phones are suggested. Complete head count before/after activity
Cycling	Grades 4-12 Day Trips Overnight and Extended Trips: Grades 5-12	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Bicycles should be inspected before use. Bicycle should be properly fitted to rider. Cyclists must wear a CSA and/or CPSC approved helmet. Cyclists should secure pant legs, and No walkmans, MP3 players, Discmans are allowed while riding	Manitoba Cycling Association Training NCCP Training. If going off-site one supervisor should have training in basic bicycle repair and maintenance.	On-Site for K-3. In-The-Area Supervision for Grades 3-12	Students should be instructed in basic cycling skills (see MPASS) prior to field trip
Diving	Swimming Pool K-12 All others 3-12	The adult to student ratio for Kindergarten is 1:4 Grades 1 to 4 is 1:6 Grades 5 to 8 is 1:8 Grades 9 to 12 is 1:12	Hair must not obstruct eyes. Jewelry must be removed or taped	Instructors must have C.A.D.A. Level 1 training, National Lifeguard Service. One qualified Lifeguard for every 25 students. NLS or Bronze Cross, CPR and Standard First Aid, and minimum 20 hours experience	Constant Visual Supervision where adult supervisors can provide immediate assistance, 1 teacher to every 25 students swimming, teacher must be present on swimming deck	Only one person on the board at any one time. No wearing of ear plugs. Move to poolside after completion of dive. ALL participants must complete an endurance test of 50M. Note: Skydiving, Tower Diving are prohibited activities
Hiking	Grades K-12 Remote/Wilderness recommended for Gr 10-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	First Aid kit, Survival and Repair equipment, appropriate camping gear. Refer to YSM Section III Outdoor Pursuits. Map of the Course as well as a compass, and GPS -if needed (remote areas). Wear long clothing	Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR	In-The-Area	Bear deterrent precautions must be taken in bear country. Wood tick precautions should be taken in that type of environment. Copies of itinerary must be left at base camp. Groups should have access to external communication such as cell phones, satellite phones, etc.

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Backpacking	Grades 5-12 Remote/Wilderness recommended for Grades 10-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	First Aid kit, Survival and Repair equipment, appropriate camping gear Refer to YSM Section III Outdoor Pursuits. Map of the Course as well as a compass, and GPS -if needed (remote areas). Wear long clothing	Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR.	In-The-Area	Bear deterrent precautions must be taken in bear country. Wood tick precautions should be taken in that type of environment. Copies of itinerary must be left at base camp. Groups should have access to external communication such as cell phones, satellite phones, etc.
Horseback riding	Pony Rides: K-6 Class Instruction/Day Trips: Middle Years Class Instruction/Extended Trips: 9-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students must wear protective helmets- Snell E2001, SCI and/or ASTM such as Tipperary, Troxel, or International riding helmets	Novice riders must receive a riding lesson in an arena/pen. Trails must be appropriate for ability of group. Horses used must be suitable for beginner riders	In-The-Area Supervision	Students should be taught proper conduct around horses and proper spacing between animals
Initiative tasks/ trust activities	Grades K-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15		Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR	Constant Visual	Equipment or apparatus must be inspected for splinters, cracks or other defects. Students should be instructed on proper spotting techniques
In-Line Skating and Roller Skating	Grades 3-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students must wear protective helmets- Snell N-94 and/or CPSC approved helmets. Hand, wrist, elbow and kneepad protection are recommended	Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR. For off-site activities instructor must be competent in basic repair and maintenance of skates	In-The-Area	See MPASS for more detailed guidelines
Kayaking	Senior Years: Grades 10-12 Not recommended for Middle Years	The adult to student ratio for Grades 10 to 12 is 1:8	Slalom or river kayaks are to be used. Students should wear wetsuits. Properly fitted helmets and PFD/lifejackets	Instructors must have appropriate training from Paddle Manitoba, Canadian Recreational Canoeing Association. N.L.S. Lifeguard Certificate, St. John's First Aid Certificate or equivalent, Heart Saver CPR, prior site knowledge	On-site	See MPASS for more detailed guidelines. ALL participants must complete an endurance test of 50M as well as orientation after falling in water; 3 minutes tread water, 2 minutes and H.E.L.P. position

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Mountain/Hybrid Biking	Day Trips: Grades 4-12 Overnight and Extended Touring: Grades 5-12	The adult to student ratio for Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Bicycles should be inspected before use. Bicycle should be properly fitted to rider. Cyclists must wear a CSA and/or CPSC approved helmet. Cyclists should secure pant legs, and no walkmans, MP3 or disc players are allowed while riding	Instructors must receive training from Manitoba Cycling Association, and the NCCP program If going off-site one supervisor should have training in basic bicycle repair and maintenance	In-The-Area Supervision Cycling for Grade K-3 should be on-site	BMX is a prohibited activity
Orienteering	K-Grade 12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Clothing suitable to environment. Maps of an appropriate scale. All participants should carry a whistle. Carry water if > 2 kms distance and/or 1/2 hour in duration	Define specific boundaries for event. Determine a safety bearing if trained in compass use	In-The-Area	Take attendance before and after event or use master sheet if timing students. Instructor use of cell phones is recommended
Rope Courses/Challenge Courses	Grades 3-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15		Training will be determined by the service provider	Constant visual	
Sailing	Senior Grades: 10-12 Not recommended for Middle Years	The adult to student ratio for Grades 10 to 12 1:8	All equipment must meet Canadian Coast Guard regulations. All participants must wear a correctly fitting Transport Canada PFS/life jacket with whistle. All swimmers must be able to complete a 50m endurance test	Instructors must have training from Manitoba Sailing Association, Pleasure Craft Operators Card, Canadian Power Squadron Boating and Seamanship Sail Program, the Canadian Yachting Association, and NCCP	On-Site	Students should be instructed in person overboard procedure and trained in what to do when a boat upsets. Instruction in sailing should include content and skills relevant to the activity. ALL participants must complete an endurance test of 50M as well as orientation after falling in water; 3 minutes tread water, 2 minutes and H.E.L.P. position

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SCUBA Diving	Senior Years-within context of school curriculum	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students need a wetsuit, mask, snorkel, and fins. All diving gear requires inspection and approval by instructor prior to event. Each student must have a BCD (buoyancy compensation device) with a whistle attached, a weight belt	Training must be secured from the Professional Association of Diving Instructors, National Association of Underwater Instructors or Association of Canadian Underwater Councils. Instructors must have CPR and Standard First Aid	On-Site. One instructor must remain out of water. Students MUST scuba with a buddy.	This activity should be introduced in a swimming pool. The instructor must establish clear boundaries especially depth. For more detailed information refer to MPASS.
Skating	Grades K-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students should wear a multiple-impact helmet such as the Snell N-94, or other CPSC approved helmet, properly-fitted skates	The instructor must have CPR and Standard First Aid, must be able to skate and organize the activity	On-Site	Students should be taught how to stop, start, fall, and rise safely. Also how to skate in control at all times and be aware of proper spacing. For more information refer to MPASS.
Snorkeling	Grades 4-12 Day Trips Overnight and Extended Trips: Grades 5-12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students should wear a mask, snorkel and fins that fit properly. If water is more than chest deep or non-swimmers or beginner swimmers must wear a PFD	If in water more than chest deep the instructor must be a certified NLS lifeguard or a Life Saver (bronze Cross) with CPR	On-Site	An endurance test of 50M must be completed by ALL participants.
Snowshoeing	Class Instruction: K-S4 Class Instruction/Day Trips: 4-12 Overnight/Extended Trips: Senior Years	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Snowshoes and poles should be in good repair. Layered clothing. Warm hat/toque, mitts, gloves, nylon outer shell	Define specific boundaries for event	In-the-area	Use a buddy system. Do head counts before/after activity. Establish rendezvous points along the course prior to beginning activity
Snowboarding	Grades 6-12	Not appropriate for K to Grades 5. The adult to student ratio for Grades 6 to 8 is 1:8 Grades 9 to 12 is 1:15	Students must wear a multiple-impact helmet suitable -SNELL RS-98, ASTM 2040 and/or CEN 1077 facial, and eye protection. Wrist guards are recommended	The service provider must provide instructors who are recognized members of the Canadian Ski Patrol, Canadian Ski Instructors Alliance, and Can/West Ski Area Association	In-The-Area, Buddy-System to be used	Buddy system must be used pairing skiers of relative equal skill, teachers/supervisor should establish check in times for all students, one mandatory lesson for all students at the beginning of the 1 st day followed by reassessment if needed. Reassessment to

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						the next level will be based on prior conditioning activities, student abilities and assignment of skiers to appropriate slopes and trails as per categories: Non-skier, Novice, Beginner, Intermediate, and Advanced
Tobogganing/ Sledding	K-Grades 12	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Layered outerwear	Instructor must be able to effect rescue and emergency procedures as necessary, CPR and Standard First Aid	On-Site	The use of multiple impact helmets is advised
Snow-Tubing	Prohibited					
Wide Games	K-S4	The adult to student ratio for K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15		Instructor must be able to effect rescue and emergency procedures as necessary, CPR and Standard First Aid	In-the-area	
Winter Camping	Residential: Grades 5-12	The adult to student ratio for Grades 4 to 8 is 1:10 Grade 9 to 12 is 1:15	Four Season sleeping bags, sleeping pad, appropriate clothing, including a warm dry change of clothing	Leaders must have experience in winter camping, CPR and Standard First Aid	In-the-area	
**Other Activities: For activities not listed in this chart, refer to MPASS.						

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